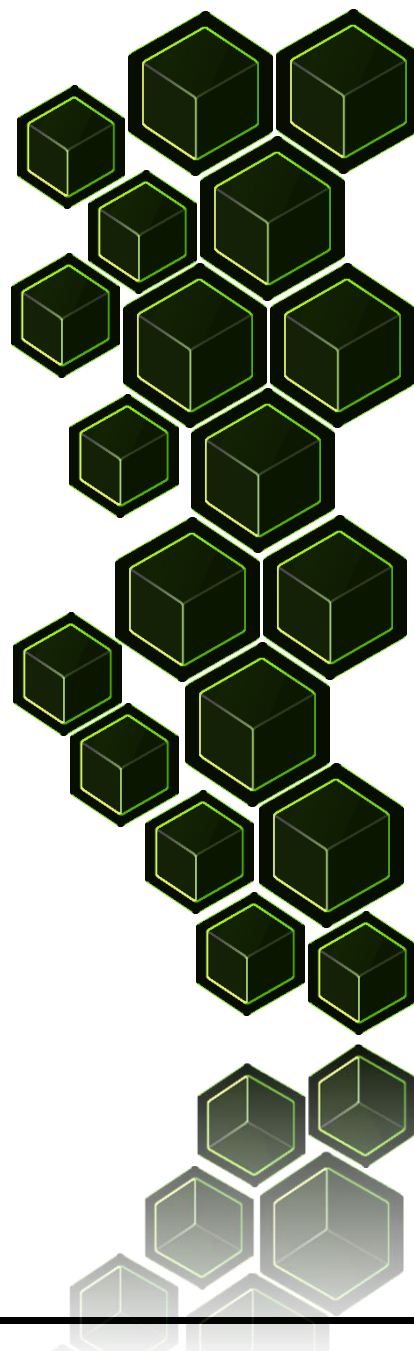




**Securities and  
Exchange  
Commission**  
P H I L I P P I N E S



# 2020

## CITIZEN'S CHARTER (1<sup>ST</sup> Edition)

### SEC Extension Offices

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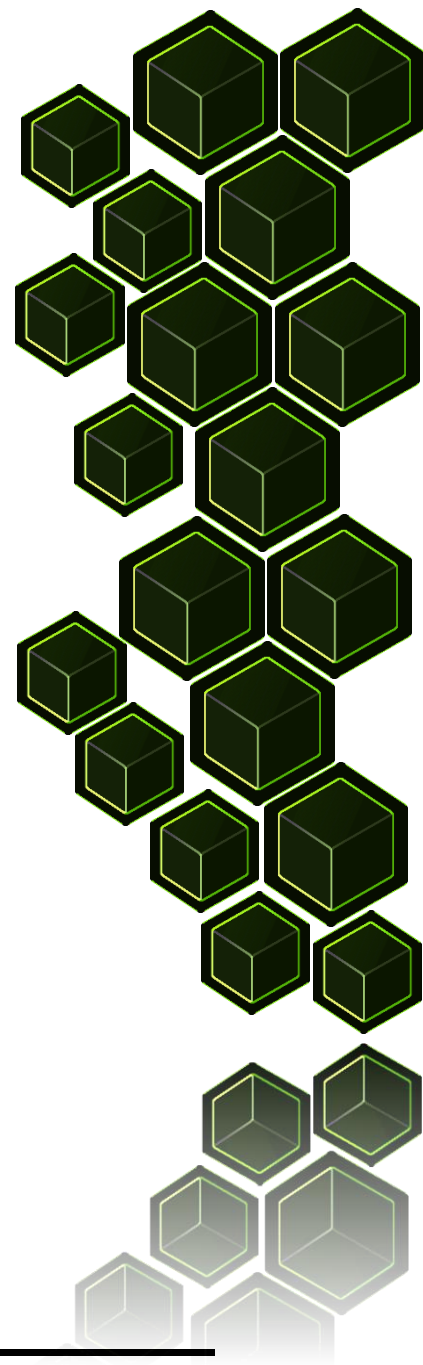
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LIST OF EXTENSION OFFICES.....813

## **EXTENSION OFFICES BAGUIO CITY**

**3/F Newton Square, Navy Base Road,  
Baguio City**



## 1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                               |                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>SEC Baguio Extension Office (SEC-BEO)</b>                                  |                                                                                                                                                                                                                                                                        |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Simple and Complex                                                            |                                                                                                                                                                                                                                                                        |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | G2B – Government to Business                                                  |                                                                                                                                                                                                                                                                        |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | All registered domestic corporations through their Authorized Representatives |                                                                                                                                                                                                                                                                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                               | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                 |
| <b>1. Basic Requirements (STOCK OR NON-STOCK CORPORATIONS) 1 set original and 3 sets photocopies</b>                                                                                                                                                                                                                                                                                                                                                                                         |                                                                               | May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk or through the Commission's website at <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a> |
| <b>2. Amended Articles of Incorporation/By-laws</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                               |                                                                                                                                                                                                                                                                        |
| <b>3. Directors' or Trustees' Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders' or members' meeting; and (iv) the tax identification number of the signatories which shall be placed below their names</b> |                                                                               |                                                                                                                                                                                                                                                                        |
| <b>4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute</b>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                               |                                                                                                                                                                                                                                                                        |
| <b>5. Compliance Monitoring Division (CMD) / EO Monitoring Officer Clearance</b>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                               | SEC-BEO                                                                                                                                                                                                                                                                |
| <b>6. Additional Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                               |                                                                                                                                                                                                                                                                        |
| <b>6.1. Clearance from other SEC departments, if applicable</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                               |                                                                                                                                                                                                                                                                        |
| <b>6.1.1.-For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation (1 original copy)</b>                                                                                                                                                                                                                                                                                  |                                                                               | Corporate Governance and Finance Department (CGFD)                                                                                                                                                                                                                     |

|                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>6.1.2.-For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy)</b>                                           | Markets and Securities Regulation Department (MSRD)                                                                                                                                                                                                                                                                                                                                          |
| <b>7. Endorsement from other government agencies, if applicable (1 original copy)</b>                                                                      | <p>BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES</p> <p>A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas</p> <p>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission</p> <p>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas</p> |
| <b>7.1. If the provision to be amended is the corporate name, submit:</b>                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>7.1.1.Name Verification Slip (1 original)</b>                                                                                                           | Name verification slip may be secured manually through the SEC EO by the verifying officer                                                                                                                                                                                                                                                                                                   |
| <b>7.1.2.Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the AI)</b>                 | May secure copy from the Public Assistance and Complaint Desk/ Officer of the Day                                                                                                                                                                                                                                                                                                            |
| <b>7.2. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101</b>                    | May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a>                                                                                                                                                     |
| <b>8. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102</b> | May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a>                                                                                                                                                     |

| CLIENT STEPS                                                                                                                                                                                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                      | FEES TO BE PAID                             | PROCESSING TIME                                                          | PERSON RESPONSIBLE                                    |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------------------------------------|-------------------------------------------------------|
| 1. If corporate name is for amendment:<br>1.1. Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s)<br>1.2. If name is rejected, registrant may appeal for the proposed corporate name | 1. Approves or denies proposed name/s or trade name/s<br><br>1.1. Approves or denies appeal for the proposed name/s or trade name/s                                                                                                                 | P100.00 per proposed corporate/trade name/s | 10 minutes per application                                               | Director                                              |
| 2. For pre-processing, secures number from the guard on duty and proceeds to EO Counter for presentment of documentary requirements                                                                                                   | 2. Verifies completeness of amendment requirements<br><br>2.1. If documents are complete:<br>2.1.1. Endorses documents to Securities Counsel I<br><br>2.1.2. If documents are incomplete:<br><br>2.1.3. Returns documents to clients for compliance | None                                        | Up to 10 minutes per application<br><br>Up to 10 minutes per application | Frontline Staff<br><br>EO Administrative Assistant II |

| CLIENT STEPS                                                                 | AGENCY ACTIONS                                                                                                                                                                                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE                                                                     |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------|
| 3. Waits for the corporation's name to be called by the Securities Counsel I | 3. Processes and evaluates application for amendment<br><br>(MONITORING PERIOD/S EXCLUDED)<br><br>3.1. If compliant, issues Payment Assessment Form<br><br>3.2. If non-compliant, issues a checklist for compliance | None                                                                                                                                                                                                                                                                                      | 30 min          | Securities Counsel I<br><br><br><br><br><br><br>Administrative Assistant II<br>Cashier |
| 4. Pays the filing fee                                                       | 4. Issues the Official Receipt and machine-validated Payment Assessment Form                                                                                                                                        | Filing Fees:<br><br>Amendment of Articles of Inc. or By-laws :<br>PHP 1,040.00<br>(*+**+***)<br><br>If Amendment of Articles of Inc. and By-laws: PHP 2,080.00<br>(*+**+**+**+**+***)<br><br>Amendment of Articles of Incorporation – PHP 1,000.00<br>Amendment of By-Laws – PHP 1,000.00 | 5 min           | Cashier                                                                                |

| CLIENT STEPS                                                                                        | AGENCY ACTIONS                                                                  | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                              | PROCESSING TIME             | PERSON RESPONSIBLE                                    |
|-----------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-------------------------------------------------------|
|                                                                                                     |                                                                                 | <p>**Documentary Stamp Taxes – PHP 30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00)</p> <p>**** Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s</p> <p>*****Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)</p> |                             |                                                       |
| 5. Proceeds to Receiving Officer for presentation of documentary requirements with proof of payment | 5. Receives and verifies documentary requirements and proofs of payment         | None                                                                                                                                                                                                                                                                                                                                         | 3-5 minutes per application | Frontline Staff<br>COS<br>Administrative Assistant II |
| 6. Waits for the issuance of signed Certificate                                                     | 6. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws | None                                                                                                                                                                                                                                                                                                                                         | 3-5 minutes per application | Administrative Assistant II                           |
|                                                                                                     |                                                                                 | None                                                                                                                                                                                                                                                                                                                                         |                             | EO Director                                           |

| CLIENT STEPS                                                                                                                                                               | AGENCY ACTIONS                                                                                                                                                            | FEES TO BE PAID                                                                                                                                                                                                  | PROCESSING TIME                                             | PERSON RESPONSIBLE                              |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------|
|                                                                                                                                                                            | 6.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws<br><br>6.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws | None                                                                                                                                                                                                             | 10 minutes per application<br><br>5 minutes per application | Administrative Assistant II                     |
| 7. Proceeds to Releasing Officer for presentation of the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws | 7. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws                                                                                        | None                                                                                                                                                                                                             | 5 minutes per application                                   | Frontline Staff/<br>Administrative Assistant II |
| TOTAL                                                                                                                                                                      |                                                                                                                                                                           | PHP 100.00 per proposed corporate/trade name/s<br><br>Filing Fees:<br>Amendment of Articles of Inc. or By-laws :<br>PHP 1,040.00<br>(*+**+***)<br><br>If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 | 1 hour and 10 minutes                                       |                                                 |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>(*+*+**+**+***+***)</p> <p>Amendment of Articles of Incorporation – PHP 1,000.00<br/>Amendment of By-Laws – P1,000.00</p> <p>**Documentary Stamp Taxes - PHP 30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00)</p> <p>**** Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s</p> <p>*****Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)</p> |                 |                    |

## 2. Application for Amendment of Partnerships

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

|                                                                                                                                        |                                                                      |                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                             | <b>SEC Baguio Extension Office (SEC-BEO)</b>                         |                                                                                                                                                                                                                                                                                                                                                            |
| <b>Classification:</b>                                                                                                                 | Simple                                                               |                                                                                                                                                                                                                                                                                                                                                            |
| <b>Type of Transaction:</b>                                                                                                            | G2B – Government to Business;G2C- Government to Client               |                                                                                                                                                                                                                                                                                                                                                            |
| <b>Who may avail:</b>                                                                                                                  | All registered partnerships through their Authorized Representatives |                                                                                                                                                                                                                                                                                                                                                            |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                       |                                                                      | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                                                                     |
| <b>1. Basic Requirements (1 set original and 3 sets photocopies)</b>                                                                   |                                                                      | May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, Officer of the Day of the Corporate and Partnership Registration Division or through the Commission's website through URL <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a> |
| <b>2. Cover Sheet; and</b>                                                                                                             |                                                                      |                                                                                                                                                                                                                                                                                                                                                            |
| <b>3. Amended Articles of Partnership</b>                                                                                              |                                                                      | Any of the partners                                                                                                                                                                                                                                                                                                                                        |
| <b>4. Additional Requirements</b>                                                                                                      |                                                                      |                                                                                                                                                                                                                                                                                                                                                            |
| <b>4.1. Endorsement from other government agencies, if applicable (1 original)</b>                                                     |                                                                      | A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas<br>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission<br>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas                                                               |
| <b>4.2. If the provision to be amended is the partnership name, submit:</b>                                                            |                                                                      |                                                                                                                                                                                                                                                                                                                                                            |
| <b>4.2.1.Name Verification Slip (1 original)</b>                                                                                       |                                                                      | Name verification slip may be secured manually by OOTD                                                                                                                                                                                                                                                                                                     |
| <b>4.2.2.Affidavit of a partner to change partnership name. (Not required if already stated in the AP) (1 original; 3 photocopies)</b> |                                                                      | May secure copy from the Public Assistance and Complaint Desk/ OOTD                                                                                                                                                                                                                                                                                        |
| <b>4.3. If the provision to be amended is the change of partners, submit:</b>                                                          |                                                                      |                                                                                                                                                                                                                                                                                                                                                            |

|                                                                                                                                                                          |                                                                                                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4.3.1.</b> Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner (1 original; 3 photocopies) | Assignee and Assignor Partners                                                                                                                                                                                                           |
| <b>4.4. If provision for amendment is to have foreign equity of a registered partnership, submit: F-106</b>                                                              | May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a> |
| <b>5. If provision for amendment is to further increase the foreign equity of a registered partnership, submit: F-107</b>                                                | May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a> |

| CLIENT STEPS                                                                                                                                                                                                                                 | AGENCY ACTIONS                                                                                                                                            | FEES TO BE PAID                                  | PROCESSING TIME                                                  | PERSON RESPONSIBLE          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|------------------------------------------------------------------|-----------------------------|
| 1. If partnership name is for amendment:<br>1.1. Fills out Name Verification Form (Verifies, reserves or company name with or without trade name/s)<br><br>1.2. If name is rejected, registrant may appeal for the proposed partnership name | 1. Approves or denies proposed name/s or trade name/s<br><br>1.1. Approves or denies appeal for the proposed name/s or trade name/s                       | PHP 100.00 per proposed partnership/trade name/s | 10 minutes per application                                       | Director                    |
| 2. For pre-processing, secures queuing number from the OOTD and proceeds to Administrative Assistant II for presentment of documentary requirements                                                                                          | 2. Verifies completeness of amendment requirements<br><br>2.1. If documents are complete:<br><br>2.1.1. Accepts documents for assignment to EO processors | None                                             | 5-10 minutes per application<br><br>5-10 minutes per application | Administrative Assistant II |

| CLIENT STEPS                                                                 | AGENCY ACTIONS                                                                                                                                                                                    | FEES TO BE PAID                                                                                                                                                                                     | PROCESSING TIME             | PERSON RESPONSIBLE                         |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------------|
|                                                                              | <p>2.2. If documents are incomplete:</p> <p>2.2.1. Returns documents to clients for compliance</p>                                                                                                |                                                                                                                                                                                                     |                             |                                            |
| 3. Waits for the partnership's name to be called by the Securities Counsel I | <p>3. Processes and evaluates application for amendment</p> <p>3.1. If complete and compliant, issues Payment Assessment Form</p> <p>3.2. If non-compliant, issues a checklist for compliance</p> | <p>None</p>                                                                                                                                                                                         | <p>20 min</p> <p>10 min</p> | <p>Securities Counsel I</p> <p>Cashier</p> |
| 4. Pays the filing fee                                                       | 4. Issues the Official Receipt and machine-validated Payment Assessment Form                                                                                                                      | <p>Filing Fees:</p> <p>Amendment of Articles<br/>Partnership: PHP 2,050.00 (*+**+***)<br/>*Amended Articles of Partnership<br/>**Documentary Stamp Taxes - PHP 30.00<br/>***Legal Research Fee-</p> | 5 minutes                   | Cashier                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | 1% of the Filing Fee for amendment (PHP 20.00)<br>**** Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s<br>*****Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed<br>*****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00<br>*****Amendment by increasing |                 |                    |

| CLIENT STEPS                                                                                                                                     | AGENCY ACTIONS                                                                                                                                                                                                | FEES TO BE PAID                                                      | PROCESSING TIME                                                                                | PERSON RESPONSIBLE                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|                                                                                                                                                  |                                                                                                                                                                                                               | foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)        |                                                                                                |                                                                                  |
| 5. Proceeds to Receiving Officer for presentment of documentary requirements with proof of payment                                               | 5. Receives and verifies documentary requirements and proofs of payment                                                                                                                                       | None                                                                 | 3-5 minutes per application                                                                    | Administrative Assistant II                                                      |
| 6. Waits for the issuance of signed Certificate                                                                                                  | 6. Prepares the Certificate of Amended Articles of Partnership<br><br>6.1. Signs the Certificate of Amended Articles of Partnership<br><br>6.2. Encodes signed Certificate of Amended Articles of Partnership | None                                                                 | 20 minutes per application<br><br>10 minutes per application<br><br>10 minutes per application | Administrative Assistant II<br><br>EO Director<br><br>Administrative Officer III |
| 7. Proceeds to Releasing Officer for presentment of original proof of payment and receives signed Certificate of Amended Articles of Partnership | 7. Releases signed Certificate of Amended Articles of Partnership                                                                                                                                             | None                                                                 | 5 minutes per application                                                                      | Administrative Assistant II                                                      |
| TOTAL                                                                                                                                            |                                                                                                                                                                                                               | PHP 100.00 per proposed partnership/trade name/s<br><br>Filing Fees: | 1 hour and 55 min                                                                              |                                                                                  |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | Amendment of Articles<br>Partnership: PHP 2,050.00 (*+**+***)<br>*Amended Articles of Partnership<br>**Documentary Stamp Taxes - P PHP 30.00<br>***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 20.00)<br>**** Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s<br>*****Amendment with Deed of Assignment of Partner's Interest – |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                       | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | PHP 2,000.00 per Deed<br>*****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00<br>*****Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00) |                 |                    |



### 3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

|                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                              | <b>SEC Baguio Extension Office (SEC-BEO)</b>                                                                                                                                                                                                                                        |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                  | Highly Technical                                                                                                                                                                                                                                                                    |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                             | G2B – Government to Business                                                                                                                                                                                                                                                        |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                   | All Partnerships and Corporations duly recorded and registered at Securities and Exchange Commission, respectively.                                                                                                                                                                 |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                        | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                              |
| 1. Duly accomplished request form                                                                                                                                                                                                                                                                                                                                                                       | EO Public Assistance/ OOTD                                                                                                                                                                                                                                                          |
| 2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital)                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                       |
| 3. Secretary's Certificate on non-existence of intra-corporate dispute                                                                                                                                                                                                                                                                                                                                  | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| 4. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR                                                                                                                                                                                                                                                                                                             | To be provided by the Applicant                                                                                                                                                                                                                                                     |
| 5. Audited Interim Financial Statements, in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock not covered by item 4, to be received by the EO after the application has been reviewed by the Securities Counsel I | External Auditor to be engaged by the Company                                                                                                                                                                                                                                       |
| 6. Monitoring Clearance                                                                                                                                                                                                                                                                                                                                                                                 | SEC-BEO                                                                                                                                                                                                                                                                             |
| <b>Additional Requirement for Percentage of Ownership</b>                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                     |
| 7. Stock and transfer book of the corporation (to be presented for verification)                                                                                                                                                                                                                                                                                                                        | To be provided by the Applicant                                                                                                                                                                                                                                                     |

| CLIENT STEPS                                                                      | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | FEES TO BE PAID | PROCESSING TIME                                                                                                                                               | PERSON RESPONSIBLE                                                                                                                                                                                    |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Secures a number from the OOTD                                                 | 1. Calls the number and assists the client                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | None            | 5 min                                                                                                                                                         | Frontline Staff/                                                                                                                                                                                      |
| 2. Submits the requirements to the Administrative Assistant II for pre-processing | 2. Records the application for -pre-processing<br><br>2.1. For first time applicants, Assigns the application to an EO Securities Specialist<br><br>2.1.1.If for compliance, records the date of submission and forwards the application to the assigned EO specialist<br><br>2.2. Advises the client when to follow up the application<br><br>2.3. Examines whether the documents submitted are complete in form and in substance.<br><br>2.3.1.If application is complete and in order, the Securities Counsel I prepares Final Report and submits it to the EO Director/OIC for review | None            | 25 min<br><br><br><br><br><br><br><br><br><br>5 minutes<br><br><br><br><br><br><br><br><br><br>Within 3 days (including draft certificate of paid-up capital) | Frontline Staff<br><br><br><br><br><br><br><br><br><br>Administrative Assistant II<br><br><br><br><br><br><br><br><br><br>Frontline Staff<br><br><br><br><br><br><br><br><br><br>Securities Counsel I |

| CLIENT STEPS                                                                                                 | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | FEES TO BE PAID | PROCESSING TIME                     | PERSON RESPONSIBLE                                           |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------|--------------------------------------------------------------|
|                                                                                                              | <p>2.3.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1*</p> <p>2.4. Evaluates the final report and reviews the recommendation of the Securities Counsel I</p> <p>2.5. If approved for filing, orders the EO Specialist to issue Payment Assessment Form (PAF)</p> <p>2.5.1.If approved for filing, orders the assigned EO specialist to issue Payment Assessment Form (PAF)</p> <p>2.5.2.If not approved, returns the application to the EO Specialist. Go to Step 2.3.1</p> |                 | <p>10 minutes</p> <p>20 minutes</p> | <p>Director</p> <p>Cashier/<br/>Securities Specialist II</p> |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to OOTD/ Administrative Assistant II | 3. Receives the follow-up slip and forwards it to the assigned financial specialist                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | None            | 5 min                               | Frontline Staff                                              |
| 4. Receives the Payment Assessment Form                                                                      | 4. Prepares and issues Payment Assessment Form (PAF) to the applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | None            | 10 min                              | Securities Specialist II                                     |

| CLIENT STEPS                                                                                                                                                      | AGENCY ACTIONS                                                       | FEES TO BE PAID                                                                                                 | PROCESSING TIME                   | PERSON RESPONSIBLE          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------|
| 5. Pays the corresponding filing fees                                                                                                                             | 5. Receives and acknowledges payment                                 | *PHP 1,040 per copy<br><br>*Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00 | 10 min                            | EO Cashier/ Specialist II   |
| 6. Submits complete application requirements for processing together with the validated PAF                                                                       | 6.1 Receives complete application requirement and validated PAF      | None                                                                                                            |                                   |                             |
| 6.1 In case wherein the basis for certification is Audited Interim Financial Statements, submits the Audited Interim Financial Statements then proceeds to Step 6 | 6.2 Receives the Audited Interim Financial Statements and other docs |                                                                                                                 | 10 min                            | Administrative Assistant II |
|                                                                                                                                                                   | 6.3 Prepares Certificate of Paid-up                                  |                                                                                                                 | 10 min                            | Securities Counsel I        |
|                                                                                                                                                                   | 6.4 Signs the Certificate of Paid-up Capital                         |                                                                                                                 | 10 min                            | EO Director                 |
|                                                                                                                                                                   | 6.6 Records the approved Certificate of Paid-up Capital              |                                                                                                                 | 10 min                            | Administrative Officer III  |
| 7. Presents the Official Receipt to the Releasing Officer                                                                                                         | 7. Receives the Official Receipt                                     | None                                                                                                            | 5 minutes                         | Administrative Assistant II |
| 8. Receives the duly signed Certificate of Paid-up Capital                                                                                                        | 8. Releases the signed Certificate of Paid-up Capital                | None                                                                                                            | 10 minutes                        | Administrative Assistant II |
| TOTAL                                                                                                                                                             |                                                                      | PHP 1,040.00 / copy                                                                                             | (Within) 3 days 1 hour and 50 min |                             |

#### 4. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash

|                                                                                                                                                                                                                                                            |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                                                                                                                                                                                 | <b>SEC Baguio Extension Office (SEC-BEO)</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Classification:</b>                                                                                                                                                                                                                                     | Highly Technical                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                | G2B – Government to Business                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>Who may avail:</b>                                                                                                                                                                                                                                      | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                           |                                                                    | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |  |
| 1. Cover sheet                                                                                                                                                                                                                                             |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a>                                                                                                                                                                                                               |  |
| 2. Certificate of Increase of Capital Stock                                                                                                                                                                                                                |                                                                    | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                                                                                                                                                                                                                                    |  |
| 3. Treasurer’s Affidavit                                                                                                                                                                                                                                   |                                                                    | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                                                                                                                                                                                                                                           |  |
| 4. Directors’ certificate                                                                                                                                                                                                                                  |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:<br>Directors’ Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a><br>Trustees’ Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf</a> |  |
| 5. Amended Articles of Incorporation                                                                                                                                                                                                                       |                                                                    | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary |                                                                    | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |  |
| 7. Secretary’s Certificate on non-existence of intra-corporate dispute                                                                                                                                                                                     |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:                                                                                                                                                                                                                                                                                                                                                                                              |  |



|                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification | Bangko Sentral ng Pilipinas                                                                                                                                                                                           |
| 10. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***                                                                                                                                                                    | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a> |
| 11. Endorsement/Clearance, if applicable                                                                                                                                                                                                                                                  | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                   |
| 12. Monitoring Clearance                                                                                                                                                                                                                                                                  | SEC Extension Office                                                                                                                                                                                                  |
| 13. Others                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                       |

| CLIENT STEPS                                                   | AGENCY ACTIONS                                                                                                                                                                                                                                                   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|----------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|
| 1. Secures a number through the queuing system                 | 1. Calls the number through the system and assists the client                                                                                                                                                                                                    | None            | 5 min           | Frontline Staff      |
| 2. Submits the requirements to the Administrative Assistant II | 2. Records the application for -pre-processing<br><br>2.1. For first time applicants, Assigns the application to a Securities Counsel I<br><br>2.1.1.If for compliance, records the date of submission and forwards the application to the assigned EO processor | None            | 5 min           | Frontline Staff      |
|                                                                |                                                                                                                                                                                                                                                                  | None            | 30 min          | Securities Counsel I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE       |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------------|
|              | 2.2. Examines whether the documents submitted are complete in form and in substance.                                                            | None            |                 | Securities Specialist II |
|              | 2.2.1.If application is complete and in order, endorses to Specialist II for evaluation of financial documents                                  |                 |                 |                          |
|              | 2.2.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1 | None            | 5 min           | Frontline Staff          |
|              | 2.3. Advises the client when to follow up the application (NOTE PERIOD/S FOR MONITORING)                                                        |                 | 15 min          | Securities Specialist II |
|              | 2.4. Reviews the final report                                                                                                                   |                 |                 |                          |
|              | 2.4.1.If compliant, issues Payment Assessment Form (PAF)                                                                                        |                 |                 |                          |



| CLIENT STEPS                                                                               | AGENCY ACTIONS                                                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                | PROCESSING TIME | PERSON RESPONSIBLE       |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|
|                                                                                            | 2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.2 |                                                                                                                                                                                                                                                                                |                 |                          |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer | 3. Receives the follow-up slip and forwards it to the assigned monitoring officer   | None                                                                                                                                                                                                                                                                           | 5 min           | Frontline Staff          |
| 4. Receives the Payment Assessment Form                                                    | 4. Issues Payment Assessment Form (PAF) to the applicant                            | None                                                                                                                                                                                                                                                                           | 10 min          | Securities Specialist II |
| 5. Pays the filing fees                                                                    | 5. Receives and acknowledges payment                                                | 1. Amended Articles of Incorporation – PHP 1,010*<br><br>Plus<br><br>2. Increase of Capital Stock -<br>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, | 15 min          | Cashier                  |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>whichever is higher</p> <p>**For corporation without par value –</p> <p>1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF - equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00</p> |                 |                    |

| CLIENT STEPS                                                                                                  | AGENCY ACTIONS                                                                                    | FEES TO BE PAID                                                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE                              |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------|
|                                                                                                               |                                                                                                   | 4. Documentary Stamp tax of PHP 60.00<br><br>*Inclusive of LRF of PHP 10.00<br><br>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00 |                 |                                                 |
| 6. Presents complete documents to Receiving Officer                                                           | 6. Assists clients/ receives complete ICS documents                                               | None                                                                                                                                                                                                   | 5 min           | Frontline Staff/<br>Administrative Assistant II |
| 7. Submits complete application requirements for processing together with the validated PAF in 4 sets<br>7.1. | 7. Receives the complete application requirements and validated PAF                               | None                                                                                                                                                                                                   | 30 min          | Administrative Assistant II                     |
|                                                                                                               | 7.1. Prepares Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation | None                                                                                                                                                                                                   | 30 min          | Administrative Assistant II/ COS                |
|                                                                                                               | 7.2. Signs and approves the application                                                           | None                                                                                                                                                                                                   | 15 min          | Director                                        |

| CLIENT STEPS                                                                                                  | AGENCY ACTIONS                                                                                                                                     | FEES TO BE PAID                                                                                                                                      | PROCESSING TIME    | PERSON RESPONSIBLE          |
|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|-----------------------------|
|                                                                                                               | <p>7.3. Encodes the details of the Increase of Capital Stock in the system</p> <p>7.4. Forwards the approved application to the Releasing Unit</p> | None                                                                                                                                                 | 15 min             | Administrative Officer III  |
| 8. Waits for number/ corporate name to be called by Releasing Officer                                         | 8. Calls the number/ corporate name and assists the client                                                                                         | None                                                                                                                                                 | 2 min              | Frontline Staff             |
| 9. Presents the Official Receipt to the Releasing Officer                                                     | 9. Receives the Official Receipt                                                                                                                   | None                                                                                                                                                 | 3 min              | Administrative Assistant II |
| 10. Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation | 10. Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation                                      | None                                                                                                                                                 | 10 minutes         | Administrative Assistant II |
| TOTAL                                                                                                         |                                                                                                                                                    | <p>1. Amended Articles of Incorporation – PHP 1,010*</p> <p>Plus</p> <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value –</p> | 3 hours and 20 min |                             |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value<br/>—<br/>1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                     | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>3. LRF - equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00</p> <p>4. Documentary Stamp tax of PHP 60.00</p> <p>*Inclusive of LRF of PHP 10.00</p> <p>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00</p> |                 |                    |

