SEC FORM 39-REGISTRAR-QB
REPORT OF REGISTRATION OF QUALIFIED BUYER

General Instructions

Pursuant to SEC Memorandum Circular No. 05, Series of 2026, amending Rule 39.1.4 of the 2015 SRC Rules (Rules Governing Registrars of Qualified Institutional and Individual Buyers), this form must be submitted electronically to the Commission within seven (7) calendar days from the date of QB conferment. **Do not leave any fields blank. Input N/A if not applicable.**

Registrar Information

Name of Registrar: ____________
Name of the Issuing Registrar

Principal Address: ____________
Indicate Room/ Unit Number, Floor, Building name and Street, City and Postal Code. Do not use P.O. Box No.

Contact Details: ____________ ____________ ____________
Telephone No(s). *Email Address* *Website*

QB Information

Name of Qualified Buyer(s):

First Name / Name of Institution	Middle Name	Last Name	Suffix
First Name (for joint accounts)	Middle Name	Last Name	Suffix
First Name (for joint accounts)	Middle Name	Last Name	Suffix
First Name (for joint accounts)	Middle Name	Last Name	Suffix
First Name (for joint accounts)	Middle Name	Last Name	Suffix

QB Identification Number (QBID): ______ - ______ - ______ - ______
Three-letter Registrar Code - *IND or INS* - *Two-digit Year Code* - *Six alphanumeric characters (e.g., ABC123)*

Type of Qualified Buyer:
- ☐ Individual
- ☐ Institutional

If Joint Qualified Buyer Account:
- ☐ **OR Arrangement**
- ☐ **AND/OR Arrangement**
- ☐ **AND Arrangement**
- ☐ **NOT APPLICABLE**

Date of Registration as QB: ______ ______ ______
Month *Day* *Year*

Validity Date of QB status: ______ ______ ______
Month *Day* *Year*

COR Control Number: ____________
Certificate of Registration Control Number

Registrar Evaluator Details

Name of Evaluator: ____________
Name of Registrar Personnel Who Conducted the Evaluation:

Designation of Evaluator: ____________
Designation of the Personnel Who Conducted the Evaluation (e.g., Salesman, FIMS, CIS, AP of the Registrar)

SEC registration license number: ____________
Evaluator's SEC registration license number

Date of Evaluation: ______ ______ ______
Month *Day* *Year*

By submitting this SEC Form 39-Registrar-QB, registrar and the executing official represent that all the information contained herein are true, correct and complete.

Signature	Signature of the Compliance Officer	Name	Name of Compliance Officer
Date of Signature	Month / Day / Year		

Reference Guide for Accomplishing SEC Form 39-Registrar-QB

General Instructions

- The form shall be submitted electronically to the Commission within seven (7) calendar days from the date of conferment for QB status.
- Page 1 of this form shall be accomplished electronically. Handwritten entries shall not be accepted, except for signatures;
- Do not leave any field blank. Input "N/A" if not applicable.
- Information entered in the form must be complete, accurate, and consistent with the Applicant's submitted documents, Registrar's records and the issued Certificate of Registration.

Field-by-Field Guide

I. Registrar Information

1. **Name of Registrar** - Indicate the complete registered name of the Issuing Registrar same as with the SEC-registered Corporate Name indicated in their General Information Sheet.
2. **Principal Address -** Indicate the complete principal office address of the Registrar as indicated in their General Information Sheet.
3. **Contact Details** – Indicate Registrar's official contact number, email address, and website which shall be reflected in the Directory of Registrars in the QB Inter-Registrar Registry System.

II. QB Information

4. **Name of Qualified Buyer(s) –**
   a. For Qualified **Individual** Buyers: Input data in all applicable fields. Put "N/A" if not applicable.
   b. For Qualified **Institutional** Buyers: Input the complete corporate or institutional name under the "First Name (or Name of Institution)" field. Put "N/A" in all unused fields.

   If there are two or more principals/beneficial owners, input the names of all joint account holders in the succeeding rows provided; otherwise, put "N/A" in all unused fields.

5. **QB Identification Number (QBID)** – Input the QBID assigned to the Qualified Buyer in the prescribed format: AAA-IND/INS-YY-XXXXXX
   Where:
   - AAA – Three-letter Registrar Code approved by the Commission
   - IND or INS – Indicates whether the QB is an Individual or Institutional QB
   - YY – Two-digit year code corresponding to the year of QB conferment (e.g., 26 for year 2026)
   - XXXXXX – Six-character alphanumeric code assigned by the Registrar, where the first three (3) characters shall be alphabetic letters only, and the last three (3) characters shall be numeric digits only.

6. **Type of Qualified Buyer** - Indicate whether the QB is Qualified Individual Buyers or Qualified Institutional Buyers. Check the appropriate checkbox in the form.

   If Joint Qualified Buyer Account- Applicable only for joint accounts. Check the applicable arrangement ("OR", "AND/OR", or "AND" arrangement). Check "NOT APPLICABLE" if the QB account/status has only one principal/beneficial owner.

   For purposes of determining compliance with the financial capacity requirements where income, portfolio investments, net worth, or gross assets are held under joint accounts or arrangements involving two or more beneficial owners or principals, whether through individual, corporate, trust, or other similar structures, the evaluation shall be governed by the applicable ownership arrangement, as stated in SEC Memorandum Circular No. 10, s. of 2018, wherein:

   i. A joint account with an "OR" or "AND/OR" arrangement shall be evaluated based on the income or portfolio investment or net worth or gross assets of each beneficial owner/principal.
   ii. A joint account with an "AND" arrangement shall be evaluated based on the combined income or portfolio investment or net worth or gross assets of all the beneficial owners/principals.
   iii. For both types of joint account, continuing compliance with the aforementioned qualifications is required. For the "OR" or "AND/OR" arrangement, each beneficial owner/principal shall continuously comply with the required aforementioned qualifications. Subsequent purchases of "OR" or "AND/OR" arrangements that have lost their qualified buyer status shall not be allowed.

7. **Date of Registration as QB** - Indicate the date when QB status was conferred.
8. **Validity Date of QB Status –** Indicate the expiration date of the QB registration. This shall likewise be reflected in the Certificate of Registration, which shall be valid for three (3) years from the date of issuance, provided that the qualifications are continuously maintained.
9. **COR Control Number** - Indicate the Registrar's control number appearing in the issued Certificate of Registration (COR).

III. Registrar Evaluator Details

10. **Name of Evaluator -** Indicate the complete name of the Registrar personnel who conducted the evaluation of the QB applicant. Only registered persons may conduct evaluations.
11. **Designation of Evaluator** - Indicate the evaluator's designation or SEC registration category. Such as Salesman, Fixed Income Market Salesman (FIMS), Certified Investment Solicitor (CIS), Associated Person (AP), or Compliance Officer (CO).
12. **SEC Registration License Number** - Indicate the evaluator's valid SEC registration license number.
13. **Date of Evaluation** - Indicate the date when the QB evaluation was completed.

IV. Certification and Signature

14. **Signature –** The Compliance Officer of the Registrar shall affix his/her wet or digital signature on the form. By signing the form, the Registrar certifies that all information provided herein is true, correct, and complete.
15. **Name -** Indicate the full printed name of the Compliance Officer who signed the form.
16. **Date of Signature** - Indicate the date on which the form was signed.

All information submitted to the Commission shall be treated as confidential, subject to applicable laws and SEC rules.