

NOTICE

**Subject: UPDATED WATERMARK FORMAT AND LAYOUT FOR PLAIN AND
CERTIFIED TRUE COPY (CTC) ON PHYSICAL COPIES OF SEC
DOCUMENTS**

The Securities and Exchange Commission (SEC) informs the public that changes will be implemented in the **layout and format of the Plain and Certified True Copy (CTC) watermark** appearing on **physical copies** of SEC documents issued by the Commission.

As part of the Commission's ongoing digital transformation initiatives, the watermark design appearing on Plain and Certified True Copies will be updated to enhance document authentication and security. This change supports the gradual elimination of manual stamping processes and the adoption of more efficient digital verification methods.

All SEC documents requested and ordered in hard copy, whether plain or authenticated, shall bear the updated watermark.

Effective **3 August 2026**, Plain and Certified True Copies issued by the Securities and Exchange Commission will reflect the new watermark format.

For guidance, please refer to the new formats of the issued Plain and Certified True Copy.

Issued on 24 July 2026 in Makati City, Philippines.



SECURITIES AND EXCHANGE COMMISSION

Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City, 1307 Metro Manila Philippines

Tel: (632) 818-0921 Fax: (632) 818-5293 Email: mis@sec.gov.ph



SAMPLE DOCUMENT - PLAIN COPY

The following document has been received:

Receiving: Aldrin Pagal

Receipt Date and Time: April 28, 2022 04:45:01 PM

Company Information

SEC Registration No.: CN20190123456

Company Name: ABC CORPORATION

Industry Classification: O92499

Company Type: Stock Corporation

Document Information

Document ID: OST1042820228343045

Document Type: General Information Sheet

Document Code: GIS

Period Covered: March 30, 2022

Submission Type: Annual Meeting

Remarks: None

GENERAL INFORMATION SHEET (GIS)

NON-STOCK CORPORATION

FOR THE YEAR 2022

SAMPLE DOCUMENT - PLAIN COPY

GENERAL INSTRUCTIONS:

1. FOR USER CORPORATION: THIS GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE ANNUAL MEMBERS' MEETING AS STATED IN THE BY-LAWS. **DO NOT LEAVE ANY ITEM BLANK.** WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE TO THE CORPORATION OR "NONE" IF THE INFORMATION IS NON-EXISTENT. IF THE ANNUAL MEMBERS' MEETING IS HELD ON A DATE OTHER THAN THAT STATED IN THE BY-LAWS, THE GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS AFTER THE ELECTION OF THE DIRECTORS, TRUSTEES AND OFFICERS OF THE CORPORATION AT THE ANNUAL MEMBERS' MEETING.
2. IF NO MEETING IS HELD, THE CORPORATION SHALL SUBMIT THE GIS NOT LATER THAN JANUARY 30 OF THE FOLLOWING YEAR. HOWEVER, SHOULD AN ANNUAL MEMBERS' MEETING BE HELD THEREAFTER, A NEW GIS SHALL BE SUBMITTED/FILED.
3. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE **CORPORATE SECRETARY** OF THE CORPORATION.
4. ALL CHANGES ARISING BETWEEN ANNUAL MEETINGS AND AFFECTING THE INFORMATION STATED IN THE GIS, SUCH AS THE DEATH, RESIGNATION OR CESSATION OF HOLDING OF OFFICE OF A DIRECTOR, TRUSTEE, OR OFFICER, SHALL BE REFLECTED IN AN AMENDED GIS LABELED AS SUCH AND THE CHANGES CLEARLY HIGHLIGHTED. THE AMENDED GIS SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS AFTER SUCH CHANGES OCCURRED OR BECAME EFFECTIVE.
5. SUBMIT FOUR (4) COPIES OF THE GIS TO THE RECEIVING SECTION AT THE SEC MAIN OFFICE, OR TO SEC SATELLITE OFFICES OR EXTENSION OFFICES. ALL COPIES SHALL UNIFORMLY BE ON A4 OR LETTER-SIZED PAPER. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE.
6. **ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS COMPLIANT WITH EXISTING RULES AND REGULATIONS.**
7. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE CORPORATION AND ITS RESPONSIBLE DIRECTORS/TRUSTEES/OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME:	ABC CORPORATION		DATE REGISTERED:	May 17, 2019
BUSINESS/TRADE NAME	ABC CORPORATION		FISCAL YEAR END:	DECEMBER 31
SEC REGISTRATION NUMBER:	CN20190123456		CORPORATE TAX IDENTIFICATION NUMBER (TIN):	123-456-789
DATE OF ANNUAL MEETING PER BY-LAWS:	NOT LATER THAN MARCH 31 OF EACH YEAR		WEBSITE/URL ADDRESS:	www.abcorp.com.ph
DATE OF ACTUAL MEETING:	30-Mar-22		EMAIL ADDRESS:	
COMPLETE PRINCIPAL OFFICE ADDRESS:	Salcedo Village, Makati City		TELEPHONE NUMBER(S):	
COMPLETE BUSINESS ADDRESS:	Salcedo Village, Makati City		FAX NUMBER(S):	02-253-5215
OFFICIAL E-MAIL ADDRESS	ALTERNATE E-MAIL ADDRESS	OFFICIAL MOBILE NUMBER	ALTERNATE MOBILE NUMBER	
abc@gmail.com	abc@yahoo.com	0916-2130814	09175862345	
PRIMARY PURPOSE ENGAGED IN:	RESTAURANT			
NAME OF EXTERNAL AUDITOR & SIGNING PARTNER:		SEC ACCREDITATION NUMBER:	TELEPHONE NUMBER(S):	
IF ENGAGED IN MICROFINANCE BUSINESS, CHECK SERVICES		TO BE FILLED UP BY SEC PERSONNEL:		
☐ Deposits ☐ Insurance Products ☐ Loans ☐ Payment Services ☐ Money Transfer ☐ N/A ☐ Others		INDUSTRY CLASSIFICATION CODE:		
		NATIONAL GEOGRAPHICAL CODE (NGC):		

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Verified by: Reina Bailon

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FOR THE YEAR 2022

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abc@gmail.com	abc@yahoo.com	0916-213-0814	09175862345	
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Page: _____ of _____ pages		Page 1		

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ROMEO B. CAMANO
SEC Administrative Officer IV
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