## 5. Increase of Capital Stock through Payment other than Cash

This service details the procedure on application for increase of capital stock by way:

- Conversion of advances/liabilities to equity
- Stock Dividends
- Land, building / condominium units
- Untitled Lands
- Inventories / Furnitures / Personal Properties
- Heavy equipment and machinery
- Shares of stock
- Motor Vehicle
- Sea vessel / aircraft
- Intangibles
- Net assets

**Note:** If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

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| <b>Office or Division:</b>                         | <b>SEC Baguio Extension Office (SEC-BEO)</b>                                                                                                                                                                                                                     |                        |
| <b>Classification:</b>                             | Highly Technical                                                                                                                                                                                                                                                 |                        |
| <b>Type of Transaction:</b>                        | G2B – Government to Business                                                                                                                                                                                                                                     |                        |
| <b>Who may avail:</b>                              | Corporations duly registered at Securities and Exchange Commission                                                                                                                                                                                               |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                   |                                                                                                                                                                                                                                                                  | <b>WHERE TO SECURE</b> |
| <b>BASIC REQUIREMENTS</b>                          |                                                                                                                                                                                                                                                                  |                        |
| <b>1. Cover sheet</b>                              | EO Public Assistance or<br>Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a> |                        |
| <b>2. Certificate of Increase of Capital Stock</b> | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                         |                        |
| <b>3. Treasurer's Affidavit</b>                    | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                                |                        |

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| <b>4. Directors' certificate</b>                                                                                                                                                                                                                                  | EO Public Assistance or Downloadable at SEC website through the following URL:<br>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a><br>Trustees' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf</a> |
| <b>5. Amended Articles of Incorporation</b>                                                                                                                                                                                                                       | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary</b> | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>7. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                     | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a>                                                                                                                                                                 |
| <b>8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders</b>                                                                                                                                                                 | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a>                                                                                                                                                                 |
| <b>9. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***</b>                                                                                                                                      | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a>                                                                                                                                                                                                                                                       |
| <b>10. Endorsement/Clearance, if applicable</b>                                                                                                                                                                                                                   | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>11. Monitoring Clearance</b>                                                                                                                                                                                                                                   | SEC Extension Office                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ADDITIONAL REQUIREMENTS depending on the mode of payment</b>                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>12. Conversion of Advances / Liabilities to Equity</b>                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>12.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)</b>                                                                                                         | To be provided by the company                                                                                                                                                                                                                                                                                                                                                                                                                                               |



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| <b>12.2 A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in item 12.1</b>                                                                                                                                                                                                                                            | For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a>            |
| <b>12.3 Deed of Assignment of advances / liabilities</b>                                                                                                                                                                                                                                                                                                                                          | To be provided by the Company                                                                                                                                                                                                                                                                  |
| <b>13. Stock Dividends</b>                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                |
| <b>13.1 List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary</b>                                                                                                                                                                                                                    | To be provided by the Company                                                                                                                                                                                                                                                                  |
| <b>13.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC</b>                                                                                                                                                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                                  |
| <b>13.3 Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct</b> | To be provided by the Company                                                                                                                                                                                                                                                                  |
| <b>13.4 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings</b>                                                                                                                                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                                  |
| <b>13.5 Reconciliation of Retained Earnings</b>                                                                                                                                                                                                                                                                                                                                                   | EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf</a> |
| <b>14. Land, buildings / condominium units</b>                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                |
| <b>14.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant</b>                                                                                                                                                     | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively</b>                                                                                                                                                                                                                                                                          | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                                                                                                                                                                    | To be provided by the Applicant.                                                                                                                                                                                                                                                               |

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| <b>14.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.5 Deed of Assignment</b>                                                                                                                                                                                                                                                                                                                                                                        | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property</b>                                                                                                                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer</b>                                                                                                                                                                                                                              | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.8 Certification from the transferor stating that the improvements are existing and in good condition</b>                                                                                                                                                                                                                                                                                        | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                                                                                                                                                                                           | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>15. Untitled Lands</b>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                         |
| <b>15.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.2 Duplicate original or certified true copies of the tax declaration sheets</b>                                                                                                                                                                                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.3 Latest realty tax receipts</b>                                                                                                                                                                                                                                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.4 Affidavit by the transferor attesting continuous and open possession of the property is located</b>                                                                                                                                                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located</b>                                                                                                                                                                                                                                                                                             | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

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| <b>15.6 Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated</b>                                                                                                                                         | To be provided by the Applicant. |
| <b>15.7 Affidavit executed by the transferor attesting to the:</b><br>a. Existence (or non-existence) of easements over the untitled property<br>b. Kind/description of the easement and its location<br>c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements                                                                       | To be provided by the Applicant. |
| <b>15.8 Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital</b>                                                                                                                                                                                        | To be provided by the Applicant. |
| <b>15.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following:</b><br>a. There is no other claimant to the untitled land<br>b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or<br>c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) | To be provided by the Applicant. |
| <b>15.10 Blue Print Survey of the Plan as approved by the Bureau of Lands</b>                                                                                                                                                                                                                                                                                                       | To be provided by the Applicant. |
| <b>15.11 Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)</b>                                                                                                                                                                 | To be provided by the Applicant. |
| <b>15.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>15.13 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                                                                                                                                                                    | To be provided by the Applicant. |
| <b>15.14 Deed of Assignment</b>                                                                                                                                                                                                                                                                                                                                                     | To be provided by the Applicant. |

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| <b>15.15 Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application</b> | To be provided by the Applicant. |
| <b>16. Inventories / Furniture / Personal Properties</b>                                                                                                                                                                           |                                  |
| <b>16.1 Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant</b>                                                                 | To be provided by the Applicant. |
| <b>16.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value</b>                                                                                     | To be provided by the Applicant. |
| <b>16.3 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>17. Heavy equipment and machinery</b>                                                                                                                                                                                           |                                  |
| <b>17.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant</b>                                                                                                   | To be provided by the Applicant. |
| <b>17.2 Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.</b>                              | To be provided by the Applicant. |
| <b>17.3 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>17.4 Certification from the transferor stating that the properties are existing and in good condition</b>                                                                                                                       | To be provided by the Applicant. |
| <b>18. Shares of Stock</b>                                                                                                                                                                                                         |                                  |
| <b>18.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant</b>                   | To be provided by the Applicant. |
| <b>18.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC</b>                                                                                                                | To be provided by the Applicant. |
| <b>18.3 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |

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| <b>18.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor</b>                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.5 Photocopy of the stock certificate (present original for verification)</b>                                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)</b>                                    | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period</b>                                                                                                                       | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>19. Motor Vehicles</b>                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                         |
| <b>19.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)</b>                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.4 Deed of Assignment</b>                                                                                                                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                      | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>19.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition</b>                                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20. Sea Vessel / Aircraft</b>                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                         |

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| <b>20.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.2 Certified true copy of the certificate of ownership</b>                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                          | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency</b>                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.5 Deed of Assignment</b>                                                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                               | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>21. Intangibles</b>                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                         |
| <b>21.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)</b>                                                                               | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights</b>                                                | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.3 Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)</b>           | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.4 Deed of Assignment</b>                                                                                                                                            | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period</b>                                   | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>22. Net Assets</b>                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                         |
| <b>22.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC</b>                                            | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |

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| <b>22.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year</b>                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.3 Long-form audit report of item no. 22.2</b>                                                                                                                                                  | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.4 Deed of Assignment of the assets and liabilities</b>                                                                                                                                         | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.5 List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors</b> | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant</b>                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification)</b>                                                                                   | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.8 Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively</b>                                                                        | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.9 Photocopy of stock certificates (present original for verification)</b>                                                                                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.10 DTI Certificate of Registration (for single proprietorship)</b>                                                                                                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.11 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                         | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |

| CLIENT STEPS                                       | AGENCY ACTIONS                                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                  |
|----------------------------------------------------|---------------------------------------------------------------|-----------------|-----------------|---------------------------------------------------------------------|
| 1. Secures a number through the queuing system     | 1. Calls the number through the system and assists the client | None            | 1 hour          | Frontline Staff                                                     |
| 2. Submits the requirements to the Counter Officer | 2. Records the application for -pre-processing                | None            | 4 hours         | Frontline Staff<br>Securities Specialist II<br>Securities Counsel I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | FEES TO BE PAID         | PROCESSING TIME                       | PERSON RESPONSIBLE |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------|--------------------|
|              | <p>2.1. For first time applicants, Assigns the application to a FAAD specialist</p> <p>2.1.1. If for compliance, records the date of submission and forwards the application to the assigned FAAD Specialist</p> <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1. If application is complete and in order, the specialist prepares Final Report and submits it to the Assistant Director</p> <p>2.3.2. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. <i>Go to Step 1</i></p> <p>2.4. Reviews the final report</p> | <p>None</p> <p>None</p> | <p>3 hours</p> <p>19 working days</p> | EO Director        |



| CLIENT STEPS                                                                               | AGENCY ACTIONS                                                                                                                                                                                      | FEES TO BE PAID                                                                                                                                                                                                | PROCESSING TIME | PERSON RESPONSIBLE                               |
|--------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------|
|                                                                                            | <p>2.4.1.If compliant, orders the FAAD Specialist to issue Payment Assessment Form (PAF)</p> <p>2.4.2.If not compliant, returns the application to the FAAD Specialist. <i>Go to Step 2.3.2</i></p> | None                                                                                                                                                                                                           | 19 working days |                                                  |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer | 3. Receives the follow-up slip and forwards it to the assigned financial specialist                                                                                                                 | None                                                                                                                                                                                                           | 2 hours         | Frontline Staff                                  |
| 4. Receives the Payment Assessment Form                                                    | 4. Prepares and issues Payment Assessment Form (PAF) to the applicant                                                                                                                               | None                                                                                                                                                                                                           | 2 hours         | Securities Specialist II<br>Securities Counsel I |
| 5. Pays the filing fees                                                                    | 5. Receives and acknowledges payment                                                                                                                                                                | <p>1. Amended Articles of Incorporation – PHP 1,010*</p> <p>Plus</p> <p>2. Increase of Capital Stock -<br/>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than</p> | 2 hours         | EO Cashier                                       |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value<br/>—<br/>1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF - equivalent to 1% of the computed filing fee for</p> |                 |                    |

| CLIENT STEPS                                                                                          | AGENCY ACTIONS                                                                                                          | FEES TO BE PAID                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE                      |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------|
|                                                                                                       |                                                                                                                         | <p>Increase of Capital Stock but not less than PHP 10.00</p> <p>4. Documentary Stamp tax of PHP 60.00</p> <p>*Inclusive of LRF of PHP 10.00</p> <p>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00</p> |                 |                                         |
| 6. Secures a number through the queuing system (Receiving)                                            | 6. Calls the number through the system and assists the client                                                           | None                                                                                                                                                                                                                                                                       | 2 hours         | Frontline Staff Information Officer III |
| 7. Submits complete application requirements for processing together with the validated PAF in 4 sets | 7. Receives the complete application requirements and validated PAF and advises the client when to follow up its status | None                                                                                                                                                                                                                                                                       | 2 hours         | EO Receiving Unit                       |

| CLIENT STEPS                                               | AGENCY ACTIONS                                                                                              | FEES TO BE PAID                                               | PROCESSING TIME                                                                         | PERSON RESPONSIBLE                                    |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------|-------------------------------------------------------|
|                                                            | 7.1. Encodes the details of the application in the system and forwards the application to the Support Staff | None                                                          | 3 working days                                                                          | Administrative Officer II<br>Securities Specialist II |
|                                                            | 7.2. Prepares Certificate                                                                                   |                                                               |                                                                                         |                                                       |
|                                                            | 7.3. Signs and approves the application                                                                     |                                                               |                                                                                         |                                                       |
|                                                            | 7.4. Encodes approved application in the system                                                             | None                                                          | 3 working days                                                                          | Administrative Officer II                             |
|                                                            | 7.5. Forwards the approved application to the Releasing Unit                                                | None                                                          | 12 working days                                                                         | Securities Specialist II<br>EO Director               |
|                                                            |                                                                                                             | None                                                          | 1 working day                                                                           | Administrative Officer III                            |
| 8. Secures a number through the queuing system (Releasing) | 8. Calls the number through the system and assists the client                                               | None                                                          | 2 hours                                                                                 | Frontline Staff                                       |
| 9. Presents the Official Receipt to the Counter Officer    | 9. Receives the Official Receipt                                                                            | None                                                          | 2 hours                                                                                 | Administrative Assistant II                           |
| 10. Receives the duly approved application                 | 10. Releases the duly approved application                                                                  | None                                                          | 2 hours                                                                                 | Administrative Assistant II                           |
| TOTAL                                                      |                                                                                                             | 1. Amended Articles of Incorporation – PHP 1,010*<br><br>Plus | 1. 20 working days from Step 1 to 2.3<br><br>2. 20 working days from Step 2.4 to Step 6 |                                                       |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                        | PROCESSING TIME                           | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|--------------------|
|              |                | <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of</p> | 3. 20 working days from Step 7 to Step 10 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>the subscribed capital stock, whichever is higher</p> <p>3. LRF - equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00</p> <p>4. Documentary Stamp tax of PHP 60.00</p> <p>*Inclusive of LRF of PHP 10.00</p> <p>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------|-----------------|--------------------|
|              |                | 30.00 and DST of PHP 30.00 |                 |                    |

## 6. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

| <b>Office or Division:</b>                                                                                                         | <b>SEC Baguio Extension Office (SEC-BEO)</b>                                          |                                                                                    |  |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--|
| <b>Classification:</b>                                                                                                             | Complex                                                                               |                                                                                    |  |
| <b>Type of Transaction:</b>                                                                                                        | G2B – Government to Business                                                          |                                                                                    |  |
| <b>Who may avail:</b>                                                                                                              | All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations |                                                                                    |  |
| CHECKLIST OF REQUIREMENTS                                                                                                          |                                                                                       | WHERE TO SECURE                                                                    |  |
| SEC FORM 2015-001 (1 Original)                                                                                                     |                                                                                       | SEC EO                                                                             |  |
| Monitoring Clearance (1 photocopy)                                                                                                 |                                                                                       |                                                                                    |  |
| * Primary Licenses                                                                                                                 |                                                                                       | SEC EO                                                                             |  |
| * Lending                                                                                                                          |                                                                                       | CGFD                                                                               |  |
| * Foundation                                                                                                                       |                                                                                       | CGFD                                                                               |  |
| For Corporations with Secondary Licenses, attach the Articles of Incorporation or latest Amended Articles of Incorporation, if any |                                                                                       | Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |  |
| For Partnerships, attach the Articles of Partnership or latest Amended Articles of Partnership, if any                             |                                                                                       | Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |  |





| CLIENT STEPS                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID | PROCESSING TIME                              | PERSON RESPONSIBLE                                                                            |
|---------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------|-----------------------------------------------------------------------------------------------|
|                                       | <p>URDB), instructs the applicant to return to the department who encoded the infraction.</p> <p>2.4. Receives the machine validated Payment Assessment Form.</p> <p>2.5. Prints the Certificate of No Derogatory Information through the CIS-URDB.</p> <p>2.6. Reviews the application and signs the Certificate of No Derogatory Information.</p> |                 | <p>5 min</p> <p>15 min</p> <p>10 minutes</p> | <p>Administrative Assistant II/<br/>COS</p> <p>Securities Specialist I</p> <p>EO Director</p> |
| 3. Waits for name/number to be called | 3. Calls the number                                                                                                                                                                                                                                                                                                                                 | None            | 5 min                                        | Frontline Staff                                                                               |
| 4. Receives the certification         | <p>4. Seals the Certificate of No Derogatory Information with the SEC logo</p> <p>4.1. Releases the Certificate of No Derogatory Information (CNDI) to the applicant.</p>                                                                                                                                                                           | None            | 5 min                                        | Administrative Assistant II                                                                   |
| TOTAL                                 |                                                                                                                                                                                                                                                                                                                                                     | PHP 530         | 1 hour and 15 minutes                        |                                                                                               |

## 7. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

|                                                        |                                              |                              |
|--------------------------------------------------------|----------------------------------------------|------------------------------|
| <b>Office or Division:</b>                             | <b>SEC Baguio Extension Office (SEC-BEO)</b> |                              |
| <b>Classification:</b>                                 | Simple                                       |                              |
| <b>Type of Transaction:</b>                            | G2G – Government to Government               |                              |
| <b>Who may avail:</b>                                  | All Government Agencies                      |                              |
| <b>CHECKLIST OF REQUIREMENTS</b>                       |                                              | <b>WHERE TO SECURE</b>       |
| <b>Signed Letter Request (1 original, 1 photocopy)</b> |                                              | Requesting Government Agency |

| CLIENT STEPS                                                  | AGENCY ACTIONS                                                                                                                                                                                                          | FEES TO BE PAID                                                | PROCESSING TIME                                                   | PERSON RESPONSIBLE                                                                                                       |
|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|-------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|
| 1. Submits the letter to the Office of the Director (OD) – EO | 1. Receives the letter request<br><br>1.1. Assigns and forwards to concerned EO staff                                                                                                                                   | None                                                           | 10 minutes                                                        | Frontline Staff                                                                                                          |
| 2. Waits to process the request                               | 2. Prepares the requested documents and forwards to the Admin Asst I/ Administrative Assistant II<br><br>2.1. *If plain copy, prints the documents<br><br>2.2. **If authenticated copy, prints and stamps the documents | PHP 10.00 per page<br><br><br><br><br><br><br><br><br><br>None | 10 min per document<br><br><br><br><br><br><br><br><br><br>15 min | Administrative Assistant II/ Administrative Assistant i/ COS<br><br><br><br><br><br><br><br><br><br>Securities Counsel I |



| CLIENT STEPS                                                | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                             | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
| 3. Receives the transmittal letter with attached document/s | 3. Transmits the signed letter reply with attached documents<br><br>3.1. If the requesting party is nearby SEC Extension Office, personally call the requestor to receive the document/s<br><br>3.2. If the requesting party is outside Metro Manila, transmits by courier/express<br><br>3.3. Transmits the signed letter reply with attached PAF through courier/express | None            | 10 min          | Admin Officer III  |
| TOTAL                                                       |                                                                                                                                                                                                                                                                                                                                                                            | P10.00 per page | 50 minutes      |                    |

## 8. Public Assistance and Complaint Action

This service details the assistance rendered to walk-in clients on their concerns and queries pertaining to SEC matters. This is also to provide advice and counseling on their complaints as well to refer clients to appropriate SEC Department, if applicable.

|                                  |                                              |                        |
|----------------------------------|----------------------------------------------|------------------------|
| <b>Office or Division:</b>       | <b>SEC Baguio Extension Office (SEC-BEO)</b> |                        |
| <b>Classification:</b>           | Simple                                       |                        |
| <b>Type of Transaction:</b>      | G2C- Government to Citizen                   |                        |
| <b>Who may avail:</b>            | All                                          |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                              | <b>WHERE TO SECURE</b> |
| None                             |                                              | None                   |

| CLIENT STEPS                                    | AGENCY ACTIONS                                                                       | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE        |
|-------------------------------------------------|--------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------|
| 1. Gets a number from the OOTD/ Frontline Staff | 1. Calls number of client                                                            | None            | 5 min           | Frontline Staff<br>COS    |
| 2. Presents concern/s, query or complaint       | 2. Action/s depending                                                                | None            | 5 min           | Frontline Staff<br>(OOTD) |
| 2.1. Presents written complaint                 | 2.1. On the nature of the concern/query; or                                          |                 | 15 min          | Frontline Staff<br>(OOTD) |
|                                                 | 2.2. Hands out the requested checklist of requirements, guidelines, or sample forms; |                 | 5 min           | Frontline Staff<br>(OOTD) |
|                                                 | 2.3. Refers to the appropriate EO staff                                              |                 | 5 min           | Director                  |

| CLIENT STEPS              | AGENCY ACTIONS                                                                                                                                                                                                                                                              | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                                                                                                                                            |
|---------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2.2. No written complaint | <p>2.4. Endorses written complaint to the Office of the Director and advises party to expect feedback within five (5) working days</p> <p>2.5. Gives advisory (but if involves complex legal/ technical issues, advise to put complaint in writing/ send through email)</p> |                 | 25 min          | Concerned EO Staff depending on the nature of inquiry/ assistance/ complaint<br>Securities Counsel I (Legal)<br>Securities Specialist II or<br>Securities Specialist I (Technical/ Financial) |
| TOTAL                     |                                                                                                                                                                                                                                                                             | None            | 1 hour          |                                                                                                                                                                                               |

## 9. Registration of Corporations through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

|                                                               |                                                             |                                   |  |
|---------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------|--|
| <b>Office or Division:</b>                                    | <b>SEC Baguio Extension Office (SEC-BEO)</b>                |                                   |  |
| <b>Classification:</b>                                        | Simple                                                      |                                   |  |
| <b>Type of Transaction:</b>                                   | G2C – Government to Client; G2B – Government to Business    |                                   |  |
| <b>Who may avail:</b>                                         | All Natural and Juridical persons and their representatives |                                   |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                              |                                                             | <b>WHERE TO SECURE</b>            |  |
| <ul style="list-style-type: none"> <li>Cover Sheet</li> </ul> |                                                             | Company Registration System (CRS) |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Articles of Partnership (for partnerships)</li> <li>Articles of Incorporation (for stock and non-stock corporations)</li> <li>Treasurer's Affidavit (for stock corporation only)</li> <li>By-Laws (for stock and non-stock corporations)</li> <li>Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH</li> <li>Affidavit of Accuracy</li> <li>Affidavit of Correctness</li> </ul> <p><b>*Please be informed to arranged in accordance with the order in the checklist in 1 original and 2 photocopies</b></p> | SEC Extension Office                                                                                                                                                                                                                                                                                   |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <ul style="list-style-type: none"> <li>CRS website: <a href="http://crs.sec.gov.ph">crs.sec.gov.ph</a></li> <li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|
| 1. Creates an email account in the CRS                                                  | 1. System sends verification confirmation to allow applicant to sign-in into the facilities therein.<br><br>1.1. Email account created automatically expires within 90 calendar days if inactive. | None            |                 | Applicant/Registrant |
| 2. Verifies, reserves or appeals the proposed company name with or without trade name/s | 2. System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019                                                                                            | None            |                 | Applicant/Registrant |

| CLIENT STEPS                                                   | AGENCY ACTIONS                                                                                                                                                                                                                   | FEES TO BE PAID                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE                |
|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|
|                                                                | 2.1. Reservation of proposed company name expires on the 4 <sup>th</sup> day if in-forms are not filled up                                                                                                                       |                                                                                                                                                                            |                 |                                   |
| 3. Starts filling out company details and submit forms on-line | 3. Systems validates the company information encoded                                                                                                                                                                             | None                                                                                                                                                                       |                 | Applicant/Registrant              |
| 4. Submits the hard copies of signed and notarized documents   | 4. Receives the application documents and assigns to a processor                                                                                                                                                                 | <u>For stock corporation based on the authorized capital stock:</u>                                                                                                        | 10 min          | Frontline Staff                   |
|                                                                | 4.1. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations | <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher | 30 minutes      | Securities Counsel I              |
|                                                                | 4.1.1. If compliant, processor issues a Payment Assessment Form (PAF)                                                                                                                                                            | <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital | 20 minutes      | Securities Specialist II/ Cashier |



| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                                                              | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE               |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------|
|                                               | <p>4.1.2. Required filing fees based on Memo Circular No. 3, series of 2017</p> <p>4.1.2.1. If non-compliant, application will be returned to the party</p> | <p>stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00</p> <p><u>Company Name Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> <p><u>Documentary Stamp Tax:</u> PHP 30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)</p> |                 |                                  |
| 5. Submits the proof of payment and documents | 5. Officially receives and stamps the hard copies of the registration application forwards to SEC EO for                                                    | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 15 min          | Administrative Assistant II/ COS |

| CLIENT STEPS                                                            | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                           | FEES TO BE PAID                                                     | PROCESSING TIME                       | PERSON RESPONSIBLE                                    |
|-------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------------------|-------------------------------------------------------|
|                                                                         | <p>generation of the Certificate of Registration (COR)</p> <p>5.1. Enters company name in the EO Masterlist and prints Certificate</p> <p>5.2. Reviews and evaluates the printed certificate with supporting documents</p> <p>5.2.1.If compliant, signing of the Certificate of Registration (COR)</p> <p>5.2.2.If non-compliant, documents were returned to the processor, then to the party/client</p> |                                                                     | 3 days                                | <p>Administrative Assistant II</p> <p>EO Director</p> |
| 6. Presents Official Receipt to secure the Certificate of Incorporation | 6. Releases the Certificate together with registration application then stamps release the official receipt                                                                                                                                                                                                                                                                                              | None                                                                | 15 minutes                            | Administrative Assistant II                           |
| TOTAL                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                          | <u>For stock corporation based on the authorized capital stock:</u> | (within) 3 days 1 hour and 30 minutes |                                                       |

| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                              | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>Foreign Investments Act (FIA) Form 100:</u><br>PHP 3,000.00<br><u>Company Name Reservation:</u> PHP 100.00<br><u>Each additional trade name/s:</u> PHP 100.00<br><u>Documentary Stamp Tax:</u> PHP 30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |

## 10. Registration of Corporations with less than 5 Incorporators

This service details the procedure on registration of corporations consisting of less than five incorporators and/or with partnership association or corporations as incorporators pursuant to Section 10 of the Revised Corporation Code (RCC)

|                                                               |                                                             |                        |  |
|---------------------------------------------------------------|-------------------------------------------------------------|------------------------|--|
| <b>Office or Division:</b>                                    | <b>SEC Baguio Extension Office (SEC-BEO)</b>                |                        |  |
| <b>Classification:</b>                                        | Simple                                                      |                        |  |
| <b>Type of Transaction:</b>                                   | G2C – Government to Client; G2B – Government to Business    |                        |  |
| <b>Who may avail:</b>                                         | All Natural and Juridical persons and their representatives |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                              |                                                             | <b>WHERE TO SECURE</b> |  |
| <ul style="list-style-type: none"> <li>Cover Sheet</li> </ul> |                                                             | SEC Extension Office   |  |
|                                                               |                                                             |                        |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>Articles of Incorporation (for stock and non-stock corporations)</li> <li>Treasurer's Affidavit (for stock corporation only, optional if Treasurer's Certificate in accordance with the RCC is incorporated in the Articles of Incorporation (AI))</li> <li>By-Laws (for stock and non-stock corporations)</li> <li>Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH</li> </ul> <p><b>*Please be informed to arranged in accordance with the order in the checklist in 1 original and 2 photocopies</b></p> | <ul style="list-style-type: none"> <li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLIENT STEPS                                                     | AGENCY ACTIONS                                                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE          |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------------------|
| 1. Fill-out Name Verification Slip for the proposed company name | 1. Verifies and reserves the proposed company name with or without trade name/s in accordance with Memorandum Circular No. 13 series of 2019<br><br>1.1. Reservation of proposed company name expires on the 30 <sup>th</sup> day | None            | 5 minutes       | Online processing/ Client   |
| 2. Prepares necessary documents                                  | 2. None                                                                                                                                                                                                                           | None            | 30 minutes      | Applicant/registrant        |
| 3. Submits the hard copies of signed and notarized documents     | 3. Receives the application documents and endorses to Securities Counsel I                                                                                                                                                        | None            | 5 minutes       | Administrative Assistant II |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                   | FEES TO BE PAID                                                                                                                                                                                                                                   | PROCESSING TIME                | PERSON RESPONSIBLE                                                 |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------|
|              | 3.1. Processes the submitted application in accordance with the Corporation Code of the Philippines, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and SEC rules and regulations |                                                                                                                                                                                                                                                   | (within) 2 days                | Securities Counsel I                                               |
|              | 3.1.1. If compliant, processor issues a Payment Assessment Form (PAF)                                                                                                                                                            | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher | (included in the 2-day period) | Securities Specialist II (Cashier)/<br>Administrative Assistant II |
|              | 3.2. Required filing fees based on Memo Circular No. 13, series of 2019                                                                                                                                                          |                                                                                                                                                                                                                                                   |                                |                                                                    |
|              | 3.2.1. If non-compliant, application will be returned to the party                                                                                                                                                               | <u>Without par value:</u> 1/5 of 1% of the authorized capital                                                                                                                                                                                     |                                |                                                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00</p> <p><u>Company Name Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> <p><u>Documentary Stamp Tax:</u> PHP 30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the</p> |                 |                    |

| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                                                               | FEES TO BE PAID                                    | PROCESSING TIME | PERSON RESPONSIBLE          |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------|-----------------------------|
|                                               |                                                                                                                                                              | Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                             |
| 4. Submits the proof of payment and documents | 4. Officially receives payment                                                                                                                               | None                                               | 15 minutes      | Cashier                     |
|                                               | 4.1. Stamps the hard copies of the registration application and forwards to the Securities Counsel I for generation of the Certificate of Registration (COR) |                                                    | 15 minutes      | Administrative Assistant II |
|                                               | 4.2. Enters company name in the OPC/MPC system and prints Certificate                                                                                        |                                                    | 20 minutes      | Securities Counsel I        |
|                                               | 4.3. Reviews and evaluates the application with supporting documents                                                                                         |                                                    | 10 minutes      | Director                    |
|                                               | 4.3.1. If compliant, signing of the Certificate                                                                                                              |                                                    |                 |                             |
|                                               | 4.3.2. If non-compliant, documents returned to the processor, then to the party/client                                                                       |                                                    |                 |                             |



| CLIENT STEPS                                                            | AGENCY ACTIONS                                                                                                                                                        | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME              | PERSON RESPONSIBLE                                |
|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|---------------------------------------------------|
| 5. Presents Official Receipt to secure the Certificate of Incorporation | 5. Enters company name in the Masterlist/ OPC MPC system and releases the Certificate together with registration application then stamps release the official receipt | None                                                                                                                                                                                                                                                                                                                                                                                                                            | 10 minutes                   | Releasing Officer/<br>Administrative Assistant II |
| TOTAL                                                                   |                                                                                                                                                                       | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital | 2 days 1 hour and 50 minutes |                                                   |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00</p> <p><u>Company Name Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> <p><u>Documentary Stamp Tax:</u> PHP 30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)</p> |                 |                    |

## 11. Registration of One Person Corporation (OPC)

This service details the procedure on registration of One Person Corporation (OPC) pursuant to Section 5, 115-132 of the Revised Corporation Code (R.A. No. 11232)

|                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                             | <b>SEC Baguio Extension Office (SEC-BEO)</b>                                                                                                                                                                                                                |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                 | Simple                                                                                                                                                                                                                                                      |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                            | G2C – Government to Client; G2B – Government to Business                                                                                                                                                                                                    |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                  | All Natural and Juridical persons and their representatives                                                                                                                                                                                                 |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                       | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Cover Sheet</li> <li>• Articles of Incorporation</li> <li>• Acceptance letter of the Nominee and Alternate Nominee</li> </ul> <p><b>*Please be informed to arranged in accordance with the order in the checklist in 1 original set and 2 photocopies</b></p> | SEC Extension Office<br><br><ul style="list-style-type: none"> <li>• Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |

| CLIENT STEPS                                                     | AGENCY ACTIONS                                                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE    |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------------|
| 1. Fill-out Name Verification Slip for the proposed company name | 1. Verifies and reserves the proposed company name with or without trade name/s in accordance with Memorandum Circular No. 13 series of 2019<br><br>1.1. Reservation of proposed company name expires on the 30 <sup>th</sup> day | None            | 10 minutes      | Applicant/ Registrant |

| CLIENT STEPS                                                              | AGENCY ACTIONS                                                                                                                                                                                                                   | FEES TO BE PAID                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE          |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------|
| 2. Prepares necessary documents for OPC                                   | 2. None                                                                                                                                                                                                                          | None                                                                                                                                                                                                                    | 35 minutes      | Applicant/registrant        |
| 3. Submits the hard copies of signed and notarized documents at Counter 6 | 3. Receives the application documents and assigns to a processor                                                                                                                                                                 | None                                                                                                                                                                                                                    | 5 minutes       | Administrative Assistant II |
|                                                                           | 3.1. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations |                                                                                                                                                                                                                         | 15 minutes      | Securities Counsel I        |
|                                                                           | 3.1.1.If compliant, Cashier/ Specialist II issues a Payment Assessment Form (PAF)<br><br>3.1.2.Required filing fees based on Memo Circular No. 3, series of 2017                                                                 | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital | 5 minutes       | Securities Specialist II    |

| CLIENT STEPS | AGENCY ACTIONS                                                    | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              | 3.1.3.If non-compliant, application will be returned to the party | <p>stock whichever is higher</p> <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>Foreign Investments Act (FIA) Form 100:</u><br/> <u>PHP 3,000.00</u><br/> <u>Company Name</u><br/> <u>Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> <p><u>Documentary Stamp</u><br/> <u>Tax:</u> PHP 30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)</p> |                 |                    |

| CLIENT STEPS                                                                                                       | AGENCY ACTIONS                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE          |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------------------|
| 4. Submits the proof of payment and documents                                                                      | 4. Officially receives and stamps the hard copies of the registration application, forwards to SEC EO for the generation of the Certificate of Registration (COR) | None            | 15 min          | Administrative Assistant II |
|                                                                                                                    | 4.1. Enters company name in the EO Masterlist/ OPC MPC system and prints Certificate                                                                              |                 | 15 min          | Securities Counsel I        |
|                                                                                                                    | 4.2. Reviews and evaluates the application and supporting documents                                                                                               |                 | 5 minutes       | EO Director                 |
|                                                                                                                    | 4.2.1.If compliant, signing of the Certificate of Registration (COR)                                                                                              |                 |                 |                             |
|                                                                                                                    | 4.2.2.If non-compliant, documents returned to the processor, then to the party/client                                                                             |                 |                 |                             |
| 5. Presents Official Receipt to secure the Certificate of Incorporation and signs the e-tablet receiving portal as | 5. Enters company name in the Masterlist and releases the Certificate together with registration application then                                                 | None            | 15 min          | Administrative Assistant II |

| CLIENT STEPS                                              | AGENCY ACTIONS                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|-----------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| proof of receipt of the Certificate of Registration (COR) | stamps release the official receipt |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                    |
| TOTAL                                                     |                                     | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher | 2 hours         |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                              | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>Foreign Investments Act (FIA) Form 100:</u><br>PHP 3,000.00<br><u>Company Name Reservation:</u> PHP 100.00<br><u>Each additional trade name/s:</u> PHP 100.00<br><u>Documentary Stamp Tax:</u> PHP 30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |

## 12. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

|                                                                                                                  |                                                                                              |                          |  |
|------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------|--|
| Office or Division:                                                                                              | SEC Baguio Extension Office (SEC-BEO)                                                        |                          |  |
| Classification:                                                                                                  | Complex (for Ordinary Corp)/ Highly Technical (for Financial Intermediaries and Foundations) |                          |  |
| Type of Transaction:                                                                                             | G2C – Government to Citizen                                                                  |                          |  |
| Who may avail:                                                                                                   | All registered domestic corporations through their Authorized Representatives                |                          |  |
| CHECKLIST OF REQUIREMENTS                                                                                        |                                                                                              | WHERE TO SECURE          |  |
| 1) Copy of the Latest due Financial Statements and any amendments thereto (duly stamped received by BIR and SEC) |                                                                                              | To be provided by client |  |
| 2) Copy of the Latest due General Information Sheet and any amendments thereto (duly stamped received by SEC)    |                                                                                              |                          |  |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                      |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|
| 3) Copy of the Certificate of Incorporation and latest Certificate of filing of Amended Articles or By-laws (if any) together with copies of the latest Articles of Incorporation and By-laws<br>4) Copy of Registration of Stock and Transfer Book/Membership Book<br>5) Copy of the latest Confirmation of Payment (COP), if any<br>6) Other documents (per monitorer's instructions) such as: <ul style="list-style-type: none"> <li>• Secretary's Certificate explaining the double filing of General Information Sheet;</li> <li>• Secretary's Certificate of No Intra-Corporate Dispute;</li> <li>• Secretary's Certificate (Clarification)</li> <li>• Affidavit of the Corporate Secretary (Anti-Dummy Law/One and the Same/Auditor);</li> <li>• General Form for Financial Statements when the gross revenue/total assets exceeds Five Million Pesos (P5,000,000)</li> <li>• OGA's Acknowledgement on Functional Currency</li> </ul> | Public Assistance and Complaint Desk |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|

| CLIENT STEPS                                                                        | AGENCY ACTIONS                                                                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------|
| 1. Submits completely filled-up "Request for Monitoring" and the required documents | 1. Pre-evaluates required documents<br><br>1.1. If documents are not complete, the same are returned together with the checklist of the requirements;<br><br>1.2. If the documents are complete the request is | None            | 10 minutes      | Frontline Staff/COS |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                                                                                                | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME                                                                                           | PERSON RESPONSIBLE                                                                                                                                                                              |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                         | <p>accepted and issues an acknowledgement receipt indicating the date of return</p> <p>1.3. Checks status of the subject corporation, and assigns monitoring task</p> <p>1.4. Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet (MSh)</p> | <p>Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010</p> | <p>within 5 days – For ordinary corporations</p> <p>within 10 days - For FCs, LCs, MFIs, Foundations)</p> | <p>Securities Counsel I</p> <p>Monitoring Specialists – Administrative Assistant II<br/>Admin Officer III<br/>Securities Specialist I<br/>Securities Specialist II<br/>Securities Counsel I</p> |
| 2. Returns on assigned day, and if is agreeable to the findings presented, signs the MS | <p>2. Presents the findings to the applicant</p> <p>2.1.1.If there are no deficiencies, the</p>                                                                                                                                                                               | None                                                                                                                                                                                                                                                                                                                                       | 15 min                                                                                                    | Monitoring Officer/s                                                                                                                                                                            |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                   |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------------------------|
|              | <p>MSh prepared by the Monitoring Staff will indicate such finding with computation of penalties and will be directly submitted to the EO Director/Officer-in-Charge for signing</p> <p>2.1.2. Note: If applicable, clarification and further compliance may be required by the monitoring officer prior to the release of the monitoring sheet (with the approval of EO Director, a clarificatory conference with the parties may be called)</p> <p>2.2. Prepares and issues the Payment Assessment Form (PAF)</p> |                 | 5 min           | Cashier/<br>Securities Specialist II |

| CLIENT STEPS                                                                                                                                                                                                | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                       | FEES TO BE PAID | PROCESSING TIME                                      | PERSON RESPONSIBLE                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------|-----------------------------------------------------------------------------|
| 3. Pays the assessed fines and penalties<br>Note: Applicant with request for reduction or payment in installment of fines, the procedure for reduction of fines or payment in installment will be followed. | 3. Receives payment of assessed fines and penalties and issues official receipt                                                                                                                                                                                                                                                                                                      | None            | 5 min                                                | Cashier                                                                     |
| 4. Presents PAF                                                                                                                                                                                             | 4. Receives the PAF together with the other documents and indicates date of the release of the Confirmation of Payment of Fines (COP)<br><br>4.1 Prepares the COP<br><br>4.2 Review and signs the COP or MS, if without penalty<br><br>4.3 If upon review, there are determined deficiencies/corrections, it will be returned to the applicant until the same has been complied with |                 | 10 min<br><br><br><br><br><br><br><br><br><br>10 min | Administrative Assistant II<br><br><br><br><br><br><br><br><br><br>Director |
| 5. Receives COP and MS                                                                                                                                                                                      | 5. Releases the COP and MS                                                                                                                                                                                                                                                                                                                                                           |                 | 5 min                                                | Frontline Staff                                                             |
|                                                                                                                                                                                                             | 6. The Decision (Order of Payment/ Record of                                                                                                                                                                                                                                                                                                                                         |                 |                                                      | Administrative Officer III                                                  |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                       | FEES TO BE PAID                       | PROCESSING TIME                                                                                            | PERSON RESPONSIBLE |
|--------------|----------------------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------|--------------------|
|              | Penalties) shall be entered in the Book of Entry of Judgments (SEC Rules of Procedure, Part 4, Rule II, Section 2-4) |                                       |                                                                                                            |                    |
| TOTAL        |                                                                                                                      | Depends on assessed fines & penalties | 5 days and 1 hour for ordinary corp<br><br>10 days and 1 hour for financial intermediaries and foundations |                    |

### 13. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

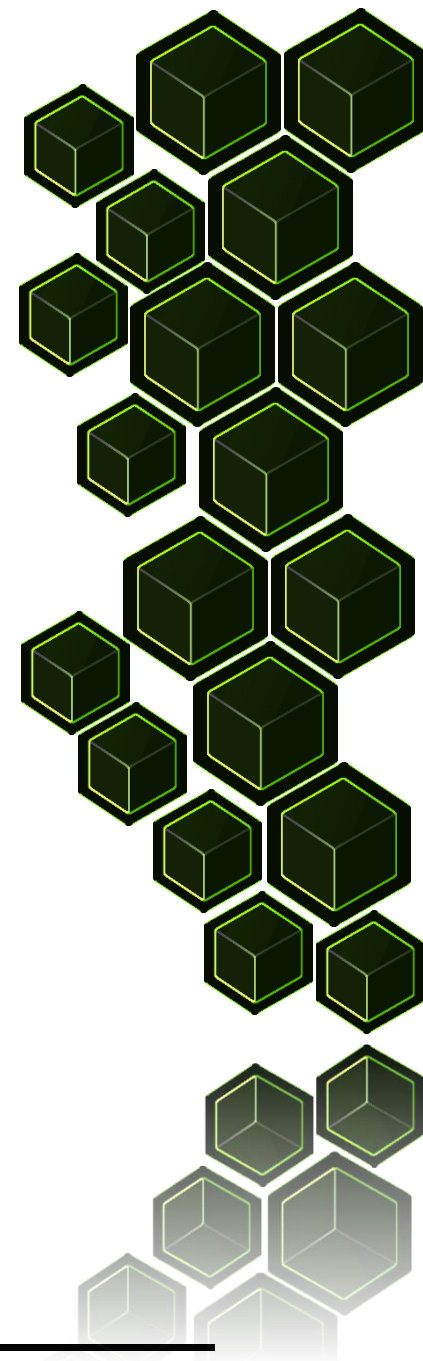
|                                                                                                    |                                              |                        |  |
|----------------------------------------------------------------------------------------------------|----------------------------------------------|------------------------|--|
| <b>Office or Division:</b>                                                                         | <b>SEC Baguio Extension Office (SEC-BEO)</b> |                        |  |
| <b>Classification:</b>                                                                             | Simple                                       |                        |  |
| <b>Type of Transaction:</b>                                                                        | G2C – Government to Business                 |                        |  |
| <b>Who may avail:</b>                                                                              | General Public                               |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                   |                                              | <b>WHERE TO SECURE</b> |  |
| If reports/reportorial requirements, bring 5 sets/copies. Otherwise, no other requirements needed. |                                              |                        |  |

### Option 1 – Walk-in submission of reports/reportorial requirements

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                 |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------|-----------------|--------------------------------------------------------------------|
| 1. Client gets queue number from OOTD                                                   | 1. Calls on the client's number                                                  | None            | 2 min           | EO Frontline                                                       |
| 2. Presents 5 sets/copies of document                                                   | 2. Encodes document, prints barcode page, and attached barcode page to each copy |                 | 5 min/doc       | Administrative Assistant II/<br>Admin Asst I/<br>Admin Officer III |
| 3. Claims 1 set for his file copy, including the acknowledgement receipt (barcode page) | 3. Retains 4 sets including original and returns 1 set to client                 |                 | 5 min           | Administrative Assistant II/<br>Admin Asst I/<br>Admin Officer III |
| TOTAL                                                                                   |                                                                                  | None            | 12 minutes      |                                                                    |

# EXTENSION OFFICES TARLAC CITY

**2/F Legislative Building,  
Tarlac City**



## 1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                               |                                                                                                                                                                                                                                                                        |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>SEC Tarlac Extension Office (SEC-TEO)</b>                                  |                                                                                                                                                                                                                                                                        |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Simple and Complex                                                            |                                                                                                                                                                                                                                                                        |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | G2B – Government to Business                                                  |                                                                                                                                                                                                                                                                        |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | All registered domestic corporations through their Authorized Representatives |                                                                                                                                                                                                                                                                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                               | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                 |
| <b>1. Basic Requirements (STOCK OR NON-STOCK CORPORATIONS) 1 set original and 3 sets photocopies</b>                                                                                                                                                                                                                                                                                                                                                                                         |                                                                               | May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk or through the Commission's website at <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a> |
| <b>2. Amended Articles of Incorporation/By-laws</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                               |                                                                                                                                                                                                                                                                        |
| <b>3. Directors' or Trustees' Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders' or members' meeting; and (iv) the tax identification number of the signatories which shall be placed below their names</b> |                                                                               |                                                                                                                                                                                                                                                                        |
| <b>4. Notarized Secretary's Certificate on no pending case of intra-corporate dispute</b>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                               |                                                                                                                                                                                                                                                                        |
| <b>5. Compliance Monitoring Division (CMD) / EO Monitoring Officer Clearance</b>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                               | SEC-TEO                                                                                                                                                                                                                                                                |
| <b>6. Additional Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                               |                                                                                                                                                                                                                                                                        |
| <b>6.1. Clearance from other SEC departments, if applicable</b>                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                               |                                                                                                                                                                                                                                                                        |
| <b>6.1.1.-For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation (1 original copy)</b>                                                                                                                                                                                                                                                                                  |                                                                               | Corporate Governance and Finance Department (CGFD)                                                                                                                                                                                                                     |



|                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>6.1.2.-For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy)</b>                                           | Markets and Securities Regulation Department (MSRD)                                                                                                                                                                                                                                                                                                                                          |
| <b>7. Endorsement from other government agencies, if applicable (1 original copy)</b>                                                                      | <p>BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES</p> <p>A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas</p> <p>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission</p> <p>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas</p> |
| <b>7.1. If the provision to be amended is the corporate name, submit:</b>                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>7.1.1.Name Verification Slip (1 original)</b>                                                                                                           | Name verification slip may be secured manually through the SEC EO by the verifying officer                                                                                                                                                                                                                                                                                                   |
| <b>7.1.2.Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the AI)</b>                 | May secure copy from the Public Assistance and Complaint Desk/ Officer of the Day                                                                                                                                                                                                                                                                                                            |
| <b>7.2. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101</b>                    | May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a>                                                                                                                                                     |
| <b>8. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102</b> | May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a>                                                                                                                                                     |

| CLIENT STEPS                                                                                                                                                                                                                                         | AGENCY ACTIONS                                                                                                                                                                                                                               | FEES TO BE PAID                                                | PROCESSING TIME                                                    | PERSON RESPONSIBLE                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------|
| <p>1. If corporate name is for amendment:</p> <p>1.1. Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s)</p> <p>1.2. If name is rejected, registrant may appeal for the proposed corporate name</p> | <p>1. Approves or denies proposed name/s or trade name/s</p> <p>1.1. Approves or denies appeal for the proposed name/s or trade name/s</p>                                                                                                   | <p>P100.00 per proposed corporate/trade name/s</p> <p>None</p> | <p>10 minutes per application</p> <p>4-7 hours per application</p> | <p>Name Verification Officer</p>         |
| <p>2. For pre-processing, secures number from the guard on duty and proceeds to EO Counter for presentment of documentary requirements</p>                                                                                                           | <p>2. Verifies completeness of amendment requirements</p> <p>2.1. If documents are complete:</p> <p>2.1.1. Accepts documents for assignment to EO processors</p> <p>2.2. If documents are incomplete:</p> <p>2.2.1. Returns documents to</p> | <p>None</p>                                                    | <p>5-15 minutes per application</p>                                | <p>EO Frontline Staff Admin Asst. II</p> |

| CLIENT STEPS                                                                  | AGENCY ACTIONS                                                                                                                                                                | FEES TO BE PAID                                                                                                                                                                                                                                                                  | PROCESSING TIME                                                                | PERSON RESPONSIBLE                                       |
|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|----------------------------------------------------------|
|                                                                               | clients for compliance                                                                                                                                                        |                                                                                                                                                                                                                                                                                  |                                                                                |                                                          |
| 3. Waits for the corporation's name to be called by the assigned EO processor | 3. Processes and evaluates application for amendment<br><br>3.1. If compliant, issues Payment Assessment Form<br><br>3.2. If non-compliant, issues a checklist for compliance | None                                                                                                                                                                                                                                                                             | 1-2 working days (depending on the complexity of the documentary requirements) | Administrative Officer II<br>Securities Specialist I, II |
| 4. Pays the filing fee                                                        | 4. Issues the Official Receipt and machine-validated Payment Assessment Form                                                                                                  | Filing Fees:<br><br>Amendment of Articles of Inc. or By-laws : PHP 1,040.00 (*+***+***)<br><br>If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+**+***+***+***)<br><br>Amendment of Articles of Incorporation – PHP 1,000.00<br>Amendment of By-Laws – PHP 1,000.00 | 10 minutes                                                                     | Cashier                                                  |

| CLIENT STEPS                                                                                | AGENCY ACTIONS                                                                  | FEES TO BE PAID                                                                                                                                                                                                                                                                                                           | PROCESSING TIME           | PERSON RESPONSIBLE          |
|---------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------------|
|                                                                                             |                                                                                 | **Documentary Stamp Taxes – PHP 30.00<br>***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00)<br>**** Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s<br>*****Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00) |                           |                             |
| 5. Proceeds to EO Counter for presentment of documentary requirements with proof of payment | 5. Receives and verifies documentary requirements and proofs of payment         | None                                                                                                                                                                                                                                                                                                                      | 5 minutes per application | EO Frontline Staff<br>COS   |
| 6. Waits for the issuance of signed Certificate                                             | 6. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws | None                                                                                                                                                                                                                                                                                                                      | 5 minutes per application | Administrative Assistant II |
|                                                                                             | 6.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws  | None                                                                                                                                                                                                                                                                                                                      | 5 minutes per application | EO Director/OIC             |
|                                                                                             |                                                                                 | None                                                                                                                                                                                                                                                                                                                      |                           | Administrative Assistant II |

| CLIENT STEPS                                                                                                                                                       | AGENCY ACTIONS                                                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                | PROCESSING TIME           | PERSON RESPONSIBLE        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------|
|                                                                                                                                                                    | 6.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws |                                                                                                                                                                                                                                                                                                                                | 5 minutes per application |                           |
| 7. Proceeds to EO Counter for presentment of the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws | 7. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws  | None                                                                                                                                                                                                                                                                                                                           | 5 minutes per application | EO Frontline Staff<br>COS |
| TOTAL                                                                                                                                                              |                                                                                     | PHP 100.00 per proposed corporate/trade name/s<br><br>Filing Fees:<br>Amendment of Articles of Inc. or By-laws : PHP 1,040.00 (*+**+***)<br><br>If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+**+**+**+**+***)<br><br>Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – P1,000.00 | 3 days                    |                           |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                               | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>**Documentary Stamp Taxes - PHP 30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00)</p> <p>**** Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s</p> <p>***** Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)</p> |                 |                    |

## 2. Application for Amendment of Partnerships

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

|                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                             | <b>SEC Tarlac Extension Office (SEC-TEO)</b>                                                                                                                                                                                                                                                                                                               |
| <b>Classification:</b>                                                                                                                 | Simple                                                                                                                                                                                                                                                                                                                                                     |
| <b>Type of Transaction:</b>                                                                                                            | G2B – Government to Business;G2C- Government to Client                                                                                                                                                                                                                                                                                                     |
| <b>Who may avail:</b>                                                                                                                  | All registered partnerships through their Authorized Representatives                                                                                                                                                                                                                                                                                       |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                       | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                                                                     |
| <b>1. Basic Requirements (1 set original and 3 sets photocopies)</b>                                                                   | May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, Officer of the Day of the Corporate and Partnership Registration Division or through the Commission's website through URL <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a> |
| <b>2. Cover Sheet; and</b>                                                                                                             |                                                                                                                                                                                                                                                                                                                                                            |
| <b>3. Amended Articles of Partnership</b>                                                                                              | Any of the partners                                                                                                                                                                                                                                                                                                                                        |
| <b>4. Additional Requirements</b>                                                                                                      |                                                                                                                                                                                                                                                                                                                                                            |
| <b>4.1. Endorsement from other government agencies, if applicable (1 original)</b>                                                     | A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas<br>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission<br>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas                                                               |
| <b>4.2. If the provision to be amended is the partnership name, submit:</b>                                                            |                                                                                                                                                                                                                                                                                                                                                            |
| <b>4.2.1.Name Verification Slip (1 original)</b>                                                                                       | Name verification slip may be secured manually by OOTD                                                                                                                                                                                                                                                                                                     |
| <b>4.2.2.Affidavit of a partner to change partnership name. (Not required if already stated in the AP) (1 original; 3 photocopies)</b> | May secure copy from the Public Assistance and Complaint Desk/ OOTD                                                                                                                                                                                                                                                                                        |
| <b>4.3. If the provision to be amended is the change of partners, submit:</b>                                                          |                                                                                                                                                                                                                                                                                                                                                            |
| <b>4.3.1.Deed of Assignment of partnership interest and or documents showing withdrawal, resignation,</b>                              | Assignee and Assignor Partners                                                                                                                                                                                                                                                                                                                             |

|                                                                                                                           |                                                                                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| retirement and death of a partner (1 original; 3 photocopies)                                                             |                                                                                                                                                                                                                                          |
| <b>4.4. If provision for amendment is to have foreign equity of a registered partnership, submit: F-106</b>               | May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a> |
| <b>5. If provision for amendment is to further increase the foreign equity of a registered partnership, submit: F-107</b> | May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a> |

| CLIENT STEPS                                                                                                                                                                                                                                     | AGENCY ACTIONS                                                                                                                      | FEES TO BE PAID                                              | PROCESSING TIME                                             | PERSON RESPONSIBLE                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------|
| 1. If partnership name is for amendment:<br><br>1.1. Fills out Name Verification Form (Verifies, reserves or company name with or without trade name/s)<br><br>1.2. If name is rejected, registrant may appeal for the proposed partnership name | 1. Approves or denies proposed name/s or trade name/s<br><br>1.1. Approves or denies appeal for the proposed name/s or trade name/s | PHP 100.00 per proposed partnership/trade name/s<br><br>None | 10 minutes per application<br><br>4-7 hours per application | Name Verification Officer                     |
| 2. For pre-processing, secures number from the guard on duty and proceeds to EO Counter for presentment of documentary requirements                                                                                                              | 2. Verifies completeness of amendment requirements<br><br>2.1. If documents are complete:                                           | None                                                         | 5-15 minutes per application                                | EO Frontline Staff<br>Information Officer III |



| CLIENT STEPS                                                                  | AGENCY ACTIONS                                                                                                                                                                                    | FEES TO BE PAID                                                                                                               | PROCESSING TIME                                                                        | PERSON RESPONSIBLE                                                               |
|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|
|                                                                               | <p>2.1.1. Accepts documents for assignment to EO processors</p> <p>2.1.2. If documents are incomplete:</p> <p>2.1.2.1. Returns documents to clients for compliance</p>                            |                                                                                                                               |                                                                                        |                                                                                  |
| 3. Waits for the partnership's name to be called by the assigned EO processor | <p>3. Processes and evaluates application for amendment</p> <p>3.1. If complete and compliant, issues Payment Assessment Form</p> <p>3.2. If non-compliant, issues a checklist for compliance</p> | None                                                                                                                          | 1-2 days per application (depending on the complexity of the documentary requirements) | Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II |
| 4. Pays the filing fee                                                        | 4. Issues the Official Receipt and machine-validated Payment Assessment Form                                                                                                                      | <p>Filing Fees:</p> <p>Amendment of Articles Partnership: PHP 2,050.00 (*+**+***)</p> <p>*Amended Articles of Partnership</p> | 10 minutes                                                                             | Cashier                                                                          |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>**Documentary Stamp Taxes - PHP 30.00</p> <p>***Legal Research Fee-</p> <p>1% of the Filing Fee for amendment (PHP 20.00)</p> <p>**** Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s</p> <p>*****Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed</p> <p>*****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00</p> <p>*****Amendment by increasing foreign equity FIA forms (PHP</p> |                 |                    |

| CLIENT STEPS                                                                                                                              | AGENCY ACTIONS                                                          | FEES TO BE PAID                                  | PROCESSING TIME             | PERSON RESPONSIBLE                            |
|-------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|--------------------------------------------------|-----------------------------|-----------------------------------------------|
|                                                                                                                                           |                                                                         | 3,000.00 with LRF of PHP 30.00)                  |                             |                                               |
| 5. Proceeds to EO Counter for presentment of documentary requirements with proof of payment                                               | 5. Receives and verifies documentary requirements and proofs of payment | None                                             | 3-5 minutes per application | EO Frontline Staff<br>Information Officer III |
| 6. Waits for the issuance of signed Certificate                                                                                           | 6. Prepares the Certificate of Amended Articles of Partnership          | None                                             | 3-5 minutes per application | Administrative Assistant II                   |
|                                                                                                                                           | 6.1. Signs the Certificate of Amended Articles of Partnership           |                                                  | 5 minutes per application   | EO Director/OIC                               |
|                                                                                                                                           | 6.2. Encodes signed Certificate of Amended Articles of Partnership      |                                                  | 5 minutes per application   | Administrative Assistant II                   |
| 7. Proceeds to EO Counter for presentment of original proof of payment and receives signed Certificate of Amended Articles of Partnership | 7. Releases signed Certificate of Amended Articles of Partnership       | None                                             | 5 minutes per application   | EO Frontline Staff<br>Information Officer III |
| TOTAL                                                                                                                                     |                                                                         | PHP 100.00 per proposed partnership/trade name/s | 3 days                      |                                               |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>Filing Fees:</p> <p>Amendment of Articles Partnership: PHP 2,050.00 (*+**+***)</p> <p>*Amended Articles of Partnership</p> <p>**Documentary Stamp Taxes - P PHP 30.00</p> <p>***Legal Research Fee-</p> <p>1% of the Filing Fee for amendment (PHP 20.00)</p> <p>**** Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s</p> <p>*****Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed</p> <p>*****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | Partnership's Capital but not less than PHP 2,000.00<br>*****Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00) |                 |                    |

### 3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

|                                                                                                                                                                                                                                          |                                                                                                                     |                                                                                                                                                                                                                                                                                     |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                                                                                                                                                               | <b>SEC Tarlac Extension Office (SEC-TEO)</b>                                                                        |                                                                                                                                                                                                                                                                                     |  |
| <b>Classification:</b>                                                                                                                                                                                                                   | Highly Technical                                                                                                    |                                                                                                                                                                                                                                                                                     |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                              | G2B – Government to Business                                                                                        |                                                                                                                                                                                                                                                                                     |  |
| <b>Who may avail:</b>                                                                                                                                                                                                                    | All Partnerships and Corporations duly recorded and registered at Securities and Exchange Commission, respectively. |                                                                                                                                                                                                                                                                                     |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                         |                                                                                                                     | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                              |  |
| <b>1. Duly accomplished request form</b>                                                                                                                                                                                                 |                                                                                                                     | EO Public Assistance/ OOTD                                                                                                                                                                                                                                                          |  |
| <b>2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital)</b> |                                                                                                                     | To be provided by the Company                                                                                                                                                                                                                                                       |  |
| <b>3. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                            |                                                                                                                     | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |  |
| <b>4. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR</b>                                                                                                                                       |                                                                                                                     | To be provided by the Applicant                                                                                                                                                                                                                                                     |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>5. Audited Interim Financial Statements, in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock not covered by item 4, to be received by the EO after the application has been reviewed by the Securities Counsel I</b> | External Auditor to be engaged by the Company |
| <b>6. Monitoring Clearance</b>                                                                                                                                                                                                                                                                                                                                                                                 | SEC-TEO                                       |
| <b>Additional Requirement for Percentage of Ownership</b>                                                                                                                                                                                                                                                                                                                                                      |                                               |
| <b>7. Stock and transfer book of the corporation (to be presented for verification)</b>                                                                                                                                                                                                                                                                                                                        | To be provided by the Applicant               |

| CLIENT STEPS                                                     | AGENCY ACTIONS                                                                                                                                                                                                                                     | FEES TO BE PAID | PROCESSING TIME                                | PERSON RESPONSIBLE         |
|------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------|----------------------------|
| 1. Secures a number from the guard on duty                       | 1. Calls the number and assists the client                                                                                                                                                                                                         | None            | 5 minutes                                      | EO Frontline Staff/<br>COS |
| 2. Submits the requirements to the EO counter for pre-processing | 2. Records the application for - pre-processing<br><br>2.1. For first time applicants, Assigns the application to an EO staff<br><br>2.1.1.If for compliance, records the date of submission and forwards the application to the assigned EO staff | None            | 10 minutes<br><br>10 minutes<br><br>10 minutes | EO Frontline Staff         |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                          | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                                              |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-------------------------------------------------------------------------------------------------|
|              | 2.2. Advises the client when to follow up the application                                                                                               | None            | 10 minutes      | EO Frontline Staff                                                                              |
|              | 2.3. Examines whether the documents submitted are complete in form and in substance.                                                                    | None            | 1 working day   | Admin Officer IV<br>Securities Specialist I<br>Securities Specialist II<br>Securities Counsel I |
|              | 2.3.1.If application is complete and in order, the assigned EO staff prepares Final Report and submits it to the Securities Counsel I for review        |                 | 30 minutes      |                                                                                                 |
|              | 2.3.2.If application is for compliance, assigned EO staff prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1* |                 | 30 minutes      |                                                                                                 |
|              | 2.4. Evaluates the final report and recommends                                                                                                          |                 | 1 working day   | Securities Counsel I                                                                            |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>approval to the EO Director</p> <p>2.4.1.If compliant, forwards the application to the EO Director for final review and signature</p> <p>2.4.2.If not compliant, returns the application to the assigned EO staff. Go to Step 2.3.1</p> <p>2.5. Reviews the recommendation of the Securities Counsel I</p> <p>2.5.1.If approved for filing, orders the assigned EO staff to issue Payment Assessment Form (PAF)</p> <p>2.5.2.If not approved, returns the</p> |                 | 1-4 hours       | EO Director        |



| CLIENT STEPS                                                                                                                                                                                                                                                         | AGENCY ACTIONS                                                                                                                                                                                                                         | FEES TO BE PAID                                                                                                 | PROCESSING TIME                                                  | PERSON RESPONSIBLE                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                      | application to the assigned EO staff.<br>Go to Step 2.3.1                                                                                                                                                                              |                                                                                                                 |                                                                  |                                                                                                                             |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer                                                                                                                                                                           | 3. Receives the follow-up slip and forwards it to the assigned EO staff                                                                                                                                                                | None                                                                                                            | 15 minutes                                                       | Counter Officer                                                                                                             |
| 4. Receives the Payment Assessment Form                                                                                                                                                                                                                              | 4. Prepares and issues Payment Assessment Form (PAF) to the applicant                                                                                                                                                                  | None                                                                                                            | 10 minutes                                                       | Admin Officer IV<br>Securities Specialist I<br>Securities Specialist II                                                     |
| 5. Pays the corresponding filing fees                                                                                                                                                                                                                                | 5. Receives and acknowledges payment                                                                                                                                                                                                   | *PHP 1,040 per copy<br><br>*Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00 | 10 minutes                                                       | Cashier                                                                                                                     |
| 6. Submits complete application requirements for processing together with the validated PAF<br><br>6.1 In case wherein the basis for certification is Audited Interim Financial Statements, submits the Audited Interim Financial Statements then proceeds to Step 6 | 6. Receives complete application requirement and validated PAF<br><br>6.1 Receives the Audited Interim Financial Statements<br><br>6.2 Advises the client when to follow up the application<br><br>6.3 Prepares Certificate of Paid-up | None                                                                                                            | 10 minutes<br><br>10 minutes<br><br>10 minutes<br><br>10 minutes | Admin Officer IV<br>Securities Specialist I<br>Securities Specialist II<br><br>EO Frontline Staff<br><br>EO Frontline Staff |

| CLIENT STEPS                                               | AGENCY ACTIONS                                           | FEES TO BE PAID     | PROCESSING TIME | PERSON RESPONSIBLE                                                  |
|------------------------------------------------------------|----------------------------------------------------------|---------------------|-----------------|---------------------------------------------------------------------|
|                                                            | 6.4 Initials the Certificate of Paid-up Capital          |                     | 10 minutes      | Admin Officer IV/ Securities Specialist I/ Securities Specialist II |
|                                                            | 6.5 Signs the Certificate of Paid-up Capital             |                     | 10 minutes      |                                                                     |
|                                                            | 6.6 Records the approved Certificates of Paid-up Capital |                     | 10 minutes      | EO Director                                                         |
|                                                            |                                                          |                     |                 | Admin Officer IV/ Securities Specialist I/ Securities Specialist II |
| 7. Presents the Official Receipt to the Counter Officer    | 7. Receives the Official Receipt                         | None                | 10 minutes      | EO Frontline Staff/COS                                              |
| 8. Receives the duly signed Certificate of Paid-up Capital | 8. Releases the signed Certificate of Paid-up Capital    | None                | 10 minutes      | EO Frontline Staff/COS                                              |
| TOTAL                                                      |                                                          | PHP 1,040.00 / copy | 3 days          |                                                                     |

#### 4. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash.

|                                                                                                                                                                                                                                                                   |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                        | <b>SEC Tarlac Extension Office (SEC-TEO)</b>                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Classification:</b>                                                                                                                                                                                                                                            | Highly Technical                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                       | G2B – Government to Business                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Who may avail:</b>                                                                                                                                                                                                                                             | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                  |                                                                    | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1. Cover sheet</b>                                                                                                                                                                                                                                             |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a>                                                                                                                                                                                                               |
| <b>2. Certificate of Increase of Capital Stock</b>                                                                                                                                                                                                                |                                                                    | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                                                                                                                                                                                                                                    |
| <b>3. Treasurer's Affidavit</b>                                                                                                                                                                                                                                   |                                                                    | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                                                                                                                                                                                                                                           |
| <b>4. Directors' certificate</b>                                                                                                                                                                                                                                  |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:<br>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a><br>Trustees' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf</a> |
| <b>5. Amended Articles of Incorporation</b>                                                                                                                                                                                                                       |                                                                    | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary</b> |                                                                    | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>7. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                     |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:                                                                                                                                                                                                                                                                                                                                                                                              |



|                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification | Bangko Sentral ng Pilipinas                                                                                                                                                                                           |
| 10. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***                                                                                                                                                                    | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a> |
| 11. Endorsement/Clearance, if applicable                                                                                                                                                                                                                                                  | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                   |
| 12. Monitoring Clearance                                                                                                                                                                                                                                                                  | SEC Extension Office                                                                                                                                                                                                  |
| 13. Others                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                       |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                   | FEES TO BE PAID | PROCESSING TIME                               | PERSON RESPONSIBLE     |
|-----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------|------------------------|
| 1. Secures a number from the guard on duty                            | 1. Calls the number through the system and assists the client                                                                                                                                                                                                    | None            | 5 minutes                                     | EO Frontline Staff/COS |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing<br><br>2.1. For first time applicants, Assigns the application to the monitoring officer<br><br>2.1.1.If for compliance, records the date of submission and forwards the application to the assigned EO processor | None            | 10 minutes<br><br>1-5 hours<br><br>10 minutes | EO Frontline Staff/COS |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | FEES TO BE PAID | PROCESSING TIME                           | PERSON RESPONSIBLE                                    |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------|-------------------------------------------------------|
|              | <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1.If application is complete and in order, the Administrative Officer II prepares Final Report and submits it to his/her partner Securities Specialist II</p> <p>2.3.2.If application is for compliance, Administrative Officer II/ Securities specialist II prepares checklist of deficiencies and informs and returns</p> |                 | <p>10 minutes</p> <p>3-5 working days</p> | Administrative Officer II<br>Securities Specialist II |

| CLIENT STEPS                                                                               | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                   | FEES TO BE PAID                                                      | PROCESSING TIME | PERSON RESPONSIBLE                                                      |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------|
|                                                                                            | <p>it to the applicant.<br/><i>Go to Step 1</i></p> <p>2.4. Reviews the final report</p> <p>2.4.1.If compliant, orders the Administrative Officer II to issue Payment Assessment Form (PAF)</p> <p>2.4.2.If not compliant, returns the application to the Administrative Officer II. <i>Go to Step 2.3.2</i></p> |                                                                      | 1 working day   | Securities Specialist II                                                |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer | 3. Receives the follow-up slip and forwards it to the monitoring officer                                                                                                                                                                                                                                         | None                                                                 | 15 minutes      | EO Frontline Staff                                                      |
| 4. Receives the Payment Assessment Form                                                    | 4. Prepares and issues Payment Assessment Form (PAF) to the applicant                                                                                                                                                                                                                                            | None                                                                 | 10 minutes      | Monitoring Officer/ Administrative Officer II/ Securities Specialist II |
| 5. Pays the filing fees                                                                    | 5. Receives and acknowledges payment                                                                                                                                                                                                                                                                             | <p>1. Amended Articles of Incorporation – PHP 1,010*</p> <p>Plus</p> | 10 minutes      | Cashier                                                                 |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value –<br/>1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value –<br/>1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed</p> |                 |                    |



| CLIENT STEPS                                                                                          | AGENCY ACTIONS                                                                                                          | FEES TO BE PAID                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE          |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------|
|                                                                                                       |                                                                                                                         | <p>filing fee for Increase of Capital Stock but not less than PHP 10.00</p> <p>4. Documentary Stamp tax of PHP 60.00</p> <p>*Inclusive of LRF of PHP 10.00</p> <p>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00</p> |                 |                             |
| 6. Presents complete documents to the EO Counter                                                      | 6. Assists clients/ receives complete ICS documents                                                                     | None                                                                                                                                                                                                                                                                                      | 10 minutes      | EO Frontline Staff/COS      |
| 7. Submits complete application requirements for processing together with the validated PAF in 4 sets | 7. Receives the complete application requirements and validated PAF and advises the client when to follow up its status | None                                                                                                                                                                                                                                                                                      | 10 minutes      | EO Frontline Staff/COS      |
|                                                                                                       | 7.1. Encodes the details of the Increase of Capital Stock in the system and                                             |                                                                                                                                                                                                                                                                                           | 10 minutes      | Administrative Assistant II |

| CLIENT STEPS                                                                                                  | AGENCY ACTIONS                                                                                                | FEES TO BE PAID                                               | PROCESSING TIME | PERSON RESPONSIBLE                                |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------|---------------------------------------------------|
|                                                                                                               | forwards the application to the Support Staff                                                                 |                                                               |                 |                                                   |
|                                                                                                               | 7.2. Prepares Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation             |                                                               | 10 minutes      | Administrative Assistant II                       |
|                                                                                                               | 7.3. Signs and approves the application                                                                       |                                                               | 10 minutes      | EO Director                                       |
|                                                                                                               | 7.4. Forwards the approved application to the EO Counter                                                      |                                                               | 10 minutes      | Administrative Assistant II                       |
| 8. Waits for the number/corporate name to be called at the EO Counter                                         | 8. Calls the number/ corporate name and assists the client                                                    | None                                                          | 10 minutes      | EO Frontline Staff/COS                            |
| 9. Presents the Official Receipt to the Counter Officer                                                       | 9. Receives the Official Receipt                                                                              | None                                                          | 10 minutes      | EO Frontline Staff/COS                            |
| 10. Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation | 10. Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation | None                                                          | 10 minutes      | EO Frontline Staff/COS/Confidential Assistant III |
| TOTAL                                                                                                         |                                                                                                               | 1. Amended Articles of Incorporation – PHP 1,010*<br><br>Plus | 7 days          |                                                   |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value –<br/>1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value –<br/>1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                          | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | of Capital Stock but<br>not less than PHP<br>10.00<br><br>4. Documentary<br>Stamp tax of PHP<br>60.00<br><br>*Inclusive of LRF of<br>PHP 10.00<br><br>***For Corporations<br>with FIA Application -<br>Additional PHP 3,060,<br>inclusive of LRF of<br>PHP 30.00 and DST<br>of PHP 30.00 |                 |                    |

## 5. Increase of Capital Stock through Payment other than Cash

This service details the procedure on application for increase of capital stock by way:

1. Conversion of advances/liabilities to equity
2. Stock Dividends
3. Land, building / condominium units
4. Untitled Lands
5. Inventories / Furniture / Personal Properties
6. Heavy equipment and machinery
7. Shares of stock
8. Motor Vehicle
9. Sea vessel / aircraft
10. Intangibles
11. Net assets

**Note:** If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

|                                                    |                                                                    |                                                                                                                                                                                                                                                                  |
|----------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                         | <b>SEC Tarlac Extension Office (SEC-TEO)</b>                       |                                                                                                                                                                                                                                                                  |
| <b>Classification:</b>                             | Highly Technical                                                   |                                                                                                                                                                                                                                                                  |
| <b>Type of Transaction:</b>                        | G2B – Government to Business                                       |                                                                                                                                                                                                                                                                  |
| <b>Who may avail:</b>                              | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                                  |
| <b>CHECKLIST OF REQUIREMENTS</b>                   |                                                                    | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                           |
| <b>BASIC REQUIREMENTS</b>                          |                                                                    |                                                                                                                                                                                                                                                                  |
| <b>1. Cover sheet</b>                              |                                                                    | EO Public Assistance or<br>Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a> |
| <b>2. Certificate of Increase of Capital Stock</b> |                                                                    | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                         |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3. Treasurer's Affidavit</b>                                                                                                                                                                                                                                   | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                                                                                                                                                                                                                                           |
| <b>4. Directors' certificate</b>                                                                                                                                                                                                                                  | EO Public Assistance or Downloadable at SEC website through the following URL:<br>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a><br>Trustees' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf</a> |
| <b>5. Amended Articles of Incorporation</b>                                                                                                                                                                                                                       | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary</b> | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>7. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                     | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a>                                                                                                                                                                 |
| <b>8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders</b>                                                                                                                                                                 | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a>                                                                                                                                                                 |
| <b>9. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***</b>                                                                                                                                      | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a>                                                                                                                                                                                                                                                       |
| <b>10. Endorsement/Clearance, if applicable</b>                                                                                                                                                                                                                   | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>11. Monitoring Clearance</b>                                                                                                                                                                                                                                   | SEC Extension Office                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ADDITIONAL REQUIREMENTS depending on the mode of payment</b>                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>12. Conversion of Advances / Liabilities to Equity</b>                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>12.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)</b>                                                                                                         | To be provided by the company                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <b>12.2 A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in item 12.1</b>                                                                                                                                                                                                                                            | For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a>            |
| <b>12.3 Deed of Assignment of advances / liabilities</b>                                                                                                                                                                                                                                                                                                                                          | To be provided by the Company                                                                                                                                                                                                                                                                  |
| <b>13. Stock Dividends</b>                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                |
| <b>13.1 List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary</b>                                                                                                                                                                                                                    | To be provided by the Company                                                                                                                                                                                                                                                                  |
| <b>13.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC</b>                                                                                                                                                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                                  |
| <b>13.3 Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct</b> | To be provided by the Company                                                                                                                                                                                                                                                                  |
| <b>13.4 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings</b>                                                                                                                                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                                  |
| <b>13.5 Reconciliation of Retained Earnings</b>                                                                                                                                                                                                                                                                                                                                                   | EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf</a> |
| <b>14. Land, buildings / condominium units</b>                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                |
| <b>14.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant</b>                                                                                                                                                     | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively</b>                                                                                                                                                                                                                                                                          | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                                                                                                                                                                    | To be provided by the Applicant.                                                                                                                                                                                                                                                               |

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| <b>14.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.5 Deed of Assignment</b>                                                                                                                                                                                                                                                                                                                                                                        | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property</b>                                                                                                                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer</b>                                                                                                                                                                                                                              | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.8 Certification from the transferor stating that the improvements are existing and in good condition</b>                                                                                                                                                                                                                                                                                        | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                                                                                                                                                                                           | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>15. Untitled Lands</b>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                         |
| <b>15.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.2 Duplicate original or certified true copies of the tax declaration sheets</b>                                                                                                                                                                                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.3 Latest realty tax receipts</b>                                                                                                                                                                                                                                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.4 Affidavit by the transferor attesting continuous and open possession of the property is located</b>                                                                                                                                                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located</b>                                                                                                                                                                                                                                                                                             | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |



|                                                                                                                                                                                                                                                                                                                                                                                     |                                  |
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| <b>15.6 Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated</b>                                                                                                                                         | To be provided by the Applicant. |
| <b>15.7 Affidavit executed by the transferor attesting to the:</b><br>a. Existence (or non-existence) of easements over the untitled property<br>b. Kind/description of the easement and its location<br>c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements                                                                       | To be provided by the Applicant. |
| <b>15.8 Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital</b>                                                                                                                                                                                        | To be provided by the Applicant. |
| <b>15.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following:</b><br>a. There is no other claimant to the untitled land<br>b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or<br>c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) | To be provided by the Applicant. |
| <b>15.10 Blue Print Survey of the Plan as approved by the Bureau of Lands</b>                                                                                                                                                                                                                                                                                                       | To be provided by the Applicant. |
| <b>15.11 Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)</b>                                                                                                                                                                 | To be provided by the Applicant. |
| <b>15.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>15.13 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                                                                                                                                                                    | To be provided by the Applicant. |
| <b>15.14 Deed of Assignment</b>                                                                                                                                                                                                                                                                                                                                                     | To be provided by the Applicant. |

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| <b>15.15 Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application</b> | To be provided by the Applicant. |
| <b>16. Inventories / Furniture / Personal Properties</b>                                                                                                                                                                           |                                  |
| <b>16.1 Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant</b>                                                                 | To be provided by the Applicant. |
| <b>16.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value</b>                                                                                     | To be provided by the Applicant. |
| <b>16.3 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>17. Heavy equipment and machinery</b>                                                                                                                                                                                           |                                  |
| <b>17.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant</b>                                                                                                   | To be provided by the Applicant. |
| <b>17.2 Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.</b>                              | To be provided by the Applicant. |
| <b>17.3 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>17.4 Certification from the transferor stating that the properties are existing and in good condition</b>                                                                                                                       | To be provided by the Applicant. |
| <b>18. Shares of Stock</b>                                                                                                                                                                                                         |                                  |
| <b>18.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant</b>                   | To be provided by the Applicant. |
| <b>18.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC</b>                                                                                                                | To be provided by the Applicant. |
| <b>18.3 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |

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| <b>18.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor</b>                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.5 Photocopy of the stock certificate (present original for verification)</b>                                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)</b>                                    | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period</b>                                                                                                                       | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>19. Motor Vehicles</b>                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                         |
| <b>19.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)</b>                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.4 Deed of Assignment</b>                                                                                                                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                      | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>19.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition</b>                                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20. Sea Vessel / Aircraft</b>                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                         |

|                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>20.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.2 Certified true copy of the certificate of ownership</b>                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                          | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency</b>                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.5 Deed of Assignment</b>                                                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                               | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>21. Intangibles</b>                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                         |
| <b>21.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)</b>                                                                               | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights</b>                                                | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.3 Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)</b>           | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.4 Deed of Assignment</b>                                                                                                                                            | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period</b>                                   | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>22. Net Assets</b>                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                         |
| <b>22.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC</b>                                            | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |

|                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>22.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year</b>                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.3 Long-form audit report of item no. 22.2</b>                                                                                                                                                  | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.4 Deed of Assignment of the assets and liabilities</b>                                                                                                                                         | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.5 List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors</b> | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant</b>                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification)</b>                                                                                   | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.8 Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively</b>                                                                        | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.9 Photocopy of stock certificates (present original for verification)</b>                                                                                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.10 DTI Certificate of Registration (for single proprietorship)</b>                                                                                                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.11 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                         | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |

| CLIENT STEPS                               | AGENCY ACTIONS                             | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------------------------------------|--------------------------------------------|-----------------|-----------------|--------------------|
| 1. Secures a number from the guard on duty | 1. Calls the number and assists the client | None            | 5 minutes       | EO Frontline Staff |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                                                                     | FEES TO BE PAID | PROCESSING TIME  | PERSON RESPONSIBLE       |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------|-----------------|------------------|--------------------------|
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for - pre-processing                                                                    | None            | 10 minutes       | EO Frontline Staff       |
|                                                                       | 2.1. For first time applicants, Assigns the application to the monitoring officer                                  |                 | 1-5 hours        |                          |
|                                                                       | 2.1.1.If for compliance, records the date of submission and forwards the application to the assigned EO Specialist |                 | 10 minutes       |                          |
|                                                                       | 2.2. Advises the client when to follow up the application                                                          |                 | 10 minutes       | Securities Specialist II |
|                                                                       | 2.3. Examines whether the documents submitted are complete in form and in substance.                               |                 | 3-5 working days |                          |
|                                                                       | 2.3.1.If application is complete and in order, the specialist prepares Final Report and submits                    |                 |                  |                          |

| CLIENT STEPS                                                                               | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|
|                                                                                            | <p>it to the Securities Counsel</p> <p>2.3.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. <i>Go to Step 1</i></p> <p>2.4. Reviews the final report</p> <p>2.4.1.If compliant, orders the Specialist to issue Payment Assessment Form (PAF)</p> <p>2.4.2.If not compliant, returns the application to the EO Specialist. <i>Go to Step 2.3.2</i></p> |                 | 1 working day   | Securities Counsel I |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer | 3. Receives the follow-up slip and forwards it to the assigned EO specialist                                                                                                                                                                                                                                                                                                                                                        | None            | 10 minutes      | EO Frontline Staff   |

| CLIENT STEPS                            | AGENCY ACTIONS                                                        | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                              | PROCESSING TIME | PERSON RESPONSIBLE                   |
|-----------------------------------------|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------|
| 4. Receives the Payment Assessment Form | 4. Prepares and issues Payment Assessment Form (PAF) to the applicant | None                                                                                                                                                                                                                                                                                                                                                                                                                                                         | 10 minutes      | Securities Specialist II             |
| 5. Pays the filing fees                 | 5. Receives and acknowledges payment                                  | <p>1. Amended Articles of Incorporation – PHP 1,010*</p> <p>Plus</p> <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP</p> | 10 minutes      | Cashier (Confidential Assistant III) |



| CLIENT STEPS                               | AGENCY ACTIONS                                                | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE     |
|--------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|
|                                            |                                                               | <p>3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00</p> <p>4. Documentary Stamp tax of PHP 60.00</p> <p>*Inclusive of LRF of PHP 10.00</p> <p>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00</p> |                 |                        |
| 6. Secures a number from the guard on duty | 6. Calls the number through the system and assists the client | None                                                                                                                                                                                                                                                                                                                                                                                                                       | 5 minutes       | EO Frontline Staff/COS |

| CLIENT STEPS                                                                                          | AGENCY ACTIONS                                                                                                          | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------------------------------|
| 7. Submits complete application requirements for processing together with the validated PAF in 4 sets | 7. Receives the complete application requirements and validated PAF and advises the client when to follow up its status | None            | 10 minutes      | EO Frontline Staff/COS                            |
|                                                                                                       | 7.1. Encodes the details of the application in the system                                                               |                 | 10 minutes      | Administrative Assistant II                       |
|                                                                                                       | 7.2. Prepares Certificate                                                                                               |                 | 10 minutes      | EO Director                                       |
|                                                                                                       | 7.3. Signs and approves the application                                                                                 |                 | 10 minutes      |                                                   |
|                                                                                                       | 7.4. Forwards the approved application to the EO Counter                                                                |                 | 10 minutes      | Administrative Assistant II                       |
| 8. Secures a number from the guard on duty                                                            | 8. Calls the number and assists the client                                                                              | None            | 10 minutes      | EO Frontline Staff/COS/Confidential Assistant III |
| 9. Presents the Official Receipt to the Counter Officer                                               | 9. Receives the Official Receipt                                                                                        | None            | 10 minutes      | EO Frontline Staff/COS/Confidential Assistant III |
| 10. Receives the duly approved application                                                            | 10. Releases the duly approved application                                                                              | None            | 10 minutes      | EO Frontline Staff/COS/Confidential Assistant III |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| TOTAL        |                | <p>1. Amended Articles of Incorporation – PHP 1,010*</p> <p>Plus</p> <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital</p> | 7 days          |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                      | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00</p> <p>4. Documentary Stamp tax of PHP 60.00</p> <p>*Inclusive of LRF of PHP 10.00</p> <p>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00</p> |                 |                    |

## 6. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

|                                                                                                                                           |                                                                                       |                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                | <b>SEC Tarlac Extension Office (SEC-TEO)</b>                                          |                                                                                    |
| <b>Classification:</b>                                                                                                                    | Simple                                                                                |                                                                                    |
| <b>Type of Transaction:</b>                                                                                                               | G2B – Government to Business                                                          |                                                                                    |
| <b>Who may avail:</b>                                                                                                                     | All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations |                                                                                    |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                          |                                                                                       | <b>WHERE TO SECURE</b>                                                             |
| <b>SEC FORM 2015-001 (1 Original)</b>                                                                                                     |                                                                                       | SEC EO                                                                             |
| <b>Monitoring Clearance (1 photocopy)</b>                                                                                                 |                                                                                       |                                                                                    |
| * Primary Licenses                                                                                                                        |                                                                                       | SEC EO                                                                             |
| * Lending                                                                                                                                 |                                                                                       | CGFD                                                                               |
| * Foundation                                                                                                                              |                                                                                       | CGFD                                                                               |
| <b>For Corporations with Secondary Licenses, attach the Articles of Incorporation or latest Amended Articles of Incorporation, if any</b> |                                                                                       | Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |
| <b>For Partnerships, attach the Articles of Partnership or latest Amended Articles of Partnership, if any</b>                             |                                                                                       | Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |

| CLIENT STEPS                               | AGENCY ACTIONS                             | FEES TO BE PAID             |  | PROCESSING TIME | PERSON RESPONSIBLE     |
|--------------------------------------------|--------------------------------------------|-----------------------------|--|-----------------|------------------------|
| 1. Secures a number from the guard on duty | 1. Calls the number and assists the client | None                        |  | 5 minutes       | EO Frontline Staff/COS |
| 2. Waits for the processing of request     | 2. Receives application                    | Certification Fee – PHP 500 |  | 5 minutes       | EO Frontline Staff     |
|                                            |                                            |                             |  | 10 minutes      |                        |

| CLIENT STEPS                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                 | FEES TO BE PAID                |  | PROCESSING TIME | PERSON RESPONSIBLE                                       |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--|-----------------|----------------------------------------------------------|
| 2.1. Receives the PAF and pays to the SEC Cashier. | <p>2.1. Evaluate attachments</p> <p>2.2. Verifies the status of corporation through CIS-URDB.</p> <p>2.2.1.If application is cleared, a Payment Assessment Form is issued to applicant with instruction to pay at the SEC Cashier.</p> <p>2.2.2.If not cleared in Certification Issuance System-Unified Reference Database (CIS-URDB), instructs the applicant to return to the department</p> | Documentary Stamp Tax – PHP 30 |  | 1 hour          | Administrative Assistant I/<br>Administrative Officer IV |

| CLIENT STEPS                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                           | FEES TO BE PAID |  | PROCESSING TIME | PERSON RESPONSIBLE                                                                  |
|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--|-----------------|-------------------------------------------------------------------------------------|
|                                       | <p>who encoded the infraction.</p> <p>2.3. Receives the machine validated Payment Assessment Form.</p> <p>2.4. Prints the Certificate of No Derogatory Information through the CIS-URDB.</p> <p>2.5. Reviews the application and signs the Certificate of No Derogatory Information.</p> |                 |  |                 | <p>Administrative Assistant I/<br/>Administrative Officer IV</p> <p>EO Director</p> |
| 3. Waits for name/number to be called | 3. Calls the number                                                                                                                                                                                                                                                                      | None            |  | 5 minute        | EO Frontline Staff                                                                  |
| 4. Receives the certification         | <p>4. Seals the Certificate of No Derogatory Information with the SEC logo</p> <p>4.1. Releases the Certificate of No Derogatory</p>                                                                                                                                                     | None            |  | 5 minutes       | Administrative Assistant I/<br>Administrative Officer IV                            |

| CLIENT STEPS | AGENCY ACTIONS                       | FEES TO BE PAID |  | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|--------------------------------------|-----------------|--|-----------------|--------------------|
|              | Information (CNDI) to the applicant. |                 |  |                 |                    |
| TOTAL        |                                      | PHP 530         |  | 1.5 hour        |                    |

## 7. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

|                                                        |                                              |                              |
|--------------------------------------------------------|----------------------------------------------|------------------------------|
| <b>Office or Division:</b>                             | <b>SEC Tarlac Extension Office (SEC-TEO)</b> |                              |
| <b>Classification:</b>                                 | Simple                                       |                              |
| <b>Type of Transaction:</b>                            | G2G – Government to Government               |                              |
| <b>Who may avail:</b>                                  | All Government Agencies                      |                              |
| <b>CHECKLIST OF REQUIREMENTS</b>                       |                                              | <b>WHERE TO SECURE</b>       |
| <b>Signed Letter Request (1 original, 1 photocopy)</b> |                                              | Requesting Government Agency |

| CLIENT STEPS                                                                       | AGENCY ACTIONS                                                                                                                       | FEES TO BE PAID                | PROCESSING TIME                                       | PERSON RESPONSIBLE                                       |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-------------------------------------------------------|----------------------------------------------------------|
| 1. Submits the letter request to the Office of the Director through the EO Counter | 1. Receives the letter request<br><br>1.1. Assigns and forwards to concerned EO staff                                                | None                           | 5 minutes                                             | EO Frontline Staff                                       |
| 2. Waits to process the request                                                    | 2. Prepares the requested documents and forwards to the Administrative Assistant II<br><br>2.1. *If plain copy, prints the documents | None<br><br>PHP 10.00 per page | 5 minutes per document<br><br>10 minutes per document | EPO Frontline Staff<br>COS<br>Confidential Assistant III |



|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  |                                |                                                                 |
|--|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|--------------------------------|-----------------------------------------------------------------|
|  | <p>2.2. **If authenticated copy, prints and stamps the documents</p> <p>2.3. Prepares the letter reply and/or Payment Assessment Form (PAF) and forwards the same together with the documents to the Administrative Officer IV</p> <p>2.3.1.If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), and Government Service Insurance System (GSIS) and other profit-making agencies, issues the PAF</p> <p>2.4. For non-profit making agencies, do not issue a PAF</p> |  | <p>10 minutes per document</p> | <p>Confidential Assistant III<br/>Administrative Officer IV</p> |
|  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |  | <p>5 minutes</p>               | <p>EO Director</p>                                              |

|                                                             |                                                                                                                                                                                                                                                                                                                                                                                   |                 |                      |                                                                             |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----------------------------------------------------------------------------|
|                                                             | 2.5. Signs the letter and/or documents and forwards to the Administrative Assistant II                                                                                                                                                                                                                                                                                            |                 |                      |                                                                             |
| 3. Receives the transmittal letter with attached document/s | <p>3. Transmits the signed letter reply with attached documents</p> <p>3.1. If the requesting party is nearby SEC Extension Office, personally call the requestor to receive the document/s</p> <p>3.2. If the requesting party is outside Metro Manila, transmits by courier/express</p> <p>3.3. Transmits the signed letter reply with attached PAF through courier/express</p> | None            | 5 minutes per agency | EO Frontline Staff/COS/Confidential Assistant III/Administrative Officer IV |
| TOTAL                                                       |                                                                                                                                                                                                                                                                                                                                                                                   | P10.00 per page | 38 minutes           |                                                                             |

## 8. Public Assistance and Complaint Action

This service details the assistance rendered to walk-in clients on their concerns and queries pertaining to SEC matters. This is also to provide advice and counseling on their complaints as well to refer clients to appropriate SEC Department, if applicable.

|                                  |                                              |                        |
|----------------------------------|----------------------------------------------|------------------------|
| <b>Office or Division:</b>       | <b>SEC Tarlac Extension Office (SEC-TEO)</b> |                        |
| <b>Classification:</b>           | Simple                                       |                        |
| <b>Type of Transaction:</b>      | G2C- Government to Citizen                   |                        |
| <b>Who may avail:</b>            | All                                          |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                              | <b>WHERE TO SECURE</b> |
| None                             |                                              | None                   |

| CLIENT STEPS                                                                 | AGENCY ACTIONS                                                                       | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE        |
|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------|
| 1. Gets a number from the guard on duty and proceeds to EO Counter           | 1. Calls the number and assists the client                                           | None            | 5 minutes       | EO Frontline Staff<br>COS |
| 2. Presents concern/s, query or complaint<br>2.1. Presents written complaint | 2. Renders advice depending                                                          | None            | 30 minutes      | EO Frontline Staff<br>COS |
|                                                                              | 2.1. On the nature of the concern/query; or                                          |                 |                 |                           |
|                                                                              | 2.2. Hands out the requested checklist of requirements, guidelines, or sample forms; |                 | 5 minutes       |                           |
|                                                                              | 2.3. Refers to the appropriate EO staff                                              |                 | 5 minutes       |                           |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | 2.4. Endorses written complaint to the Office of the Director and advises party to expect feedback within five (5) working days |                 | 5 minutes       |                    |
| TOTAL        |                                                                                                                                 | None            | 46 minutes      |                    |

## 8. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

|                                                                                                       |                                       |                        |  |
|-------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|--|
| <b>Office or Division:</b>                                                                            | SEC Tarlac Extension Office (SEC-TEO) |                        |  |
| <b>Classification:</b>                                                                                | Simple                                |                        |  |
| <b>Type of Transaction:</b>                                                                           | G2C – Government to Business          |                        |  |
| <b>Who may avail:</b>                                                                                 | General Public                        |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                      |                                       | <b>WHERE TO SECURE</b> |  |
| 1. If reports/reportorial requirements, bring 5 sets/copies. Otherwise, no other requirements needed. |                                       |                        |  |

### Option 1 – Walk-in submission of reports/reportorial requirements

| CLIENT STEPS                                                                                                               | AGENCY ACTIONS                                                                                                            | FEES TO BE PAID | PROCESSING TIME                | PERSON RESPONSIBLE                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------|------------------------------------------------------------------------------------------------------------|
| 1. Client gets a number, proceeds to the EO Counter and waits to be called<br><br>1.1. Presents 5 sets/copies of documents | 1. Calls on the client's number<br><br>1.1. Encodes document, prints barcode page, and attached barcode page to each copy | None            | 2 minutes<br><br>3 minutes/doc | EO Frontline Staff/COS/Confidential Assistant III<br><br>EO Frontline Staff/COS/Confidential Assistant III |
| 2. Claims 1 set for his file copy, including the acknowledgement receipt (barcode page)                                    | 2. Retains 4 sets including original and returns 1 set to client                                                          |                 | 1 minute                       | EO Frontline Staff/COS/Confidential Assistant III                                                          |
| TOTAL                                                                                                                      |                                                                                                                           | None            | 6 minutes                      |                                                                                                            |

## 9. Registration of Corporations through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                             |                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>SEC Tarlac Extension Office</b>                          |                                                                                                                                                                                                                                                                                                            |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Simple                                                      |                                                                                                                                                                                                                                                                                                            |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                                                                                            |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                                                                                            |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                     |
| <ol style="list-style-type: none"> <li>1. Cover Sheet</li> <li>2. Articles of Partnership (for partnerships)</li> <li>3. Articles of Incorporation (for stock and non-stock corporations)</li> <li>4. Treasurer's Affidavit (for stock corporation only)</li> <li>5. By-Laws (for stock and non-stock corporations)</li> <li>6. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH</li> <li>7. Affidavit of Accuracy</li> <li>8. Affidavit of Correctness</li> </ol> <p>*Please be informed to arranged in accordance with the order in the checklist in 1 original and 2 photocopies</p> |                                                             | <p>Company Registration System (CRS)</p> <p>SEC Extension Office</p>                                                                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                             | <ul style="list-style-type: none"> <li>• CRS website: <a href="http://crs.sec.gov.ph">crs.sec.gov.ph</a></li> <li>• Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                                           | FEES TO BE PAID                                                                                                                                                         | PROCESSING TIME                     | PERSON RESPONSIBLE                                                                                              |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| 1. Creates an email account in the CRS                                                  | 1. System sends verification confirmation to allow applicant to sign-in into the facilities therein.<br><br>1.1. Email account created automatically expires within 90 calendar days if inactive.                        | None                                                                                                                                                                    | 10 minutes                          | Applicant/Registrant                                                                                            |
| 2. Verifies, reserves or appeals the proposed company name with or without trade name/s | 2. System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019<br><br>2.1. Reservation of proposed company name expires on the 4 <sup>th</sup> day if in-forms are not filled up | None                                                                                                                                                                    | 10 minutes                          |                                                                                                                 |
| 3. Starts filling out company details and submit forms on-line                          | 3. Systems validates the company information encoded                                                                                                                                                                     | None                                                                                                                                                                    | 30 minutes                          | Applicant/Registrant                                                                                            |
| 4. Submits the hard copies of signed and notarized documents                            | 4. Receives the application documents and assigns to a processor<br><br>4.1. Processes the submitted application in accordance with the Revised Corporation                                                              | <u>For stock corporation based on the authorized capital stock:</u><br><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 | 10 minutes<br><br><br><br>1-6 hours | Administrative Assistant II<br>Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                         | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              | <p>Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations</p> <p>4.1.1.If compliant, processor issues a Payment Assessment Form (PAF)</p> <p>4.2. Required filing fees based on Memo Circular No. 3, series of 2017</p> <p>4.2.1.If non-compliant, application will be returned to the party</p> | <p>or the subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00</p> | 10 minutes      |                    |



| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                                                               | FEES TO BE PAID                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE                                                               |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------|
|                                               |                                                                                                                                                              | <u>Company Name</u><br><u>Reservation:</u> PHP<br>100.00<br><u>Each additional trade</u><br><u>name/s:</u> PHP 100.00<br><u>Documentary Stamp</u><br><u>Tax:</u> PHP 30.00<br><u>Legal Research Fee</u><br>(LRF): 1% of the<br>Filing Fee but not less<br>than Ten Pesos (PHP<br>10.00) |                 |                                                                                  |
| 5. Submits the proof of payment and documents | 5. Officially receives and stamps the hard copies of the registration application forwards to SEC EO for generation of the Certificate of Registration (COR) | None                                                                                                                                                                                                                                                                                    | 10 minutes      | Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II |
|                                               | 5.1. Enters company name in the EO Masterlist and prints Certificate                                                                                         |                                                                                                                                                                                                                                                                                         | 5 minutes       | Administrative Assistant II                                                      |
|                                               | 5.2. Reviews and evaluates the application with supporting documents                                                                                         |                                                                                                                                                                                                                                                                                         | 30 minutes      | EO Director                                                                      |

| CLIENT STEPS                                                                                                                                               | AGENCY ACTIONS                                                                                                                                                                | FEES TO BE PAID                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------|
|                                                                                                                                                            | <p>5.2.1.If compliant, signing of the Certificate of Registration (COR)</p> <p>5.2.2.If non-compliant, documents were returned to the processor, then to the party/client</p> |                                                                                                                                                                                                                                                            |                 |                                                   |
| 6. Presents Official Receipt to secure the Certificate of Incorporation and signs the logbook as proof of receipt of the Certificate of Registration (COR) | 6. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt                         | None                                                                                                                                                                                                                                                       | 5 minutes       | EO Frontline Staff/COS Confidential Assistant III |
| TOTAL                                                                                                                                                      |                                                                                                                                                                               | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> | 1 day           |                                                   |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00</p> <p><u>Company Name Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> <p><u>Documentary Stamp Tax:</u> PHP 30.00</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>Legal Research Fee (LRF)</u> : 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |

## 10. Registration of Corporations through the CRS

This service details the procedure and documentary requirements for the registration and/or issuance of the primary licenses of a) ordinary stock corporations; b) issuance of secondary licenses or certificates of authority of lending and financing companies; and c) incorporation of non-stock, non-profit corporations. The process is done through the Company Registration System at [crs.sec.gov.ph](http://crs.sec.gov.ph), the online registration system of the SEC.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                             |                        |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------|--|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>SEC Tarlac Extension Office (SEC-TEO)</b>                |                        |  |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Simple                                                      |                        |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | G2C – Government to Citizen                                 |                        |  |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | All natural and juridical persons and their representatives |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                             | <b>WHERE TO SECURE</b> |  |
| <b>For Stock corporation</b><br><b>1. Cover Sheet*</b><br><b>2. Articles of Incorporation (AI)*</b><br><b>2.1. Tax Identification Numbers (TIN) of Filipino incorporators, directors, stockholders including corporate subscribers (to be written in the Articles of Incorporation and applicable document/s)</b><br><b>2.2. Tax Identification Numbers (TIN) or passport numbers of foreign incorporators, directors and stockholders (to be written in the Articles of Incorporation and applicable document/s)</b> |                                                             | CRS-generated          |  |

|                                                                                                                                                                                                                                                              |                                                                                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. Treasurer's Affidavit* (in case not incorporated in the Articles of Incorporation)                                                                                                                                                                        | CRS-generated                                                                                                                                                                                 |
| 4. By-Laws*                                                                                                                                                                                                                                                  |                                                                                                                                                                                               |
| 5. Foreign Investments Act (FIA) Application Form (F-100),* if more than 40% foreign equity                                                                                                                                                                  | CRS-generated                                                                                                                                                                                 |
| 6. Joint Affidavit of Undertaking to Change Name (in case not incorporated in the Articles of Incorporation)*                                                                                                                                                | CRS-generated                                                                                                                                                                                 |
| 7. Affidavit of Relinquishment (in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity*)                                                                                                         | Sample forms of Cover Sheet, Joint Affidavit of Undertaking to Change Name and Affidavit of Relinquishment available at the SEC website at <a href="http://www.sec.gov.ph">www.sec.gov.ph</a> |
| 8. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1 original, 2 photocopies)                                                                                  | Parent Company of the Foreign Corporation and Philippine Embassy/Consulate                                                                                                                    |
| 9. Endorsement/Clearance from other government agencies, if applicable (1 original, 2 photocopies)                                                                                                                                                           | Other requirements must be secured by the registrant from the appropriate government agency or SEC department, or to be supplied by the registrant, if applicable                             |
| 10. Endorsement/Clearance from other departments of the SEC, if applicable (1 original, 2 photocopies)                                                                                                                                                       |                                                                                                                                                                                               |
| 11. Endorsement/Clearance from a) Philippine Economic Zone Authority (PEZA); b) Subic Bay Metropolitan Authority (SBMA) or Clark Development Corporation (CDC); and/or c) Cagayan Economic Zone Authority (CEZA), if applicable; (1 original, 2 photocopies) | SEC-Registered Domestic Corporation                                                                                                                                                           |
| 12. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of any corporate subscriber (1 photocopy)                                                                                                           |                                                                                                                                                                                               |
| 13. Proof of existence of foreign corporate subscriber/s (1 photocopy)                                                                                                                                                                                       | Foreign Corporation abroad                                                                                                                                                                    |
| 14. Other requirement/s as may be required by the CRMD Director (1 original, or if applicable, 1 photocopy only)                                                                                                                                             |                                                                                                                                                                                               |

|                                                                                                                                                                                                                                                 |                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>*3 sets of hard copies to be received by the CRMD Receiving Unit with <u>at least one set</u> in original form containing the original signatures of the required signatories and notary public.</b>                                         |                                                                                                                                            |
| <b>For non-stock religious aggregates</b><br>1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder *not required if already part of the Articles of Incorporation                                   | Public Assistance and Complaint Desk/EO Counter                                                                                            |
| <b>For foundation</b><br>1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00<br>2. Statement of Willingness to allow the Commission to conduct an audit                                    | Banks<br><br>Notary Public                                                                                                                 |
| <b>For federation</b><br>1. List of Member-Associations certified by the Corporate Secretary                                                                                                                                                    | Corporate Secretary                                                                                                                        |
| <b>For confederation</b><br>1. List of Member-Federations certified by the Corporate Secretary                                                                                                                                                  | Corporate Secretary                                                                                                                        |
| <b>For condominium corporation/association</b><br>1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds<br>2. Certification that there is no existing similar condominium association within the condominium project | Condominium Developer and Register of Deeds<br><br>Applicant Condominium Corporation/Association to be executed by the Corporate Secretary |

| CLIENT STEPS                                                                                                                       | AGENCY ACTIONS                                                                                     | FEES TO BE PAID | PROCESSING TIME                                                 | PERSON RESPONSIBLE |
|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------|--------------------|
| 1. Creates an account in the Company Registration System (CRS) by logging in at <a href="http://www.crs.gov.ph">www.crs.gov.ph</a> | 1. System sends verification confirmation to allow applicant to sign-in to the facilities therein. | None            | 10 minutes (under normal circumstances, i.e. system is working) | System-generated   |

| CLIENT STEPS                                                                                                   | AGENCY ACTIONS                                                                                                      | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE        |
|----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------|
| 1.1. Verifies the created account through e-mail then log-in his/her account logs-in                           | 1.1. *Email account created automatically expires within 90 calendar days if inactive                               |                 | 10 minutes      | Name Verification Officer |
| 1.2. Verifies, reserves, or appeals the proposed company name including trade or business names, if applicable | 1.2. System approves/denies the proposed company name in accordance with Memorandum Circular No. 13, series of 2019 |                 | 10 minutes      |                           |
| 1.2.1.If approved, proceed with the encoding of company information                                            | 1.3. System approves the proposed name/s                                                                            |                 | 20 minutes      |                           |
|                                                                                                                | 1.4. Approves the appeal                                                                                            |                 |                 |                           |
|                                                                                                                | 1.5. Denies the appeal                                                                                              |                 |                 |                           |
| 1.2.2.*Reservation of proposed company name expires on the 4 <sup>th</sup> day if in-forms are not filled up   | 1.6. None                                                                                                           |                 |                 |                           |
| 1.2.3.If denied, avails of online appeal of rejected names by uploading appeal                                 | 1.7. System acknowledges submission of documents                                                                    |                 |                 |                           |

| CLIENT STEPS                                                                                                                                                                                                                                                                                                       | AGENCY ACTIONS                                                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME           | PERSON RESPONSIBLE                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|------------------------------------------------------------|
| <p>letter and/or supporting documents</p> <p>1.3. Encodes company information</p> <p>1.4. Uploads and submits CRS-generated or non-CRS generated documents</p>                                                                                                                                                     |                                                                                                                                                                                                |                 |                           |                                                            |
| 2. Waits for the evaluation of submitted documents                                                                                                                                                                                                                                                                 | 2. Evaluates uploaded documents                                                                                                                                                                | None            | 1-6 hours per application | Administrative Officer II<br>Securities Specialist I, & II |
| <p>3. Receives notification through email and CRS account</p> <p>3.1. If for compliance, opens the compliance section in the CRS and complies the deficiencies or completes the requirements</p> <p>3.2. If for payment, pays the filing fee online or on collection then uploads the documentary requirements</p> | <p>3. System issues compliance e-mail alert if the documents are incomplete or with deficiencies</p> <p>3.1. System issues payment e-mail alert if the documents are complete and in order</p> | None            |                           |                                                            |



| CLIENT STEPS                                                                                                                                                                                                                             | AGENCY ACTIONS                                                                                                                                                                                             | FEES TO BE PAID                                                                                          | PROCESSING TIME                                           | PERSON RESPONSIBLE                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------------------------------------------------|
| 3.3. If online, pays through GCash or Landbank then uploads documentary requirements through CRS<br>3.4. If on collection, prints the Order of Payment                                                                                   |                                                                                                                                                                                                            |                                                                                                          |                                                           |                                                            |
| 4. Presents the Order of Payment<br><br>4.1. If at Extension Office, presents the Order of Payment<br><br>4.2. *Bring the documentary requirements<br><br>4.3. If at any SEC-accredited Landbank branches, presents the Order of Payment | 4. Issues and prints out the Payment Assessment Form (PAF)<br><br>4.1. Presents PAF to the assigned CRS processor for his/her initial/signature<br><br>4.2. Issues machine-validated Oncoll Payment Slip/s |                                                                                                          | 5 minutes<br><br><br><br><br><br><br><br><br><br>5 minute | Administrative Officer II<br>Securities Specialist I, & II |
| 5. Presents the PAF at the SEC Cashier and pays the filing fees                                                                                                                                                                          | 5. Accepts payment and issues Official Receipt (O.R.) and machine-validated Payment Assessment Form                                                                                                        | a) <u>Articles of Incorporation, Stock Corp., with par value:</u><br>1/5 of 1% of the authorized capital | 5 minutes                                                 | SEC Cashier                                                |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) but not less than PHP 20.00.</p> <p><u>Stock corp., without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than PHP 2,000.00 plus 1% LRF but not less than P20.00;</p> <p><u>b) By-Laws:</u> PHP 1,020.00, inclusive of LRF;</p> <p>c) Name reservation: PHP 100.00 for each</p> |                 |                    |

| CLIENT STEPS                                                                                                                                                                                        | AGENCY ACTIONS                                                 | FEES TO BE PAID                                                                                                                                                                                                      | PROCESSING TIME           | PERSON RESPONSIBLE                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------|
|                                                                                                                                                                                                     |                                                                | corporate name and trade name, if applicable;<br>d) Registration of Stock and Transfer Book: PHP 150.00<br>d) Documentary Stamp – PHP 30.00<br>e) Application under the Foreign Investments Act (FIA) – PHP 3,000.00 |                           |                                    |
| 6. Upon payment,<br><br>6.1. Proceeds to SEC-EO for the uploading of proof of payment and documentary requirements; or<br><br>6.2. Uploads the proof of payment and documentary requirements in CRS | 6. Uploads the proof of payment and documentary requirements   | None                                                                                                                                                                                                                 | 5 minutes                 | Frontline Service Assistant<br>COS |
| 7. Gets a number and proceeds to the EO Counter                                                                                                                                                     | 7. Calls the number<br><br>7.1. Checks the completeness of the | None                                                                                                                                                                                                                 | 5 minute<br><br>5 minutes | Frontline Service Assistant        |

| CLIENT STEPS                                                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                               | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                                                                                            |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| 7.1. Submits three (3) sets of documentary requirements (1 original; 2 photocopies) at the EO Counter | <p>documents submitted to ensure that there is at least one original set of the application</p> <p>7.2. Stamps receives and affixes initials on the submitted documents and advises registrant to wait for 3 working days for the release of the Certificate of Registration</p>                                             |                 |                 | Administrative Officer II<br>Securities Specialist I, & II                                                                                    |
| 8. Waits for the release of the signed Certificate                                                    | <p>8. Checks the uploaded proof of payment and documentary requirements</p> <p>8.1. If complete and compliant, tags the application in CRS as "For Receiving"</p> <p>8.2. If incomplete and/or non-compliant, returns the application to the applicant through CRS</p> <p>8.3. Tags the application in CRS as "Received"</p> | None            | 5 minutes       | <p>Administrative Officer II<br/>Securities Specialist I, &amp; II</p> <p>Administrative Officer II<br/>Securities Specialist I, &amp; II</p> |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                         |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------------------------------------------------------|
|              | 8.4. Retrieves the hard copies of the application and forwards to the Administrative Assistant II                                                             |                 | 5 minutes       | Administrative Officer II<br>Securities Specialist I, & II |
|              | 8.5. Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory |                 | 5 minutes       | Administrative Officer II<br>Securities Specialist I, & II |
|              | 8.6. Reviews the application<br><br>8.6.1. Signs the Certificate; or                                                                                          |                 | 5 minutes       | EO Director/OIC                                            |
|              | 8.7. Returns the application for compliance.                                                                                                                  |                 | 5 minutes       | Administrative Assistant II                                |
|              | 8.8. Generates the Unified Registration Records (URRs) of the corporation and forwards                                                                        |                 | 5 minutes       |                                                            |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                     | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE         |
|----------------------------------------------------------------------------------------------|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|
|                                                                                              | the Certificate with URR to the EO Counter         |                                                                                                                                                                                                                                                                                                                                                                                        |                 |                            |
| 9. Gets a number and proceeds to the EO Counter                                              | 9. Calls the number                                | None                                                                                                                                                                                                                                                                                                                                                                                   | 5 minutes       | EO Frontline Staff<br>COS  |
| 9.1. Presents original proof of payment to the EO Counter and claims the Certificate and URR | 9.1. Releases Certificate and URR to the applicant |                                                                                                                                                                                                                                                                                                                                                                                        | 5 minutes       | Confidential Assistant III |
| TOTAL                                                                                        |                                                    | a) <u>Articles of Incorporation, Stock Corp., with par value:</u><br>1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00 plus<br>1% Legal Research Fee (LRF) but not less than PHP 20.00.<br><br><u>Stock corp., without par value:</u> 1/5 of 1% of the authorized capital stock | 1 day           |                            |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>computed at PHP 100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than PHP 2,000.00 plus 1% LRF but not less than PHP 20.00;</p> <p>b) <u>By-Laws:</u> PHP 1,020.00, inclusive of LRF;</p> <p>c) Name reservation: PHP 100.00 for each corporate name and trade name, if applicable;</p> <p>d) Registration of Stock and Transfer Book: PHP 150.00</p> <p>d) Documentary Stamp – PHP 30.00</p> <p>e) Application under the Foreign Investments Act (FIA) – PHP 3,000.00</p> |                 |                    |

## 11. Registration of Corporations with less than 5 Incorporators through interim system

This service details the procedure on registration of corporations consisting of less than five incorporators and/or with partnership association or corporations as incorporators pursuant to Section 10 of the Revised Corporation Code (RCC)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>SEC Tarlac Extension Office</b>                                                                                                                                                                                              |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Simple                                                                                                                                                                                                                          |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | G2C – Government to Client; G2B – Government to Business                                                                                                                                                                        |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | All Natural and Juridical persons and their representatives                                                                                                                                                                     |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                          |
| <ol style="list-style-type: none"> <li>1. Cover Sheet</li> <li>2. Articles of Incorporation (for stock and non-stock corporations)</li> <li>3. Treasurer's Affidavit (for stock corporation only, optional if Treasurer's Certificate in accordance with the RCC is incorporated in the Articles of Incorporation (AI))</li> <li>4. By-Laws (for stock and non-stock corporations)</li> <li>5. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH</li> </ol> <p><b>*Please be informed to arrange in accordance with the order in the checklist in 3 original and 1 photocopy</b></p> | SEC Extension Office                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |

| CLIENT STEPS                                                                                                       | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|--------------------------------------------------------------------------------------------------------------------|----------------|-----------------|-----------------|----------------------|
| 1. Log-in to <a href="https://apps004.sec.gov.ph:8001/application">https://apps004.sec.gov.ph:8001/application</a> | 1. None        | None            |                 | Applicant/Registrant |



| CLIENT STEPS                                         | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | FEES TO BE PAID | PROCESSING TIME                   | PERSON RESPONSIBLE                                |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|---------------------------------------------------|
| 2. Fill-out all the details needed and submit online | <p>2. System assigns the application to Name Verification Officer for the reservation of corporate name</p> <p>2.1 Whether name is approved or disapproved, the name verification officer assigns the application to a processor</p> <p>2.2 Processor determines whether the details of the application is in accordance with the Revised Corporation Code and other pertinent rules and regulations</p> <p>2.3 If the application is approved, the processor uploads the Payment Assessment Form (PAF) in PDF file to the system. If the application is disapproved, the processor inputs the comments in the</p> | None            | <p>10 minutes</p> <p>1-3 days</p> | <p>Name Verification Officer</p> <p>Processor</p> |

| CLIENT STEPS                                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                   | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME                    | PERSON RESPONSIBLE                                              |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------|
|                                                                                       | system. The system will send the PAF or the comments to the email of the applicant/registrant.                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                    |                                                                 |
| 3. Pays the filing fees and submits the hard copies of signed and notarized documents | <p>3. Receives the payment for filing fees, issues a receipt and forwards the registration documents to a processor</p> <p>3.1 Processor reviews the documents submitted. If approved, the registration documents are forwarded to the Receiving Officer. If there are deficiencies, the documents are returned to the applicant/registrant.</p> | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u><br/> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br/> <u>Without par value:</u><br/> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock</p> | <p>5 minutes</p> <p>30 minutes</p> | <p>Confidential Assistant II</p> <p>Securities Specialist I</p> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00</p> <p><u>Company Name Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> <p><u>Documentary Stamp Tax:</u> PHP 30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but</p> |                 |                    |

| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                                                                                            | FEES TO BE PAID                     | PROCESSING TIME | PERSON RESPONSIBLE      |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------|-----------------|-------------------------|
|                                               |                                                                                                                                                                                           | not less than Ten Pesos (PHP 10.00) |                 |                         |
| 4. Submits the proof of payment and documents | 4. Officially receives and stamps the hard copies of the registration application and forwards to the Administrative Assistant II for generation of the Certificate of Registration (COR) | None                                | 5 minutes       | EO Frontline Staff      |
|                                               | 4.1. Enters company name in the EO Masterlist and prints Certificate                                                                                                                      |                                     | 5 minutes       | Securities Specialist I |
|                                               | 4.2. Reviews and evaluates the application with supporting documents                                                                                                                      |                                     | 10 minutes      | Acting Director         |
|                                               | 4.2.1. If compliant, signs the Certificate                                                                                                                                                |                                     |                 |                         |
|                                               | 4.2.2. If non-compliant, returns documents to the                                                                                                                                         |                                     |                 |                         |

| CLIENT STEPS                                                                                                                                               | AGENCY ACTIONS                                                                                                                                        | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                             | PROCESSING TIME | PERSON RESPONSIBLE                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------|
|                                                                                                                                                            | processor, then to the party/client                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                             |                 |                                                |
| 5. Presents Official Receipt to secure the Certificate of Incorporation and signs the logbook as proof of receipt of the Certificate of Registration (COR) | 5. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt | None                                                                                                                                                                                                                                                                                                                                                                                        | 5 minutes       | Administrative Assistant II/EO Frontline Staff |
| TOTAL                                                                                                                                                      |                                                                                                                                                       | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u><br>1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u><br>1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or | 3 days          |                                                |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00</p> <p><u>Company Name Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> <p><u>Documentary Stamp Tax:</u> PHP 30.00</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                               | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |

## 12. Registration of One Person Corporation (OPC)

This service details the procedure on registration of One Person Corporation (OPC) pursuant to Section 5, 115-132 of the Revised Corporation Code (R.A. No. 11232)

|                                                                                                                                                                                                                                   |                                                             |                                                                                                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                                                                                                                                                        | <b>SEC Tarlac Extension Office</b>                          |                                                                                                                                                                                                                               |  |
| <b>Classification:</b>                                                                                                                                                                                                            | Simple                                                      |                                                                                                                                                                                                                               |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                       | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                               |  |
| <b>Who may avail:</b>                                                                                                                                                                                                             | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                               |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                  |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                        |  |
| 1. Cover Sheet<br>2. Articles of Incorporation<br>3. Acceptance letter of the Nominee and Alternate Nominee<br><br>*Please be informed to arrange in accordance with the order in the checklist in 3 original set and 1 photocopy |                                                             | SEC Extension Office                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                   |                                                             | <ul style="list-style-type: none"> <li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |  |

| CLIENT STEPS                                                                                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | FEES TO BE PAID | PROCESSING TIME                   | PERSON RESPONSIBLE                                              |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------|-----------------------------------------------------------------|
| 1. Log-in to <a href="https://apps004.sec.gov.ph:8001/application">https://apps004.sec.gov.ph:8001/application</a> | 1. None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | None            |                                   | Applicant/ Registrant                                           |
| 2. Fill-out all the details needed and submit online                                                               | <p>2. System assigns the application to Name Verification Officer for the reservation of corporate name</p> <p>2.1 Whether name is approved or disapproved, the name verification officer assigns the application to a processor</p> <p>2.2 Processor determines whether the details of the application is in accordance with the Revised Corporation Code and other pertinent rules and regulations</p> <p>2.3 If the application is approved, the processor uploads the Payment Assessment Form (PAF) in PDF file to the system. If</p> | None            | <p>10 minutes</p> <p>1-3 days</p> | <p>Name Verification Officer</p> <p>Securities Specialist I</p> |



| CLIENT STEPS                                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                   | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                              | PROCESSING TIME                    | PERSON RESPONSIBLE                                              |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|-----------------------------------------------------------------|
|                                                                                       | the application is disapproved, the processor inputs the comments in the system. The system will send the PAF or the comments to the email of the applicant/registrant.                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                              |                                    |                                                                 |
| 3. Pays the filing fees and submits the hard copies of signed and notarized documents | <p>3. Receives the payment for filing fees, issues a receipt and forwards the registration documents to a processor</p> <p>3.1 Processor reviews the documents submitted. If approved, the registration documents are forwarded to the Receiving Officer. If there are deficiencies, the documents are returned to the applicant/registrant.</p> | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u><br/> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br/> <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP</p> | <p>5 minutes</p> <p>30 minutes</p> | <p>Confidential Assistant II</p> <p>Securities Specialist I</p> |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00</p> <p><u>Company Name Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> <p><u>Documentary Stamp Tax:</u> PHP 30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten</p> |                 |                    |

| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                                                                    | FEES TO BE PAID   | PROCESSING TIME | PERSON RESPONSIBLE          |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|-----------------|-----------------------------|
|                                               |                                                                                                                                                                   | Pesos (PHP 10.00) |                 |                             |
| 4. Submits the proof of payment and documents | 4. Officially receives and stamps the hard copies of the registration application, forwards to SEC EO for the generation of the Certificate of Registration (COR) | None              | 5 minutes       | EP Frontline Staff          |
|                                               | 4.1. Enters company name in the EO Masterlist and prints Certificate                                                                                              |                   | 5 minutes       | Administrative Assistant II |
|                                               | 4.2. Reviews and evaluates the application and supporting documents                                                                                               |                   | 10 minutes      | Securities Specialists I    |
|                                               | 4.2.1. If compliant, signing of the Certificate of Registration (COR)                                                                                             |                   |                 | Acting Director             |
|                                               | 4.2.2. If non-compliant, documents returned to the processor, then to the party/client                                                                            |                   |                 |                             |

| CLIENT STEPS                                                                                                                                                         | AGENCY ACTIONS                                                                                                                                        | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                       | PROCESSING TIME | PERSON RESPONSIBLE                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------|
| 5. Presents Official Receipt to secure the Certificate of Incorporation and signs the receiving logbook as proof of receipt of the Certificate of Registration (COR) | 5. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt | None                                                                                                                                                                                                                                                                                                                                                                                                  | 5 minutes       | Administrative Assistant II/<br>EO Frontline Staff |
| TOTAL                                                                                                                                                                |                                                                                                                                                       | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u><br>1/5 of 1% of the authorized capital stock but not less than PHP 2,000<br>or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue | 3 days          |                                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                     | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | value of the<br>subscribed capital<br>stock whichever<br>is higher<br><u>Foreign</u><br><u>Investments Act</u><br><u>(FIA) Form 100:</u><br>PHP 3,000.00<br><u>Company Name</u><br><u>Reservation:</u> PHP<br>100.00<br><u>Each additional</u><br><u>trade name/s:</u><br>PHP 100.00<br><u>Documentary</u><br><u>Stamp Tax:</u> PHP<br>30.00<br><u>Legal Research</u><br><u>Fee (LRF):</u> 1% of<br>the Filing Fee but<br>not less than Ten<br>Pesos (PHP<br>10.00) |                 |                    |

### 13. Registration of Partnerships through the CRS

This service details the procedure and documentary requirements for the issuance of Certificates of Records. The process is done through the Company Registration System at [crs.sec.gov.ph](http://crs.sec.gov.ph), the online registration system of the SEC.

|                                                                                                                                                                                               |                                                             |                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                    | <b>SEC Tarlac Extension Office (SEC-TEO)</b>                |                                                                                                                                                                                       |
| <b>Classification:</b>                                                                                                                                                                        | Simple                                                      |                                                                                                                                                                                       |
| <b>Type of Transaction:</b>                                                                                                                                                                   | G2C – Government to Citizen                                 |                                                                                                                                                                                       |
| <b>Who may avail:</b>                                                                                                                                                                         | All natural and juridical persons and their representatives |                                                                                                                                                                                       |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                              |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                |
| <b>1. Cover Sheet (2 original; 1 photocopy)</b>                                                                                                                                               |                                                             | CRS-generated                                                                                                                                                                         |
| <b>2. Signed &amp; notarized Articles of Partnership (1 original; 2 photocopies)</b>                                                                                                          |                                                             | CRS-generated                                                                                                                                                                         |
| <b>2.1. Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of Partnership and applicable document/s)</b>                     |                                                             | Bureau of Internal Revenue (BIR)                                                                                                                                                      |
| <b>2.2. Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)</b>                                 |                                                             | Bureau of Internal Revenue (BIR)                                                                                                                                                      |
| <b>2.3. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country)</b>                                                                   |                                                             | <a href="http://www.sec.gov.ph/wp-content/uploads/2015/01/Minimum-Paid-Up-Capital_Final1.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/01/Minimum-Paid-Up-Capital_Final1.pdf</a> |
| <b>2.4. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures</b> |                                                             |                                                                                                                                                                                       |
| <b>2.5. Minimum paid-up</b>                                                                                                                                                                   |                                                             |                                                                                                                                                                                       |
| <b>3. If there are one (1) or more foreign partners</b>                                                                                                                                       |                                                             | CRS-generated                                                                                                                                                                         |
| <b>3.1. Signed &amp; notarized F-105 (Foreign Investments Act Application Form)</b>                                                                                                           |                                                             |                                                                                                                                                                                       |

|                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4. If documents were signed in a foreign jurisdiction, Authenticated/Apostilled Articles of Partnership and/or F-105 (1 original; 2 photocopies)</b> | Philippine Embassy/Consulate                                                                                                                                                                                                                                                                                                                                                               |
| <b>5. If applicable, Endorsement/Clearance from other government agencies, if applicable (1 original, 2 photocopies)</b>                                | <p>BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES</p> <p>A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas</p> <p>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission</p> <p>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas</p> |

| CLIENT STEPS                                                                                                                                                                                                                                                                           | AGENCY ACTIONS                                                                                                                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME                                                                                          | PERSON RESPONSIBLE                                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------|
| <p>1. Creates an account in the Company Registration System (CRS) by logging in at <a href="http://www.crs.gov.ph">www.crs.gov.ph</a></p> <p>1.1. Verifies the created account through e-mail then logs-in his/her account</p> <p>1.2. Verifies, reserves, or appeals the proposed</p> | <p>1. System sends verification confirmation to allow applicant to sign-in in the facilities therein.</p> <p>1.1. *Email account created automatically expires within 90 calendar days if inactive</p> <p>1.2. System approves/denies the proposed company</p> | None            | <p>10 minutes (under normal circumstances, i.e. system is working)</p> <p>1 minute</p> <p>10 minutes</p> | <p>System-generated</p> <p>Name Verification Officer</p> |

| CLIENT STEPS                                                                                                                                                                                                                                                                                                                                                                                                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
| <p>company name including trade or business names, if applicable.</p> <p>1.2.1.If approved, proceeds with the encoding of company information</p> <p>1.2.2.*Reservation of proposed company name expires on the 4<sup>th</sup> day if in-forms are not filled up</p> <p>1.2.3.If denied, avails online appeal of rejected names by uploading appeal letter and/or supporting documents</p> <p>1.3. Encodes company information</p> | <p>name in accordance with Memorandum Circular No. 13, series of 2019</p> <p>1.3. System approves the proposed name/s</p> <p>1.4. Approves the appeal</p> <p>1.5. Denies the appeal</p> <p>1.6. None</p> <p>1.7. System acknowledges submission of documents</p> |                 | 30 minutes      |                    |



| CLIENT STEPS                                                                                                                                                                                                                                                                                                                                                                                                         | AGENCY ACTIONS                                                                                                                                                                          | FEES TO BE PAID | PROCESSING TIME           | PERSON RESPONSIBLE                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|------------------------------------------------------------------------|
| 1.4. Uploads and submits CRS-generated or non-CRS generated documents                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                         |                 |                           |                                                                        |
| 2. Waits for the evaluation of submitted documents                                                                                                                                                                                                                                                                                                                                                                   | 2. Evaluates uploaded documents                                                                                                                                                         | None            | 1-6 hours per application | <i>Administrative Officer II<br/>Securities Specialist I, &amp; II</i> |
| 3. Receives notification through email and CRS account<br><br>3.1. If for compliance, opens the compliance section in the CRS and complies the deficiencies and completes the requirements<br><br>3.2. If for payment, pays the filing fee online or on collection then uploads the documentary requirements<br><br>3.3. If online, pays through GCash or Landbank then uploads documentary requirements through CRS | 3. System issues compliance e-mail alert if the documents are incomplete or with deficiencies<br><br>3.1. System issues payment e-mail alert if the documents are complete and in order | None            |                           |                                                                        |

| CLIENT STEPS                                                                   | AGENCY ACTIONS                                                                                      | FEES TO BE PAID                                                                                                                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE                                                     |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------|
| 3.4. If on collection, prints the Order of Payment                             |                                                                                                     |                                                                                                                                                                                                                    |                 |                                                                        |
| 4. Presents the Order of Payment                                               | 4. Issues and prints out the Payment Assessment Form (PAF)                                          |                                                                                                                                                                                                                    |                 |                                                                        |
| 4.1. If at SEC Head Office or Extension Office, presents the Order of Payment  | 4.1. Presents PAF to the assigned CRS processor for his/her initial/signature                       |                                                                                                                                                                                                                    | 5 minutes       | <i>Administrative Officer II<br/>Securities Specialist I, &amp; II</i> |
| 4.2. *Brings the documentary requirements                                      | 4.2. Issues machine-validated Oncoll Payment Slip/s                                                 |                                                                                                                                                                                                                    | 1 minute        |                                                                        |
| 4.3. If at any SEC-accredited Landbank branches, presents the Order of Payment |                                                                                                     |                                                                                                                                                                                                                    |                 |                                                                        |
| 5. Presents the PAF at the SEC Cashier and pays the filing fees                | 5. Accepts payment and issues Official Receipt (O.R.) and machine-validated Payment Assessment Form | a) <u>Articles of Partnership</u> : 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) of not less than PHP 20.00.<br>c) Name reservation: PHP 100.00 for each | 5 minutes       | TEO Cashier                                                            |

| CLIENT STEPS                                                                                                                                                                                        | AGENCY ACTIONS                                                                                                | FEES TO BE PAID                                                                                                                                              | PROCESSING TIME           | PERSON RESPONSIBLE                                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------|
|                                                                                                                                                                                                     |                                                                                                               | partnership name and trade name, if applicable;<br>c) Documentary Stamp – PHP 30.00<br>d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00 |                           |                                                                        |
| 6. Upon payment,<br><br>6.1. Proceeds to SEC-EO for the uploading of proof of payment and documentary requirements; or<br><br>6.2. Uploads the proof of payment and documentary requirements in CRS | 6. Uploads the proof of payment and documentary requirements                                                  | None                                                                                                                                                         | 2 minutes                 | <i>EO Frontline Staff<br/>COS/Confidential Assistant III</i>           |
| 7. Gets a number and proceeds to the EO Counter<br><br>7.1. Submits three (3) sets of documentary requirements (1 original; 2 photocopies) at the                                                   | 7. Calls the number<br><br>7.1. Checks the completeness of the documents submitted to ensure that there is at | None<br><br>None                                                                                                                                             | 1 minute<br><br>5 minutes | <i>Administrative Officer II<br/>Securities Specialist I, &amp; II</i> |

| CLIENT STEPS                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                        | FEES TO BE PAID | PROCESSING TIME                                    | PERSON RESPONSIBLE                                                                                                      |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| CRMD Receiving Section                             | <p>least one original set of the application</p> <p>7.2. Stamps receives and put initials on the submitted documents and advises registrant to wait for 3 working days for the release of the Certificate of Registration</p>                                                                                                                                                         |                 |                                                    |                                                                                                                         |
| 8. Waits for the release of the signed Certificate | <p>8. Checks the uploaded proof of payment and documentary requirements</p> <p>8.1. If complete and compliant, tags the application in CRS as "For Receiving"</p> <p>8.2. If incomplete and/or non-compliant, returns the application to the applicant through CRS</p> <p>8.3. Tags the application in CRS as "Received"</p> <p>8.4. Retrieves the hard copies of the application</p> | None            | <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p> | <p><i>Administrative Officer II</i><br/><i>Securities Specialist I, &amp; II</i></p> <p>Administrative Assistant II</p> |

| CLIENT STEPS                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | FEES TO BE PAID | PROCESSING TIME                                     | PERSON RESPONSIBLE                                            |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------|---------------------------------------------------------------|
|                                                 | <p>and forwards to the Data Analyst</p> <p>8.5. Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory</p> <p>8.6. Reviews the application</p> <p>8.6.1. Signs the Certificate; or</p> <p>8.6.2. Returns the application for compliance.</p> <p>8.7. Generates the Unified Registration Records (URRs) of the partnership and forwards the Certificate with URR to the EO Counter</p> |                 | <p>5 minutes</p> <p>10 minutes</p> <p>5 minutes</p> | <p>EO Director, EO-OIC</p> <p>Administrative Assistant II</p> |
| 9. Gets a number and proceeds to the EO Counter | 9. Calls the number                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | None            | 1 minute                                            | <i>EO Frontline Staff<br/>Administrative Asst. II</i>         |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                     | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME        | PERSON RESPONSIBLE |
|----------------------------------------------------------------------------------------------|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
| 9.1. Presents original proof of payment to the EO Counter and claims the Certificate and URR | 9.1. Releases Certificate and URR to the applicant | None                                                                                                                                                                                                                                                                                                                                                                            | 5 minutes              |                    |
| TOTAL                                                                                        |                                                    | a) <u>Articles of Partnership</u> : 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) of not less than PHP 20.00.<br>c) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable;<br>c) Documentary Stamp – PHP 30.00<br>d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00 | 2 hours and 21 minutes |                    |

#### 14. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

**This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)**

| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>SEC Tarlac Extension Office (SEC-TEO)</b>                                  |                                                                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Simple                                                                        |                                                                                                                               |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | G2C – Government to Citizen                                                   |                                                                                                                               |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | All registered domestic corporations through their Authorized Representatives |                                                                                                                               |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                               | <b>WHERE TO SECURE</b>                                                                                                        |
| <ol style="list-style-type: none"> <li>1) Copy of the Latest due Financial Statements and any amendments thereto (duly stamped received by BIR and SEC)</li> <li>2) Copy of the Latest due General Information Sheet and any amendments thereto (duly stamped received by SEC)</li> <li>3) Copy of the Certificate of Incorporation and latest Certificate of filing of Amended Articles or By-laws (if any) together with copies of the latest Articles of Incorporation and By-laws</li> <li>4) Copy of Registration of Stock and Transfer Book/Membership Book</li> <li>5) Copy of the latest Confirmation of Payment (COP), if any</li> <li>6) Other documents (per monitorer's instructions) such as: <ul style="list-style-type: none"> <li>Secretary's Certificate explaining the double filing of General Information Sheet;</li> <li>Secretary's Certificate of No Intra-Corporate Dispute;</li> <li>Secretary's Certificate (Clarification)</li> <li>Affidavit of the Corporate Secretary (Anti-Dummy Law/One and the Same/Auditor);</li> <li>General Form for Financial Statements when the gross revenue/total assets exceeds Five Million Pesos (P5,000,000)</li> <li>OGA's Acknowledgement on Functional Currency</li> </ul> </li> </ol> |                                                                               | <p>To be provided by client</p><br><br><br><br><br><br><br><br><br><br><p>Public Assistance and Complaint Desk/EO Counter</p> |

| CLIENT STEPS                                                                        | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                              | FEES TO BE PAID                                                                                                                                                                                                                                                                      | PROCESSING TIME                          | PERSON RESPONSIBLE                                      |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|---------------------------------------------------------|
| 1. Submits completely filled-up "Request for Monitoring" and the required documents | 1. Pre-evaluates required documents                                                                                                                                                                                                                                                                                                                         | None                                                                                                                                                                                                                                                                                 | 15 minutes                               | EO Frontline Staff/COS                                  |
|                                                                                     | <p>1.1. If documents are not complete, the same are returned together with the checklist of the requirements;</p> <p>1.2. If the documents are complete the request is accepted and assigned to monitoring staff the proposed name/s</p> <p>1.3. Determines compliance, deficiencies and violations, and prepares the Monitoring Assessment Sheet (MSh)</p> | <p>Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements;</p> <p>Memorandum Circular No. 8, series of 2009 (MC8-2009);</p> <p>Amended rules governing the distribution of excess profits of corporation;</p> <p>Memorandum Circular</p> | 30-45 minutes on average per corporation | Administrative Assistant I<br>Administrative Officer IV |

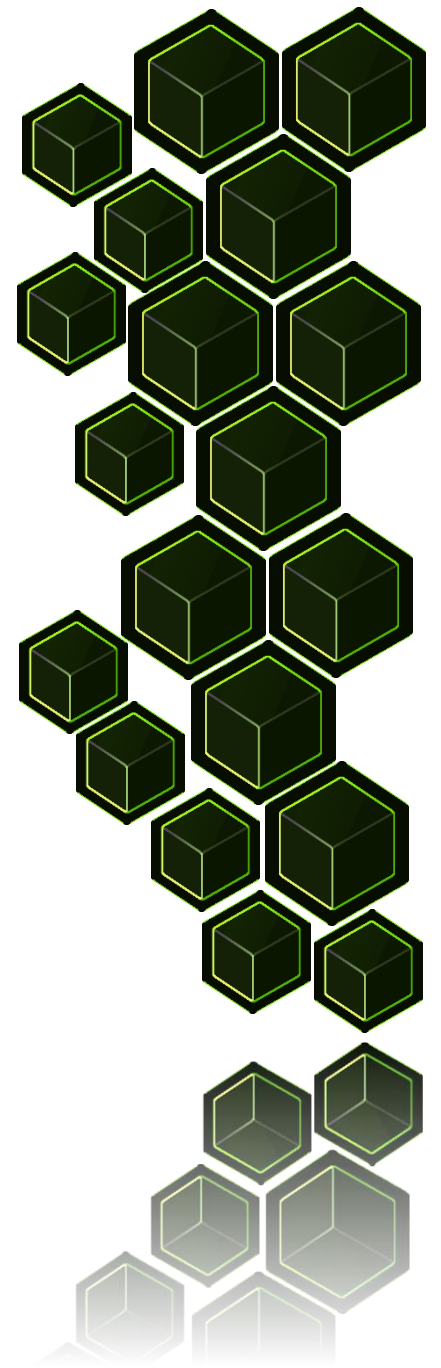


| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                                                                                        | FEES TO BE PAID                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE                                                         |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------|
|                                                                                         |                                                                                                                                                                                                                                                                       | No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010                                                 |                 |                                                                            |
| 2. Returns on assigned day, and if is agreeable to the findings presented, signs the MS | 2. Presents the findings to the applicant<br><br>2.1. If there are no deficiencies, the MSh prepared by the Monitoring Staff will indicate such finding with computation of penalties and will be directly submitted to the EO Director/Officer-in-Charge for signing | None                                                                                                                       | 1-2 days        | Administrative Assistant I<br>Administrative Officer IV<br>EO Director/OIC |
| 3. Pays the assessed fines and penalties                                                | 3. Receives payment of assessed fines and penalties and issues official receipt                                                                                                                                                                                       | None                                                                                                                       | 10 minutes      | Cashier                                                                    |
| TOTAL                                                                                   |                                                                                                                                                                                                                                                                       | Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements;<br>Memorandum Circular | 2 days          |                                                                            |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                             | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010 |                 |                    |

# **EXTENSION OFFICES LEGAZPI CITY**

**SEC Building, 2<sup>nd</sup> Floor Chiniel (Avon) Bldg.,  
Rizal Street, Albay District,  
Legazpi City**



## 1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>SEC Legazpi Extension Office (SEC-LEO)</b>                                 |                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Simple and Complex                                                            |                                                                                                                                                                                                                                                                                                                                    |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | G2B – Government to Business                                                  |                                                                                                                                                                                                                                                                                                                                    |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | All registered domestic corporations through their Authorized Representatives |                                                                                                                                                                                                                                                                                                                                    |
| CHECKLIST OF REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                               | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                    |
| <p>Basic Requirements (STOCK OR NON-STOCK CORPORATIONS)<br/>-3 sets original and 2 sets photocopies</p> <ol style="list-style-type: none"> <li>1. Amended Articles of Incorporation/By-laws</li> <li>2. Directors` or Trustees` Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names</li> <li>3. Notarized Secretary`s Certificate on no pending case of intra-corporate dispute</li> <li>4. Monitoring Clearance</li> </ol> <p>Additional Requirements</p> |                                                                               | <p>May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk of respective SEC EO or through the Commission's website at <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a></p> <p>Legazpi Extension Office</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>1. Clearance from other SEC department, for Financing and Lending</p> <p>1. Endorsement from other government agencies, if applicable (1 original copy)</p> <p>If the provision to be amended is the corporate name, submit:</p> <p>a. Name Verification Slip (1 original)</p> <p>b. Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the AI)</p> <p>If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit:</p> <p>a.) F-101</p> <p>If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit:</p> <p>a.) F-102</p> | <p>Corporate Governance and Finance Department (CGFD)</p> <p>BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES</p> <p>A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas</p> <p>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission</p> <p>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas</p> <p>Name verification slip may be secured manually from the name verification officer at Legazpi Extension Office;</p> <p>May download copy through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> <p>May download copy through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLIENT STEPS                                                                                                                                                                                                                                         | AGENCY ACTIONS                                                                                                                                                                                  | FEES TO BE PAID                                    | PROCESSING TIME                                                         | PERSON RESPONSIBLE                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------|
| <p>1. If corporate name is for amendment:</p> <p>1.1. Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s)</p> <p>1.2. If name is rejected, registrant may appeal for the proposed corporate name</p> | <p>1. Approves or denies proposed name/s or trade name/s</p> <p>1.1. Approves or denies appeal for the proposed name/s or trade name/s</p> <p>1.2. Appeal is elevated to head office (CRMD)</p> | <p>P100.00 per proposed corporate/trade name/s</p> | <p>10 minutes per application</p> <p>CRMD process</p>                   | <p>Name Verification Officer</p>                              |
| <p>2. For pre-processing, proceeds to EO Counter for presentation of documentary requirements</p>                                                                                                                                                    | <p>2. Verifies completeness of amendment requirements</p> <p>2.1. If documents are complete:</p> <p>2.1.1. Accepts documents for processing</p> <p>2.2. If documents are incomplete:</p>        | <p>None</p>                                        | <p>5-10 minutes per application</p> <p>5-10 minutes per application</p> | <p>Administrative Officer III</p> <p>Securities Counsel I</p> |

| CLIENT STEPS                                               | AGENCY ACTIONS                                                                                                                                                                | FEES TO BE PAID                                                                                                                                                                                                                  | PROCESSING TIME                                                                  | PERSON RESPONSIBLE   |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|----------------------|
|                                                            | 2.2.1.Returns documents to clients for compliance                                                                                                                             |                                                                                                                                                                                                                                  |                                                                                  |                      |
| 3. Waits for the evaluation and advice of the EO processor | 3. Processes and evaluates application for amendment<br><br>3.1. If compliant, issues Payment Assessment Form<br><br>3.2. If non-compliant, issues a checklist for compliance | None                                                                                                                                                                                                                             | Within 1 or 2 days (depending on the complexity of the documentary requirements) | Securities Counsel I |
| 4. Pays the filing fee                                     | 4. Issues the Official Receipt and machine-validated Payment Assessment Form                                                                                                  | Filing Fees:<br><br>Amendment of Articles of Inc. or By-laws : PHP 1,040.00 (*+**+***)<br><br>If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+**+**+**+**+***)<br><br>Amendment of Articles of Incorporation – PHP | 5 minutes                                                                        | Cashier              |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                                                                                                        | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                               | PROCESSING TIME                                               | PERSON RESPONSIBLE                                  |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------|
|                                                                                              |                                                                                                                                       | 1,000.00 Amendment of By-Laws – PHP 1,000.00<br><br>**Documentary Stamp Taxes – PHP 30.00<br>***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00)<br>**** Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s<br>*****Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00) |                                                               |                                                     |
| 5. Proceeds to EO Counter for presentation of documentary requirements with proof of payment | 5. Receives and verifies documentary requirements and proofs of payment                                                               | None                                                                                                                                                                                                                                                                                                                                                                          | 3-5 minutes per application                                   | Receiving Officer                                   |
| 6. Waits for the issuance of signed Certificate                                              | 6. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws<br><br>6.1. Signs the Certificate of Amended Articles | None                                                                                                                                                                                                                                                                                                                                                                          | 3-5 minutes per application<br><br>10 minutes per application | Administrative Officer III<br><br>Officer in Charge |



| CLIENT STEPS                                                                                                                                                         | AGENCY ACTIONS                                                                                                             | FEES TO BE PAID                                                                                                                                                                                                                | PROCESSING TIME           | PERSON RESPONSIBLE                       |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|------------------------------------------|
|                                                                                                                                                                      | of Incorporation and/or By-laws<br><br>6.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws |                                                                                                                                                                                                                                | 5 minutes per application | Administrative Officer III               |
| 7. Proceeds to EO Counter for presentation of the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws. | 7. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws                                         | None                                                                                                                                                                                                                           | 5 minutes per application | Officer of the Day/<br>Releasing Officer |
| TOTAL                                                                                                                                                                |                                                                                                                            | PHP 100.00 per proposed corporate/trade name/s<br><br>Filing Fees:<br>Amendment of Articles of Inc. or By-laws : PHP 1,040.00 (*+**+***)<br><br>If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+**+**+**+**+***) | 2 days 1 hour 5 minutes   |                                          |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                              | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>Amendment of Articles of Incorporation – PHP 1,000.00<br/> Amendment of By-Laws – P1,000.00</p> <p>**Documentary Stamp Taxes - PHP 30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00)<br/> **** Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s<br/> ***** Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)</p> |                 |                    |

## 2. Application for Amendment of Partnerships

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

|                                                                                                                                                                                           |                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                | <b>SEC Legazpi Extension Office (SEC-LEO)</b>                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Classification:</b>                                                                                                                                                                    | Simple                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Type of Transaction:</b>                                                                                                                                                               | G2B – Government to Business;G2C- Government to Client               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>Who may avail:</b>                                                                                                                                                                     | All registered partnerships through their Authorized Representatives |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                          |                                                                      | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Basic Requirements (3 original and 2 photocopy) <ol style="list-style-type: none"> <li>1. Cover Sheet; and</li> <li>2. Amended Articles of Partnership</li> </ol> Additional Requirements |                                                                      | May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk of the EO or through the Commission's website through URL <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a><br><br>A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas<br>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission<br>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas<br><br>Name verification slip may be secured manually through the name verification officer of Legazpi Extension Office;<br><br>Assignee and Assignor Partners |

1. Endorsement from other government agencies, if applicable (1 original)

If the provision to be amended is the partnership name, submit:

- a. Name Verification Slip (1 original)

- b. Affidavit of a partner to change partnership name. (Not required if already stated in the AP) (1 original; 3 photocopies)

if the provision to be amended is the change of partners, submit:

- a. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner (1 original; 3 photocopies)

If provision for amendment is to have foreign equity of a registered partnership, submit:

- a.) F-106

If provision for amendment is to further increase the foreign equity of a registered partnership, submit:

- a.) F-107

May download through SEC Website at <http://www.sec.gov.ph/forms-and-fees/primary-registration/>

May download through SEC Website at <http://www.sec.gov.ph/forms-and-fees/primary-registration/>

| CLIENT STEPS                                                                                                                                                                                                                                            | AGENCY ACTIONS                                                                                                                                                                                                                  | FEES TO BE PAID                                         | PROCESSING TIME                                                         | PERSON RESPONSIBLE                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|-------------------------------------------------------------------------|---------------------------------------------------------------|
| <p>1. If partnership name is for amendment:</p> <p>1.1. Fills out Name Verification Form (Verifies, reserves or company name with or without trade name/s)</p> <p>1.2. If name is rejected, registrant may appeal for the proposed partnership name</p> | <p>1. Approves or denies proposed name/s or trade name/s</p> <p>1.1. Approves or denies appeal for the proposed name/s or trade name/s (Appeal is elevated to head office (CRMD))</p>                                           | <p>PHP 100.00 per proposed partnership/trade name/s</p> | <p>10 minutes per application</p> <p>CRMD process</p>                   | <p>Name Verification Officer/Administrative Officer III</p>   |
| <p>2. Proceeds to EO Counter for presentment of documentary requirements</p>                                                                                                                                                                            | <p>2. Verifies completeness of amendment requirements</p> <p>2.1. If documents are complete:</p> <p>2.1.1. Accepts documents for processing</p> <p>2.1.2. If documents are incomplete:</p> <p>2.1.2.1. Returns documents to</p> | <p>None</p>                                             | <p>5-10 minutes per application</p> <p>5-10 minutes per application</p> | <p>Administrative Officer III</p> <p>Securities Counsel I</p> |

| CLIENT STEPS                                           | AGENCY ACTIONS                                                                                                                                                                             | FEES TO BE PAID                                                                                                                                                                                                                               | PROCESSING TIME                                                            | PERSON RESPONSIBLE   |
|--------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------|----------------------|
|                                                        | clients for compliance                                                                                                                                                                     |                                                                                                                                                                                                                                               |                                                                            |                      |
| 3. Waits for the evaluation and advice of EO processor | 3. Processes and evaluates application for amendment<br><br>3.1. If complete and compliant, issues Payment Assessment Form<br><br>3.2. If non-compliant, issues a checklist for compliance | None                                                                                                                                                                                                                                          | Within 1 day (depending on the complexity of the documentary requirements) | Securities Counsel I |
| 4. Pays the filing fee                                 | 4. Issues the Official Receipt and machine-validated Payment Assessment Form                                                                                                               | Filing Fees:<br><br>Amendment of Articles Partnership:<br>PHP 2,050.00<br>(*+**+***)<br>*Amended Articles of Partnership<br>**Documentary Stamp Taxes - PHP 30.00<br>***Legal Research Fee-<br>1% of the Filing Fee for amendment (PHP 20.00) | 5 minutes                                                                  | Cashier              |

| CLIENT STEPS                                                                                | AGENCY ACTIONS                                                          | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME             | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------|
|                                                                                             |                                                                         | <p>**** Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s</p> <p>***** Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed</p> <p>***** Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00</p> <p>***** Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)</p> |                             |                    |
| 5. Proceeds to EO Counter for presentment of documentary requirements with proof of payment | 5. Receives and verifies documentary requirements and proofs of payment | None                                                                                                                                                                                                                                                                                                                                                                                                                                                      | 3-5 minutes per application | Receiving Officer  |

| CLIENT STEPS                                                                                                                              | AGENCY ACTIONS                                                     | FEES TO BE PAID                                                                                                | PROCESSING TIME             | PERSON RESPONSIBLE                   |
|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|-----------------------------|--------------------------------------|
| 6. Waits for the issuance of signed Certificate                                                                                           | 6. Prepares the Certificate of Amended Articles of Partnership     | None                                                                                                           | 3-5 minutes per application | Administrative Officer III           |
|                                                                                                                                           | 6.1. Signs the Certificate of Amended Articles of Partnership      |                                                                                                                | 10 minutes per application  | Officer in Charge                    |
|                                                                                                                                           | 6.2. Encodes signed Certificate of Amended Articles of Partnership |                                                                                                                | 5 minutes per application   | Administrative Officer III           |
| 7. Proceeds to EO Counter for presentment of original proof of payment and receives signed Certificate of Amended Articles of Partnership | 7. Releases signed Certificate of Amended Articles of Partnership  | None                                                                                                           | 5 minutes per application   | Officer of the Day/Releasing Officer |
| TOTAL                                                                                                                                     |                                                                    | PHP 100.00 per proposed partnership/trade name/s<br><br>Filing Fees:<br><br>Amendment of Articles Partnership: | 2 days 1 hour 5 minutes     |                                      |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | PHP 2,050.00<br>(*+**+***)<br>*Amended Articles of Partnership<br>**Documentary Stamp Taxes - P PHP 30.00<br>***Legal Research Fee-<br>1% of the Filing Fee for amendment (PHP 20.00)<br>**** Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s<br>*****Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed<br>*****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                              | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | but not less than PHP 2,000.00<br>*****Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00) |                 |                    |

### 3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

|                                                                                                                                                                                                                                          |                                                                                      |                                                                                                                                                                                                                                                                                     |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                                                                                                                                                               | <b>SEC Legazpi Extension Office (SEC-LEO)</b>                                        |                                                                                                                                                                                                                                                                                     |  |
| <b>Classification:</b>                                                                                                                                                                                                                   | Highly Technical                                                                     |                                                                                                                                                                                                                                                                                     |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                              | G2B – Government to Business                                                         |                                                                                                                                                                                                                                                                                     |  |
| <b>Who may avail:</b>                                                                                                                                                                                                                    | All Corporations duly recorded and registered at Securities and Exchange Commission. |                                                                                                                                                                                                                                                                                     |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                         |                                                                                      | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                              |  |
| <b>1. Letter request</b>                                                                                                                                                                                                                 |                                                                                      | To be provided by the Company / Applicant                                                                                                                                                                                                                                           |  |
| <b>2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital)</b> |                                                                                      | Latest GIS                                                                                                                                                                                                                                                                          |  |
| <b>3. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                            |                                                                                      | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |  |
| <b>4. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR</b>                                                                                                                                       |                                                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                     |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>5. Audited Interim Financial Statements, in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock not covered by item 4, to be received by the EO after the application has been reviewed by the Securities Counsel I</b> | External Auditor to be engaged by the Company |
| <b>6. Monitoring Clearance</b>                                                                                                                                                                                                                                                                                                                                                                                 | SEC Extension Office                          |
| <b>Additional Requirement for Percentage of Ownership</b>                                                                                                                                                                                                                                                                                                                                                      |                                               |
| <b>7. Stock and transfer book of the corporation (to be presented for verification)</b>                                                                                                                                                                                                                                                                                                                        | To be provided by the Applicant               |

| CLIENT STEPS                                   | AGENCY ACTIONS                                                                                                                                                                                                                            | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE       |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------------|
| 1. Proceeds to EO counter                      | 1. Assists the client                                                                                                                                                                                                                     | None            | 1 hour          | Officer of the Day       |
| 2. Submits the requirements for pre-processing | 2. Receives the application for - pre-processing.<br><br>Verifies completeness of documentary requirements<br><br>2.1. If documents are complete:<br><br>2.1.1. Accepts documents for processing<br><br>2.2. If documents are incomplete: | None            | 2 hours         | Securities Specialist II |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID | PROCESSING TIME                         | PERSON RESPONSIBLE |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------|--------------------|
|              | <p>Returns documents to clients for compliance</p> <p>2.3. Advises the client when to follow up the application</p> <p>2.4. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.4.1. If application is complete and in order, the specialist prepares Payment Assessment Form</p> <p>2.4.2. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant.<br/>Go to Step 1*</p> |                 | <p>15 minutes</p> <p>5 working days</p> |                    |

| CLIENT STEPS                                                                                                                                                      | AGENCY ACTIONS                                                       | FEES TO BE PAID                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE                              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------|
| 3. Follow Up the Letter Request (1)                                                                                                                               | 3. Checks the letter and forwards it to the Securities Specialist II | None                                                                                                            | 15 minutes      | Officer of the Day                              |
| 4. Receives the Payment Assessment Form                                                                                                                           | 4. Give PAF to the client                                            | None                                                                                                            | 30 minutes      | Officer of the Day/<br>Securities Specialist II |
| 5. Pays the corresponding filing fees                                                                                                                             | 5. Receives and acknowledges payment                                 | *PHP 1,040 per copy<br><br>*Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00 | 15 minutes      | Cashier                                         |
| 6. Submits complete application requirements for processing                                                                                                       | 6. Receives complete application requirement                         | None                                                                                                            | 30 minutes      | Securities Specialist II                        |
| 6.1 In case wherein the basis for certification is Audited Interim Financial Statements, submits the Audited Interim Financial Statements then proceeds to Step 6 | 6.1 Receives the Audited Interim Financial Statements                | None                                                                                                            | 30 minutes      | Receiving Officer                               |
|                                                                                                                                                                   | 6.2 Advises the client when to follow up the application             |                                                                                                                 | 5 minutes       | Securities Specialist II                        |
|                                                                                                                                                                   | 6.3 Examines the requirements submitted.                             |                                                                                                                 | 2 days          | Securities Specialist II                        |
|                                                                                                                                                                   | 6.4 Prepares Certificate of Paid-up                                  |                                                                                                                 | 30 minutes      | Securities Specialist II                        |
|                                                                                                                                                                   | 6.5 Signs the Certificate of Paid-up Capital                         |                                                                                                                 | 30 minutes      | Officer in Charge                               |

| CLIENT STEPS                                               | AGENCY ACTIONS                                        | FEES TO BE PAID     | PROCESSING TIME                | PERSON RESPONSIBLE       |
|------------------------------------------------------------|-------------------------------------------------------|---------------------|--------------------------------|--------------------------|
| 7. Presents the Official Receipt to the Specialist II      | 7. Receives the Official Receipt                      | None                | 15 minutes                     | Securities Specialist II |
| 8. Receives the duly signed Certificate of Paid-up Capital | 8. Releases the signed Certificate of Paid-up Capital | None                | 15 minutes                     | Securities Specialist II |
| TOTAL                                                      |                                                       | PHP 1,040.00 / copy | 7 days, 6 hours and 50 minutes |                          |

#### 4. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash

|                                                    |                                                                    |                                                                                                                                                                                                                                                                  |
|----------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                         | <b>SEC Legazpi Extension Office (SEC-LEO)</b>                      |                                                                                                                                                                                                                                                                  |
| <b>Classification:</b>                             | Highly Technical                                                   |                                                                                                                                                                                                                                                                  |
| <b>Type of Transaction:</b>                        | G2B – Government to Business                                       |                                                                                                                                                                                                                                                                  |
| <b>Who may avail:</b>                              | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                                  |
| <b>CHECKLIST OF REQUIREMENTS</b>                   |                                                                    | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                           |
| <b>1. Cover sheet</b>                              |                                                                    | EO Public Assistance or<br>Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a> |
| <b>2. Certificate of Increase of Capital Stock</b> |                                                                    | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                         |
| <b>3. Treasurer's Affidavit</b>                    |                                                                    | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                                |
| <b>4. Directors' certificate</b>                   |                                                                    | EO Public Assistance or<br>Downloadable at SEC website through the following URL:                                                                                                                                                                                |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | <p>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a></p> <p>Trustees' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf</a></p> |
| <b>5. Amended Articles of Incorporation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                        |
| <b>6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary</b>                                                                                                                                                                                                                                                                              | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                        |
| <b>7. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a>                                                                                          |
| <b>8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders</b>                                                                                                                                                                                                                                                                                                                                                                                                                                              | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a>                                                                                          |
| <p><b>9. i. AUDITED FINANCIAL STATEMENTS as of the last fiscal year stamped received by BIR and SEC, if payment for subscription is already reflected therein)</b></p> <p><b>ii. SPECIAL AUDIT REPORT, if:</b></p> <p>a) listed companies;</p> <p>b) public companies defined in the Securities Regulation Code;</p> <p>c) companies that offer or sell securities to the public;</p> <p>d) companies with secondary license;</p> <p>e) Where payment to subscription to the increase is more than P50,000,000.00</p> <p><i>otherwise,</i></p> | <p>To be provided by the company</p> <p>For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br/><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a></p>                                                                     |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| iii. SUBSCRIPTION CONTRACT executed under oath among stockholder/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for.                                                                                                                                                                                                                                                                                                     | To be provided by the Company                                                                                                                                                                                         |
| <i>Note: Per Memorandum Circular No. 11 Series of 2016</i>                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                       |
| iv. For RURAL BANKS:<br>a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP<br>b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification | Bangko Sentral ng Pilipinas                                                                                                                                                                                           |
| 10. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***                                                                                                                                                                                                                                                                                                                                                                   | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a> |
| 11. Endorsement/Clearance, if applicable                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                   |
| 12. Monitoring Clearance                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | SEC Extension Office                                                                                                                                                                                                  |
| 13. Others                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                       |

**Note: Per Memorandum Circular No. 11 Series of 2016**

iv. For RURAL BANKS:

a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP

**10. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act\*\*\***

|                                          |
|------------------------------------------|
| 11. Endorsement/Clearance, if applicable |
|------------------------------------------|

## 12. Monitoring Clearance

### 13. Others

| CLIENT STEPS                                                                  | AGENCY ACTIONS                                   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|-------------------------------------------------------------------------------|--------------------------------------------------|-----------------|-----------------|--------------------|
| 1. Proceeds to EO Counter and submits the requirements to the Counter Officer | 1. Receives the application for - pre-processing | None            | 30 minutes      | Officer of the Day |

## AGENCY ACTIONS

FEE TO BE PAID

PROCESSING TIME

PERSON RESPONSIBLE

1. Proceeds to EO Counter and submits the requirements to the Counter Officer

1. Receives the application for -  
pre-processing

None

30 minutes

### Officer of the Day



| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID | PROCESSING TIME                         | PERSON RESPONSIBLE                                                                                          |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------|-------------------------------------------------------------------------------------------------------------|
|              | <p>1.1. Forwards the application to an EO processor</p> <p>1.2. Advises the client when to follow up the application</p> <p>1.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>1.3.1.If application is complete and in order and compliant, the specialist issues Payment Assessment Form</p> <p>1.3.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1</p> |                 | <p>30 minutes</p> <p>7 working days</p> | <p>Securities Specialist II/ Securities Counsel I</p> <p>Securities Specialist II/ Securities Counsel I</p> |

| CLIENT STEPS                            | AGENCY ACTIONS                                                        | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE                                |
|-----------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------|
| 2. Receives the Payment Assessment Form | 2. Prepares and issues Payment Assessment Form (PAF) to the applicant | None                                                                                                                                                                                                                                                                                                                                                                                                                      | 1 hour          | Securities Specialist II/<br>Securities Counsel I |
| 3. Pays the filing fees                 | 3. Receives and acknowledges payment                                  | <p>1. Amended Articles of Incorporation – PHP 1,010*</p> <p>Plus</p> <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value –<br/>1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value –<br/>1/5 of 1% of the increase in capital stock computed at</p> | 30 minutes      | Cashier                                           |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00</p> <p>4. Documentary Stamp tax of PHP 60.00</p> <p>*Inclusive of LRF of PHP 10.00</p> <p>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00</p> |                 |                    |

| CLIENT STEPS                                                                                                                            | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                           | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 4. Proceeds to receiving counter and Submits complete application requirements for processing together with the validated PAF in 4 sets | 4. Receives the complete application requirements and validated PAF<br><br>4.1. Encodes the details of the Increase of Capital Stock in the system and forwards the application to the Support Staff<br><br>4.2. Prepares Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation<br><br>4.3. Signs and approves the application<br><br>4.4. Forwards the approved application to the Releasing Officer/Desk | None            | Within 2 days   | Officer of the Day/<br>Receiving Officer/<br>Administrative Officer III<br><br><br><br><br><br><br><br><br><br><br>Administrative Officer III<br><br><br><br><br><br><br><br><br><br><br>Officer in Charge<br><br><br><br><br><br><br><br><br><br><br>Administrative Officer III |
| 5. Proceeds to EO Counter                                                                                                               | 5. Assists the client                                                                                                                                                                                                                                                                                                                                                                                                                    | None            | 10 minutes      | Officer of the Day                                                                                                                                                                                                                                                               |
| 6. Presents the Official Receipt to the Counter Officer                                                                                 | 6. Receives the Official Receipt                                                                                                                                                                                                                                                                                                                                                                                                         | None            | 30 minutes      | Officer of the Day/<br>Releasing Officer                                                                                                                                                                                                                                         |
| 7. Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation                            | 7. Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation                                                                                                                                                                                                                                                                                                                             | None            | 30 minutes      | Releasing Officer/Officer of the Day                                                                                                                                                                                                                                             |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME                | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------|
| TOTAL        |                | <p>1. Amended Articles of Incorporation – PHP 1,010*</p> <p>Plus</p> <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value –<br/>1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value –<br/>1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the</p> | 9 days, 3 hours and 40 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00</p> <p>4. Documentary Stamp tax of PHP 60.00</p> <p>*Inclusive of LRF of PHP 10.00</p> <p>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00</p> |                 |                    |

## 5. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

|                                                                                                                                       |                                                              |                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|------------------------------------------------------------------------------------|
| Office or Division:                                                                                                                   | SEC Legazpi Extension Office (SEC-TEO)                       |                                                                                    |
| Classification:                                                                                                                       | Simple                                                       |                                                                                    |
| Type of Transaction:                                                                                                                  | G2B – Government to Business                                 |                                                                                    |
| Who may avail:                                                                                                                        | All Domestic Corporations, and Licensed Foreign Corporations |                                                                                    |
| CHECKLIST OF REQUIREMENTS                                                                                                             |                                                              | WHERE TO SECURE                                                                    |
| 1. SEC FORM 2015-001 (1 Original)                                                                                                     |                                                              | SEC EO                                                                             |
| 2. Monitoring Clearance (1 photocopy)                                                                                                 |                                                              |                                                                                    |
| 2.1. Primary Licenses                                                                                                                 |                                                              | SEC EO                                                                             |
| 2.2. Lending                                                                                                                          |                                                              | CGFD                                                                               |
| 2.3. Foundation                                                                                                                       |                                                              | CGFD                                                                               |
| 3. For Corporations with Secondary Licenses, attach the Articles of Incorporation or latest Amended Articles of Incorporation, if any |                                                              | Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |
| 4. For Partnerships, attach the Articles of Partnership or latest Amended Articles of Partnership, if any                             |                                                              | Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |

| CLIENT STEPS                                                                | AGENCY ACTIONS                                                                                  | FEES TO BE PAID                                                       | PROCESSING TIME                                                       | PERSON RESPONSIBLE                                                    |
|-----------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------|
| 1. Follow procedure for request for monitoring and get monitoring clearance | 1. Assists the client (procedure for request for regular monitoring of corporations is applied) | Refer to separate procedure for request for monitoring of corporation | Refer to separate procedure for request for monitoring of corporation | Refer to separate procedure for request for monitoring of corporation |

| CLIENT STEPS                                                                                                                                                                             | AGENCY ACTIONS                                                                                                                                       | FEES TO BE PAID                                               | PROCESSING TIME | PERSON RESPONSIBLE       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-----------------|--------------------------|
| 2. Proceeds to EO Counter, Fill up and sign request form for certificate of no derogatory information and waits for the processing of request OR party may submit his own Letter Request | 4. Receives application                                                                                                                              | None                                                          | 10 minutes      | Officer of the Day       |
|                                                                                                                                                                                          | 4.1. Evaluate attachments                                                                                                                            |                                                               | 10 minutes      | Securities Specialist II |
|                                                                                                                                                                                          | 4.2. Verifies the status of corporation through CIS-URDB.                                                                                            |                                                               | 10 minutes      |                          |
|                                                                                                                                                                                          | 4.2.1.If application is cleared, a Payment Assessment Form is issued to applicant with instruction to pay at the SEC Cashier.                        | Certification Fee – PHP 500<br>Documentary Stamp Tax – PHP 30 | 15 minutes      | Securities Specialist II |
|                                                                                                                                                                                          | 4.2.2.If not cleared in Certification Issuance System- Unified Reference Database (CIS-URDB), verify with the department who encoded the infraction. |                                                               | 30 minutes      | Securities Specialist II |
| 5. Receives the PAF and pays to the cashier.                                                                                                                                             | 3. Receives the machine validated Payment Assessment Form.                                                                                           | None                                                          | 10 minutes      | Cashier                  |



| CLIENT STEPS                  | AGENCY ACTIONS                                                                                                                                                     | FEES TO BE PAID | PROCESSING TIME       | PERSON RESPONSIBLE       |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|--------------------------|
|                               | 3.1. Prints the Certificate of No Derogatory Information through the CIS-URDB                                                                                      |                 | 15 minutes            | Securities Specialist II |
|                               | 3.2. Reviews the application and signs the Certificate of No Derogatory Information.                                                                               |                 | 15 minutes            | Officer in Charge        |
| 5. Receives the certification | 5. Seals the Certificate of No Derogatory Information with the SEC logo<br><br>5.1. Releases the Certificate of No Derogatory Information (CNDI) to the applicant. | None            | 10 minutes            | Securities Specialist II |
| TOTAL                         |                                                                                                                                                                    | PHP 530         | 2 hours and 5 minutes |                          |

## 6. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

|                                                           |                                                                                          |                        |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------|------------------------|
| <b>Office or Division:</b>                                | <b>SEC Legazpi Extension Office (SEC-LEO)</b>                                            |                        |
| <b>Classification:</b>                                    | Simple                                                                                   |                        |
| <b>Type of Transaction:</b>                               | G2G – Government to Government; G2C – Government to Client; G2B – Government to Business |                        |
| <b>Who may avail:</b>                                     | All Persons                                                                              |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                          |                                                                                          | <b>WHERE TO SECURE</b> |
| <b>1. Signed Letter Request (1 original, 1 photocopy)</b> | Requesting Party                                                                         |                        |

| CLIENT STEPS                                                                                                                            | AGENCY ACTIONS                                                                                                                                                                                               | FEES TO BE PAID                | PROCESSING TIME                                                          | PERSON RESPONSIBLE       |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------|--------------------------|
| 1. Proceeds to EO Counter and fill-up and sign request form/give letter request for issuance of plain/authenticated copies of documents | 1. Receives the request and forwards to concerned EO staff                                                                                                                                                   | None                           | 15 minutes                                                               | Officer of the Day       |
| 2. Waits to process the request                                                                                                         | 2. Prepares the requested documents<br>2.1. *If plain copy, prints the documents<br><br>2.2. **If authenticated copy, prints and stamps the documents<br><br>2.3. Prepares the Payment Assessment Form (PAF) | None<br><br>PHP 10.00 per page | 10 minutes per document<br><br>15 minutes per document<br><br>15 minutes | Securities Specialist II |

| CLIENT STEPS                        | AGENCY ACTIONS                                                                                                                                                                                                                                                                                      | FEES TO BE PAID | PROCESSING TIME       | PERSON RESPONSIBLE                           |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|----------------------------------------------|
|                                     | <p>2.4. If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), and Government Service Insurance System (GSIS) and other profit-making agencies, issues the PAF</p> <p>2.5. For non-profit making agencies, do not issue a PAF</p> <p>2.6. Signs the documents</p> |                 | 10 minutes            | Securities Specialist II                     |
| 3. Receives the requested documents | 3. Releases the requested documents                                                                                                                                                                                                                                                                 | None            | 15 minutes            | Securities Specialist II/ Officer of the Day |
| TOTAL                               |                                                                                                                                                                                                                                                                                                     | P10.00 per page | 1 hour and 10 minutes |                                              |

## 7. Public Assistance and Complaint Action

This service refers to the assistance provided to walk-in clients regarding their concerns/inquiries on the various services of the Commission. It includes the procedure on responding to customer complaints and referral of clients to appropriate SEC Department, if applicable.

|                                  |                                               |                        |
|----------------------------------|-----------------------------------------------|------------------------|
| <b>Office or Division:</b>       | <b>SEC Legazpi Extension Office (SEC-LEO)</b> |                        |
| <b>Classification:</b>           | Simple                                        |                        |
| <b>Type of Transaction:</b>      | G2C- Government to Citizen                    |                        |
| <b>Who may avail:</b>            | All                                           |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                               | <b>WHERE TO SECURE</b> |
| None                             |                                               | None                   |

| CLIENT STEPS                                      | AGENCY ACTIONS                                                                       | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------|--------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
| 1. Proceeds to Public Assistance & Complaint Desk | 1. Assists the client                                                                | None            | 5 minutes       | Officer of the Day |
| 2. Presents concern/s, query or complaint         | 2. Renders advice depending on the nature of the concern/query; or                   | None            | 30 minutes      | Officer of the Day |
|                                                   | 2.1. Hands out the requested checklist of requirements, guidelines, or sample forms; |                 | 10 minutes      |                    |
|                                                   | 2.2. Refers to the appropriate EO staff/Office of the Director/OIC                   |                 | 10 minutes      |                    |

|       |                                                                                                                                    |      |           |  |
|-------|------------------------------------------------------------------------------------------------------------------------------------|------|-----------|--|
|       | 2.3. Endorses written complaint to the Office of the EO Director and advises party to expect feedback within five (5) working days |      | 5 minutes |  |
| TOTAL |                                                                                                                                    | None | 1 hour    |  |

## 8. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

|                                                                                                                                 |                                        |                        |  |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|------------------------|--|
| <b>Office or Division:</b>                                                                                                      | SEC Legazpi Extension Office (SEC-TEO) |                        |  |
| <b>Classification:</b>                                                                                                          | Simple                                 |                        |  |
| <b>Type of Transaction:</b>                                                                                                     | G2C – Government to Business           |                        |  |
| <b>Who may avail:</b>                                                                                                           | General Public                         |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                |                                        | <b>WHERE TO SECURE</b> |  |
| 1. If reports/reportorial requirements, bring 5 sets/copies (1 original, 4 photocopy). Otherwise, no other requirements needed. |                                        |                        |  |

### Option 1 – Walk-in submission of reports/reportorial requirements

| CLIENT STEPS                                                                                                                | AGENCY ACTIONS                                                                     | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                       |
|-----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|------------------|-----------------|------------------------------------------|
| 1. Client proceeds to the receiving and releasing counter of any Extension Office; gets queue number and waits to be called | 1. Calls on the client's number                                                    | None             | 2 minutes       | Officer of the Day/<br>Receiving Officer |
| 1.1. Presents 5 sets/copies of documents                                                                                    | 1.1. Encodes document, prints barcode page, and attached barcode page to each copy |                  | 3 minutes/doc   | Receiving Officer/<br>Officer of the Day |
| 2. Claims 1 set for his file copy, with stamped received/barcode page                                                       | 2. Retains 4 sets including original and returns 1 set to client                   |                  | 1 minute        | Officer of the Day/<br>Receiving Officer |
| TOTAL                                                                                                                       |                                                                                    | None             | 6 minutes       |                                          |

## 9. Registration of Corporations with less than 5 Incorporators

This service details the procedure on registration of corporations consisting of less than five incorporators and/or with partnership association or corporations as incorporators pursuant to Section 10 of the Revised Corporation Code (RCC)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>SEC Legazpi Extension Office</b>                                                                                                                                                                                             |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Simple                                                                                                                                                                                                                          |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | G2C – Government to Client; G2B – Government to Business                                                                                                                                                                        |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | All Natural and Juridical persons and their representatives                                                                                                                                                                     |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                          |
| <ol style="list-style-type: none"> <li>1. Cover Sheet</li> <li>2. Articles of Incorporation (for stock and non-stock corporations)</li> <li>3. Treasurer's Affidavit (for stock corporation only, optional if Treasurer's Certificate in accordance with the RCC is incorporated in the Articles of Incorporation (AI))</li> <li>4. By-Laws (for stock and non-stock corporations)</li> <li>5. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH</li> </ol> <p><b>*Please be informed to arrange in accordance with the order in the checklist in 3 original and 1 photocopy</b></p> | SEC Extension Office                                                                                                                                                                                                            |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <ul style="list-style-type: none"> <li>• Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |

| CLIENT STEPS                                                                                                       | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|--------------------------------------------------------------------------------------------------------------------|----------------|-----------------|-----------------|----------------------|
| 1. Log-in to <a href="https://apps004.sec.gov.ph:8001/application">https://apps004.sec.gov.ph:8001/application</a> | 1. None        | None            |                 | Applicant/Registrant |

| CLIENT STEPS                                         | AGENCY ACTIONS                                                                                                                                                                                                                             | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE        |
|------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------|
| 2. Fill-out all the details needed and submit online | 2. System assigns the application to Name Verification Officer for the reservation of corporate name                                                                                                                                       | None            | 10 minutes      | Name Verification Officer |
|                                                      | 2.1 Whether name is approved or disapproved, the name verification officer assigns the application to a processor                                                                                                                          |                 |                 |                           |
|                                                      | 2.2 Processor determines whether the details of the application is in accordance with the Revised Corporation Code and other pertinent rules and regulations                                                                               |                 | 2 days          | Processor                 |
|                                                      | 2.3 If the application is approved, the processor uploads the Payment Assessment Form (PAF) in PDF file to the system. If the application is disapproved, the processor inputs the comments in the system. The system will send the PAF or |                 |                 |                           |



| CLIENT STEPS                                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                   | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | PROCESSING TIME                    | PERSON RESPONSIBLE                                            |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------|---------------------------------------------------------------|
|                                                                                       | the comments to the email of the applicant/registrant.                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                    |                                                               |
| 3. Pays the filing fees and submits the hard copies of signed and notarized documents | <p>3. Receives the payment for filing fees, issues a receipt and forwards the registration documents to a processor</p> <p>3.1 Processor reviews the documents submitted. If approved, the registration documents are forwarded to the Receiving Officer. If there are deficiencies, the documents are returned to the applicant/registrant.</p> | <p><u>For stock corporation based on the authorized capital stock:</u></p> <p><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock</u></p> | <p>5 minutes</p> <p>30 minutes</p> | <p>Administrative Officer III</p> <p>Securities Counsel I</p> |

| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                          | PROCESSING TIME | PERSON RESPONSIBLE |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                               |                                                                                                                                                     | <u>corporations:</u> PHP 1,000<br><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000<br><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00<br><u>Company Name Reservation:</u> PHP 100.00<br><br><u>Each additional trade name/s:</u> PHP 100.00<br><u>Documentary Stamp Tax:</u> PHP 30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |
| 4. Submits the proof of payment and documents | 4. Officially receives and stamps the hard copies of the registration application and forwards to the Administrative Assistant II for generation of | None                                                                                                                                                                                                                                                                                                                                                                                                                     | 10 minutes      | Receiving Officer  |

| CLIENT STEPS                                                                                                                                               | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID                           | PROCESSING TIME                  | PERSON RESPONSIBLE                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|----------------------------------|------------------------------------------------------------|
|                                                                                                                                                            | <p>the Certificate of Registration (COR)</p> <p>4.1. Enters company name in the EO Masterlist and prints Certificate</p> <p>4.2. Reviews and evaluates the application with supporting documents</p> <p>4.2.1. If compliant, signs the Certificate</p> <p>4.2.2. If non-compliant, returns documents to the processor, then to the party/client</p> |                                           | <p>10 minutes</p> <p>4 hours</p> | <p>Administrative Officer III</p> <p>Officer in Charge</p> |
| 5. Presents Official Receipt to secure the Certificate of Incorporation and signs the logbook as proof of receipt of the Certificate of Registration (COR) | 5. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt                                                                                                                                                                                               | None                                      | 10 minutes                       | Administrative Officer III/<br>Officer of the Day          |
| TOTAL                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                     | <u>For stock corporation based on the</u> | 2 days, 5 hours and 30 minutes   |                                                            |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>authorized capital stock:</u><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher<br><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000<br><u>Articles of Incorporation for non-</u> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>stock corporation:</u><br>PHP 1,000<br><u>Foreign Investments Act (FIA) Form 100:</u><br>PHP 3,000.00<br><u>Company Name Reservation:</u> PHP 100.00<br><br><u>Each additional trade name/s:</u> PHP 100.00<br><u>Documentary Stamp Tax:</u> PHP 30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |

## 10. Registration of Corporations/Partnership through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                             |                                                                                                                                                                                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>SEC Legazpi Extension Office (SEC-LEO)</b>               |                                                                                                                                                                                                                                                                                                            |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Simple                                                      |                                                                                                                                                                                                                                                                                                            |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                                                                                            |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                                                                                            |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                     |
| <ol style="list-style-type: none"> <li>1. Cover Sheet</li> <li>2. Articles of Partnership (for partnerships)</li> <li>3. Articles of Incorporation (for stock and non-stock corporations)</li> <li>4. Treasurer's Affidavit (for stock corporation only)</li> <li>5. By-Laws (for stock and non-stock corporations)</li> <li>6. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH</li> <li>7. Affidavit of Accuracy</li> <li>8. Affidavit of Correctness</li> </ol> |                                                             | Company Registration System (CRS)<br><br>SEC Extension Office                                                                                                                                                                                                                                              |
| *Please be informed to arrange in accordance with the order in the checklist in 2 original and 1 photocopy                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                             | <ul style="list-style-type: none"> <li>• CRS website: <a href="http://crs.sec.gov.ph">crs.sec.gov.ph</a></li> <li>• Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |

| CLIENT STEPS                           | AGENCY ACTIONS                                                                                       | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|----------------------------------------|------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|
| 1. Creates an email account in the CRS | 1. System sends verification confirmation to allow applicant to sign-in into the facilities therein. | None            |                 | Applicant/Registrant |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                                            | FEES TO BE PAID                                                                                                                                 | PROCESSING TIME        | PERSON RESPONSIBLE                                                            |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------------------------------------------------------------------------|
|                                                                                         | 1.1. Email account created automatically expires within 90 calendar days if inactive.                                                                                                                                     |                                                                                                                                                 |                        |                                                                               |
| 2. Verifies, reserves or appeals the proposed company name with or without trade name/s | 2. System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019<br><br>2.1. Reservation of proposed company name expires on the 4 <sup>th</sup> day if in-forms are not filled up  | None                                                                                                                                            |                        | Applicant/registrant                                                          |
| 3. Starts filling out company details and submit forms on-line                          | 3. Systems validates the company information encoded                                                                                                                                                                      | None                                                                                                                                            |                        | Applicant/Registrant                                                          |
| 4. Submits the hard copies of signed and notarized documents                            | 4. Receives the application documents and assigns to a processor<br><br>4.1. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not | 5 minutes<br><br>1 day | Officer of the Day/<br>Administrative Officer III<br><br>Securities Counsel I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                            | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              | <p>Anti-Dummy Law and other special laws and applicable SEC rules and regulations</p> <p>4.1.1.If compliant, processor issues a Payment Assessment Form (PAF)</p> <p>4.1.2.Required filing fees based on Memo Circular No. 3, series of 2017</p> <p>4.1.3.If non-compliant, application will be returned to the party</p> | <p>less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00</p> | 10 minutes      |                    |



| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                                                                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE         |
|-----------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|
|                                               |                                                                                                                                                                                     | <u>Company Name</u><br><u>Reservation:</u> PHP<br>100.00<br><u>Each additional trade</u><br><u>name/s:</u> PHP 100.00<br><u>Documentary Stamp</u><br><u>Tax:</u> PHP 30.00<br><u>Legal Research Fee</u><br>(LRF): 1% of the<br>Filing Fee but not less<br>than Ten Pesos (PHP<br>10.00) |                 |                            |
| 5. Submits the proof of payment and documents | 5. Officially receives and stamps the hard copies of the registration application forwards to SEC EO Administrative Officer for generation of the Certificate of Registration (COR) | None                                                                                                                                                                                                                                                                                    | 10 minutes      | Receiving Officer          |
|                                               | 5.1. Enters company name in the SEC EO Masterlist and prints Certificate                                                                                                            |                                                                                                                                                                                                                                                                                         | 5 minutes       | Administrative Officer III |
|                                               | 5.2. Reviews and evaluates the application with supporting documents                                                                                                                |                                                                                                                                                                                                                                                                                         | 1 day           | Officer in Charge          |

| CLIENT STEPS                                                                                                                                               | AGENCY ACTIONS                                                                                                                                                      | FEES TO BE PAID                                                                                                                                                                                                                                            | PROCESSING TIME       | PERSON RESPONSIBLE                       |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|------------------------------------------|
|                                                                                                                                                            | <p>5.3. If compliant, signs of the Certificate of Registration (COR)</p> <p>5.4. If non-compliant, returns documents to the processor, then to the party/client</p> |                                                                                                                                                                                                                                                            |                       |                                          |
| 6. Presents Official Receipt to secure the Certificate of Incorporation and signs the logbook as proof of receipt of the Certificate of Registration (COR) | 6. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt               | None                                                                                                                                                                                                                                                       | 5 minutes             | Officer of the Day/<br>Releasing Officer |
| TOTAL                                                                                                                                                      |                                                                                                                                                                     | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> | 2 days and 40 minutes |                                          |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00</p> <p><u>Company Name Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>Documentary Stamp Tax</u> : PHP 30.00<br><u>Legal Research Fee (LRF)</u> : 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |

### 11. Registration of One Person Corporation (OPC)

This service details the procedure on registration of One Person Corporation (OPC) pursuant to Section 5, 115-132 of the Revised Corporation Code (R.A. No. 11232)

|                                                                                                                                                                                                                                   |                                                             |                                                                                                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                                                                                                                                                        | <b>SEC Legazpi Extension Office</b>                         |                                                                                                                                                                                                                               |  |
| <b>Classification:</b>                                                                                                                                                                                                            | Simple                                                      |                                                                                                                                                                                                                               |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                       | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                               |  |
| <b>Who may avail:</b>                                                                                                                                                                                                             | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                               |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                  |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                        |  |
| 1. Cover Sheet<br>2. Articles of Incorporation<br>3. Acceptance letter of the Nominee and Alternate Nominee<br><br>*Please be informed to arrange in accordance with the order in the checklist in 3 original set and 1 photocopy |                                                             | SEC Extension Office                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                   |                                                             | <ul style="list-style-type: none"> <li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |  |

| CLIENT STEPS                                                                                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | FEES TO BE PAID | PROCESSING TIME                 | PERSON RESPONSIBLE                                |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------|---------------------------------------------------|
| 1. Log-in to <a href="https://apps004.sec.gov.ph:8001/application">https://apps004.sec.gov.ph:8001/application</a> | 1. None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | None            |                                 | Applicant/Registrant                              |
| 2. Fill-out all the details needed and submit online                                                               | <p>2. System assigns the application to Name Verification Officer for the reservation of corporate name</p> <p>2.1 Whether name is approved or disapproved, the name verification officer assigns the application to a processor</p> <p>2.2 Processor determines whether the details of the application is in accordance with the Revised Corporation Code and other pertinent rules and regulations</p> <p>2.3 If the application is approved, the processor uploads the Payment Assessment Form (PAF) in PDF file to the system. 2.4 If the application is disapproved, the processor</p> | None            | <p>10 minutes</p> <p>2 days</p> | <p>Name Verification Officer</p> <p>Processor</p> |

| CLIENT STEPS                                                                          | AGENCY ACTIONS                                                                                                                                                                                                    | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                          | PROCESSING TIME | PERSON RESPONSIBLE         |
|---------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|
|                                                                                       | inputs the comments in the system. The system will send the PAF or the comments to the email of the applicant/registrant.                                                                                         |                                                                                                                                                                                                                                                                                                                                                          |                 |                            |
| 3. Pays the filing fees and submits the hard copies of signed and notarized documents | 3. Receives the payment for filing fees, issues a receipt and forwards the registration documents to a processor                                                                                                  | <u>For stock corporation based on the authorized capital stock:</u>                                                                                                                                                                                                                                                                                      | 5 minutes       | Administrative Officer III |
|                                                                                       | 3.1 Processor reviews the documents submitted. If approved, the registration documents are forwarded to the Receiving Officer. If there are deficiencies, the documents are returned to the applicant/registrant. | <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital | 30 minutes      | Securities Counsel I       |

| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                               |                                                                                                               | <p>stock whichever is higher</p> <p><u>Articles of Incorporation for non-stock corporation:</u><br/>PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u><br/>PHP 3,000.00</p> <p><u>Company Name Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> <p><u>Documentary Stamp Tax:</u> PHP 30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)</p> |                 |                    |
| 4. Submits the proof of payment and documents | 4. Officially receives and stamps the hard copies of the registration application, forwards to SEC EO for the | None                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 10 minutes      | Receiving Officer  |

| CLIENT STEPS                                                                                                                                                         | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                               | FEES TO BE PAID                           | PROCESSING TIME                         | PERSON RESPONSIBLE                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|-----------------------------------------|------------------------------------------------------------|
|                                                                                                                                                                      | <p>generation of the Certificate of Registration (COR)</p> <p>4.1. Enters company name in the EO Masterlist and prints Certificate</p> <p>4.2. Reviews and evaluates the application and supporting documents</p> <p>4.2.1. If compliant, signing of the Certificate of Registration (COR)</p> <p>4.2.2. If non-compliant, documents returned to the processor, then to the party/client</p> |                                           | <p>Within 4 hours</p> <p>10 minutes</p> | <p>Administrative Officer III</p> <p>Officer in Charge</p> |
| 5. Presents Official Receipt to secure the Certificate of Incorporation and signs the receiving logbook as proof of receipt of the Certificate of Registration (COR) | 5. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt                                                                                                                                                                                                                                        | None                                      | 5 minutes                               | Administrative Officer III/ Officer of the Day             |
| TOTAL                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                              | <u>For stock corporation based on the</u> | 2 days, 5 hours and 30 minutes          |                                                            |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>authorized capital stock:</u><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher<br><u>Foreign Investments Act (FIA) Form 100:</u><br>PHP 3,000.00<br><u>Company Name Reservation:</u> PHP 100.00 |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                             | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>Each additional trade name/s:</u> PHP 100.00<br><u>Documentary Stamp Tax:</u> PHP 30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |

## 12. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                               |                          |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------|--|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>SEC Legazpi Extension Office (SEC-LEO)</b>                                 |                          |  |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Simple                                                                        |                          |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | G2C – Government to Citizen                                                   |                          |  |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | All registered domestic corporations through their Authorized Representatives |                          |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                               | <b>WHERE TO SECURE</b>   |  |
| 1) Copy of the Latest due Financial Statements and any amendments thereto (duly stamped received by BIR and SEC)<br>2) Copy of the Latest due General Information Sheet and any amendments thereto (duly stamped received by SEC)<br>3) Copy of the Certificate of Incorporation and latest Certificate of filing of Amended Articles or By-laws (if any) together with copies of the latest Articles of Incorporation and By-laws<br>4) Copy of Registration of Stock and Transfer Book/Membership Book |                                                                               | To be provided by client |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 5) Copy of the latest Confirmation of Payment (COP), if any<br>6) Other documents (per monitorer's instructions) such as: <ul style="list-style-type: none"> <li>• Secretary's Certificate explaining the double filing of General Information Sheet;</li> <li>• Secretary's Certificate of No Intra-Corporate Dispute;</li> <li>• Secretary's Certificate (Clarification)</li> <li>• Affidavit of the Corporate Secretary (Anti-Dummy Law/One and the Same/Auditor);</li> <li>• General Form for Financial Statements when the gross revenue/total assets exceeds Five Million Pesos (P5,000,000)</li> <li>• OGA's Acknowledgement on Functional Currency</li> </ul> | Public Assistance and Complaint Desk/EO Counter |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|

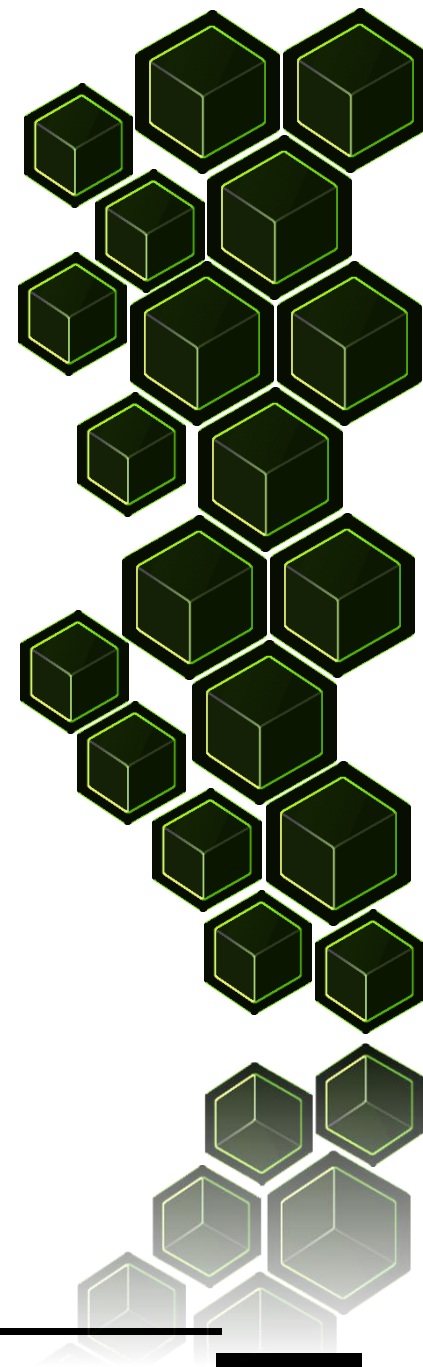
| CLIENT STEPS                                                                        | AGENCY ACTIONS                                                                                                                                                                                                                       | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                              |
|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------------------------------------------------------|
| 1. Submits completely filled-up "Request for Monitoring" and the required documents | 1. Pre-evaluates required documents<br><br>1.1. If documents are not complete, the same are returned together with the checklist of the requirements;<br><br>1.2. If the documents are complete the request is accepted and assigned | None            | 10 minutes      | Officer of the Day<br><br>Officer in Charge<br><br>Data Analyst |

| CLIENT STEPS                                                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                             | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME                                                                           | PERSON RESPONSIBLE                                                                                                                       |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                       | <p>to monitoring staff/Data Analyst</p> <p>1.3. Determines compliance, deficiencies and violations, and prepares the Monitoring Assessment Sheet (MSh)</p> <p>1.4. Reviews and signs the Monitoring Sheet Prepared by Data Analyst</p> <p>1.5. Approves and signs the Monitoring Sheet</p> | <p>Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010</p> | <p>Within 6 days for ordinary corporation</p> <p>Within 9 days for other corporations</p> | <p>Data Analysts</p> <p>Securities Specialist II<br/>Securities Specialist I<br/>Administrative Officer III</p> <p>Officer in Charge</p> |
| 2. Returns on assigned day, and if is agreeable to the findings presented, signs the Monitoring Sheet | <p>2. Presents the findings to the applicant</p> <p>2.1. If there are no deficiencies, the MSh prepared by the Monitoring Staff will indicate such finding with</p>                                                                                                                        | None                                                                                                                                                                                                                                                                                                                                       | 15 minutes                                                                                | Data Analyst/<br>Officer of the Day                                                                                                      |

| CLIENT STEPS                             | AGENCY ACTIONS                                                                                           | FEES TO BE PAID                       | PROCESSING TIME            | PERSON RESPONSIBLE |
|------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------|----------------------------|--------------------|
|                                          | computation of penalties and will be directly submitted to the EO Director/Officer-in-Charge for signing |                                       |                            |                    |
| 3. Pays the assessed fines and penalties | 3. Receives payment of assessed fines and penalties and issues official receipt                          | None                                  | 5 minutes                  | Cashier            |
| TOTAL                                    |                                                                                                          | Depends on assessed fines & penalties | 6 to 9 days and 30 minutes |                    |

## **EXTENSION OFFICES CEBU CITY**

**SEC Building, V. Rama Avenue, Guadalupe  
Cebu City**



## 1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>SEC Cebu Extension Offices</b>                                             |                                                                                                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Simple and Complex                                                            |                                                                                                                                                                                                                                                                                                                                |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | G2B – Government to Business                                                  |                                                                                                                                                                                                                                                                                                                                |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | All registered domestic corporations through their Authorized Representatives |                                                                                                                                                                                                                                                                                                                                |
| CHECKLIST OF REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                               | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                |
| <p>Basic Requirements (STOCK OR NON-STOCK CORPORATIONS)<br/>-1 set original and 3 sets photocopies</p> <ol style="list-style-type: none"> <li>1. Amended Articles of Incorporation/By-laws</li> <li>2. Directors` or Trustees` Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names</li> <li>3. Notarized Secretary`s Certificate on no pending case of intra-corporate dispute</li> <li>4. Monitoring Clearance</li> </ol> <p>Additional Requirements</p> |                                                                               | <p>May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk of respective SEC EO or through the Commission's website at <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a></p> <p>SEC Extension Office</p> |

1. Endorsement from other government agencies, if applicable (1 original copy)

If the provision to be amended is the corporate name, submit:

- a. Name Verification Slip (1 original)
- b. Affidavit of a director, trustees or officer undertaking to change corporate name.(Not required if already stated in the AI)

If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit:

- b.) F-101

If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit:

#### BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES

A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas

B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission

C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas

D. PEZA locator – Philippine Economic Zone Authority

Name verification slip may be secured manually through the Cebu Extension Office by the verifying officer;

May secure copy from the Public Assistance and Complaint Desk

May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <http://www.sec.gov.ph/forms-and-fees/primary-registration/>



b.) F-102

May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <http://www.sec.gov.ph/forms-and-fees/primary-registration/>

| CLIENT STEPS                                                                                                                                                                                                                                         | AGENCY ACTIONS                                                                                                                             | FEES TO BE PAID                             | PROCESSING TIME                                                     | PERSON RESPONSIBLE                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|---------------------------------------------------------------------|--------------------------------------------|
| <p>1. If corporate name is for amendment:</p> <p>1.1. Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s)</p> <p>1.2. If name is rejected, registrant may appeal for the proposed corporate name</p> | <p>1. Approves or denies proposed name/s or trade name/s</p> <p>1.1. Approves or denies appeal for the proposed name/s or trade name/s</p> | P100.00 per proposed corporate/trade name/s | <p>10 minutes per application</p> <p>15 minutes per application</p> | Name Verification Officer                  |
| 2. Secures a number through the queuing system                                                                                                                                                                                                       | 2. Calls the number through the system and assists the client                                                                              | None                                        | 1 minute                                                            | EO Frontline Staff                         |
| 3. Submits the requirements to the Counter Officer                                                                                                                                                                                                   | 3. Records the application for - pre-processing                                                                                            | None                                        | 1 minute                                                            | EO Frontline Staff<br>Securities Counsel I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                              | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|--------------|-------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|
|              | 3.1. For first time applicants, examines if documents are complete in form                                  | None            | 20 minutes      | EO Director/OIC      |
|              | 3.1.1. If complete, assigns the application to a Securities Counsel I                                       |                 |                 |                      |
|              | 3.1.2. If for compliance prepares checklist of deficiencies and informs and returns to client. Go to Step 2 |                 |                 |                      |
|              | 3.2. Advises the client when to follow up the application                                                   |                 | 2 hours         | Securities Counsel I |
|              | 3.3. Examines whether the documents submitted are complete in form and in substance.                        |                 | 1 hour          | EO Director/OIC      |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>3.3.1.If application is complete and in order, the Securities Counsel I submits it to EO Director/OIC for final review</p> <p>3.3.2.If application is approved by the Securities Counsel, forwards to SEC Director/OIC for final review</p> <p>3.4. Reviews the application</p> <p>3.4.1.If compliant, orders the Counsel to stamp okay for payment. Processor informs client that application can be paid</p> |                 |                 |                    |

| CLIENT STEPS           | AGENCY ACTIONS                                                                    | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                        | 3.4.2. If not compliant, returns the application to the Counsel. Go to Step 3.1.3 |                                                                                                                                                                                                                                                                                                                                                                                                                    |                 |                    |
| 4. Pays the filing fee | 4. Receives and acknowledges payment                                              | <p>Filing Fees:</p> <p>Amendment of Articles of Inc. or By-laws :<br/>P1,040.00 (*+**+***)</p> <p>If Amendment of Articles of Inc. and By-laws:<br/>P2,080.00<br/>(*+*+**+**+***+***)</p> <p>* Amendment of Articles of Incorporation –<br/>P1,000.00 Amendment of By-Laws – P1,000.00</p> <p>**Documentary Stamp Taxes - P30.00</p> <p>***Legal Research Fee-<br/>1% of the Filing Fee for amendment (P10.00)</p> | 5 minutes       | SEC Cashier        |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                                                                                                                                                                                                                   | FEES TO BE PAID                                                                                                                                                                                                                         | PROCESSING TIME                                                         | PERSON RESPONSIBLE                                                                                  |
|---------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|                                                                     |                                                                                                                                                                                                                                                                  | <p>**** Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s</p> <p>*****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)</p> <p>Handling Fee of P20.00</p> |                                                                         |                                                                                                     |
| 5. Secures a number through the queuing system ( <i>Receiving</i> ) | 5. Calls the number through the system and assists the client                                                                                                                                                                                                    | None                                                                                                                                                                                                                                    | 1 minute                                                                | EO Frontline Staff                                                                                  |
| 6. Submits complete application requirements                        | <p>6. Receives the complete application requirements and advises the client when to follow up its status</p> <p>6.1. Prepares Certificate</p> <p>6.2. Signs and approves the application</p> <p>6.3. Forwards the approved application to the Releasing Unit</p> | None                                                                                                                                                                                                                                    | <p>30 minutes</p> <p>20 minutes</p> <p>15 minutes</p> <p>30 minutes</p> | <p>EO Receiving Unit</p> <p>EO Frontline Staff</p> <p>EO Director/OIC</p> <p>EO Frontline Staff</p> |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                                               | FEES TO BE PAID                                                                                                                                                                                                                                                                 | PROCESSING TIME        | PERSON RESPONSIBLE |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
| 7. Secures a number through the queuing system ( <i>Releasing</i> ) | 7. Calls the number through the system and assists the client                                | None                                                                                                                                                                                                                                                                            | 1 minute               | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer             | 8. Receives the Official Receipt                                                             | None                                                                                                                                                                                                                                                                            | 1 minute               | EO Frontline Staff |
| 9. Receives the Certificate                                         | 9. Releases the Certificate<br><br>9.1. Encodes the details of the application in the system | None                                                                                                                                                                                                                                                                            | 10 minutes             | EO Frontline Staff |
| TOTAL                                                               |                                                                                              | Filing Fees:<br><br>Amendment of Articles of Inc. or By-laws :<br>P1,040.00 (*+**+***)<br><br>If Amendment of Articles of Inc. and By-laws:<br>P2,080.00<br>(*+*+**+**+***+***)<br><br>* Amendment of Articles of Incorporation –<br>P1,000.00 Amendment of By-Laws – P1,000.00 | 5 hours and 40 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                             | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>**Documentary Stamp Taxes - P30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (P10.00)</p> <p>**** Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s</p> <p>*****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)</p> <p>Handling Fee of P20.00</p> |                 |                    |

## 2. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships

| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | <b>SEC Cebu Extension Office</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | Simple                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | G2B – Government to Business;G2C- Government to Client                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | All registered partnerships through their Authorized Representatives                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| CHECKLIST OF REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <p>Basic Requirements (1 set original and 3 sets photocopies)</p> <ol style="list-style-type: none"> <li>1. Cover Sheet; and</li> <li>2. Amended Articles of Partnership</li> </ol> <p>Additional Requirements</p> <ol style="list-style-type: none"> <li>1. Endorsement from other government agencies, if applicable (1 original)</li> </ol> <p>If the provision to be amended is the partnership name, submit:</p> <ol style="list-style-type: none"> <li>a. Name Verification Slip (1 original)</li> <li>b. Affidavit of a partner to change partnership name. (Not required if already stated in the AP) (1 original; 3 photocopies)</li> </ol> | <p>May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, Officer of the Day of the Corporate and Partnership Registration Division or through the Commission's website through URL <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a></p> <p>Any of the partners</p> <p>A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas<br/> B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission<br/> C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas<br/> D. PEZA locator – Philippine Economic Zone Authority</p> <p>Name verification slip may be secured manually through the Extension Office by the verifying officer;</p> <p>May secure copy from the Public Assistance and Complaint Desk</p> |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>if the provision to be amended is the change of partners, submit:</p> <p>b. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner (1 original; 3 photocopies)</p> <p>If provision for amendment is to have foreign equity of a registered partnership, submit:</p> <p>b.) F-106</p> <p>If provision for amendment is to further increase the foreign equity of a registered partnership, submit:</p> <p>b.) F-107</p> | <p>May secure copy from the Public Assistance and Complaint Desk</p> <p>Assignee and Assignor Partners</p><br><p>May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p><br><p>May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLIENT STEPS                                                                                                                                                                                                      | AGENCY ACTIONS                                                                                                                             | FEES TO BE PAID                                      | PROCESSING TIME                                                     | PERSON RESPONSIBLE               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|---------------------------------------------------------------------|----------------------------------|
| <p>1. If partnership name is for amendment:<br/>Fills out Name Verification Form (Verifies, reserves or company name with or without trade name/s)</p> <p>1.1. If name is rejected, registrant may appeal for</p> | <p>1. Approves or denies proposed name/s or trade name/s</p> <p>1.1. Approves or denies appeal for the proposed name/s or trade name/s</p> | <p>P100.00 per proposed partnership/trade name/s</p> | <p>10 minutes per application</p> <p>15 minutes per application</p> | <p>Name Verification Officer</p> |

| CLIENT STEPS                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                  | FEES TO BE PAID | PROCESSING TIME            | PERSON RESPONSIBLE                                            |
|----------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|---------------------------------------------------------------|
| the proposed partnership name                      |                                                                                                                                                                                                                                                                                                                                 |                 |                            |                                                               |
| 2. Secures a number through the queuing system     | 2. Calls the number through the system and assists the client                                                                                                                                                                                                                                                                   | None            | 1 minute                   | EO Frontline Staff                                            |
| 3. Submits the requirements to the Counter Officer | 3. Records the application for -pre-processing<br><br>3.1. For first time applicants, examines if documents are complete in form<br><br>3.1.1.If complete, assigns the application to a Securities Counsel I<br><br>3.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 2 | None            | 1 minute<br><br>20 minutes | EO Frontline Staff<br>Securities Counsel I<br>EO Director/OIC |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                              | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>3.2. Advises the client when to follow up the application</p> <p>3.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>3.3.1.If application is complete and in order, the Securities Counsel I submits it to EO Director/OIC for final review</p> <p>3.3.2.If application is approved by the Securities Counsel, forwards to SEC Director/OIC for final review</p> | None            | 1 hour          |                    |

| CLIENT STEPS           | AGENCY ACTIONS                                                                                                                                                                                                                                               | FEES TO BE PAID                                                                                                                                                          | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                        | <p>3.4. Reviews the application</p> <p>3.4.1. If compliant, orders the Counsel to stamp okay for payment. Processor informs client that application can be paid</p> <p>3.4.2. If not compliant, returns the application to the Counsel. Go to Step 3.1.3</p> | None                                                                                                                                                                     | 1 hour          |                    |
| 4. Pays the filing fee | 4. Receives and acknowledges payment                                                                                                                                                                                                                         | <p>Filing Fees:</p> <p>Amendment of Articles Partnership:<br/>P2,050.00 (*+**+***)</p> <p>*Amended Articles of Partnership</p> <p>**Documentary Stamp Taxes - P30.00</p> | 5 minutes       | SEC Cashier        |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>***Legal Research Fee-<br/>1% of the Filing Fee for amendment (P20.00)</p> <p>**** Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s</p> <p>*****Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed</p> <p>*****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than P2,000.00</p> <p>*****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)</p> |                 |                    |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                                                         | FEES TO BE PAID        | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|------------------------|-----------------|--------------------|
|                                                                     |                                                                                                        | Handling Fee of P20.00 |                 |                    |
| 5. Secures a number through the queuing system ( <i>Receiving</i> ) | 5. Calls the number through the system and assists the client                                          | None                   | 1 minute        | EO Frontline Staff |
| 6. Submits complete application requirements                        | 6. Receives the complete application requirements and advises the client when to follow up its status. | None                   | 30 minutes      | EO Receiving Unit  |
|                                                                     | 6.1 Prepares Certificate.                                                                              | None                   | 20 minutes      | EO Frontline Staff |
|                                                                     | 6.2 Signs and approves the application.                                                                | None                   | 30 minutes      | EO Director/OIC    |
|                                                                     | 6.3 Forwards the approved application to the Releasing Unit                                            | None                   | 30 minutes      | EO Frontline Staff |
| 7. Secures a number through the queuing system ( <i>Releasing</i> ) | 7. Calls the number through the system and assists the client                                          | None                   | 1 minute        | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer             | 8. Receives the Official Receipt                                                                       | None                   | 1 minute        | EO Frontline Staff |
| 9. Receives the Certificate                                         | 9. Releases the Certificate                                                                            | None                   | 10 minutes      | EO Frontline Staff |

| CLIENT STEPS | AGENCY ACTIONS                                           | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME        | PERSON RESPONSIBLE |
|--------------|----------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
|              | 9.1 encodes the details of the application in the system |                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                        |                    |
| TOTAL        |                                                          | <p>Filing Fees:</p> <p>Amendment of Articles Partnership:<br/> P2,050.00 (*+**+***)<br/> *Amended Articles of Partnership<br/> **Documentary Stamp Taxes - P30.00<br/> ***Legal Research Fee-<br/> 1% of the Filing Fee for amendment (P20.00)<br/> **** Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s<br/> *****Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed</p> | 4 hours and 55 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                              | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>*****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than P2,000.00</p> <p>*****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)</p> <p>Handling Fee of P20.00</p> |                 |                    |

### 3. Cash or Stock Dividends

This service details the procedure on request for acknowledgment of cash or stock dividend declaration.

|                                  |                                                                                                                                                                                                                                                         |
|----------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>       | <b>SEC Cebu Extension Office</b>                                                                                                                                                                                                                        |
| <b>Classification:</b>           | Highly Technical                                                                                                                                                                                                                                        |
| <b>Type of Transaction:</b>      | G2B – Government to Business                                                                                                                                                                                                                            |
| <b>Who may avail:</b>            | Corporations duly registered at Securities and Exchange Commission excluding publicly listed companies                                                                                                                                                  |
| <b>CHECKLIST OF REQUIREMENTS</b> | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                  |
| <b>1. Cover sheet</b>            | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2019/03/2019_regularcoversheet.doc">http://www.sec.gov.ph/wp-content/uploads/2019/03/2019_regularcoversheet.doc</a> |



|                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                          |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR</b>                                                                                                                                                                                                                                                                                             | Company's record                                                                                                                                                                                                                                                                                         |
| <b>3. Reconciliation of Retained Earnings</b>                                                                                                                                                                                                                                                                                                                                                 | EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf</a>           |
| <b>4. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings, if applicable</b>                                                                                                                                                                                                                   | Company's Corporate Secretary                                                                                                                                                                                                                                                                            |
| <b>5. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                                                                                                                                                 | EO Public Assistance or Downloadable at SEC website through the following URL: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| <b>6. Monitoring Clearance</b>                                                                                                                                                                                                                                                                                                                                                                | SEC Extension Office                                                                                                                                                                                                                                                                                     |
| <b>FOR CASH DIVIDEND</b>                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                          |
| <b>7. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends</b>                                                                                                                                                                                                                                                                  | To be provided by the Company                                                                                                                                                                                                                                                                            |
| <b>FOR STOCK DIVIDEND</b>                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                          |
| <b>7. Certification under oath by the Corporate Secretary on the declaration of stock dividends by majority of the directors and the stockholders representing 2/3 of the outstanding capital stock</b>                                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                                            |
| <b>8. List of stockholders with their respective subscribed capital stock as of the date of meeting approving the declaration of stock dividend together with the allocation of stock dividend certified under oath by the Corporate Secretary</b>                                                                                                                                            | To be provided by the Company                                                                                                                                                                                                                                                                            |
| <b>9. Analysis of capital structure certified under oath by the Treasurer</b>                                                                                                                                                                                                                                                                                                                 | EO Public Assistance                                                                                                                                                                                                                                                                                     |
| <b>10. Notarized Secretary's Certificate certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record (item 8) is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any), are true and correct</b> | To be provided by the Company                                                                                                                                                                                                                                                                            |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID | PROCESSING TIME                                                   | PERSON RESPONSIBLE                                                                                         |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 1. Secures a number through the queuing system                        | 1. Calls the number through the system and assists the client                                                                                                                                                                                                                                                                                                                                                                                                                                 | None            | 1 minute                                                          | EO Frontline Staff                                                                                         |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing<br><br>2.1. For first time applicants, examines if documents are complete in form<br><br>2.1.1.If complete, assigns the application to a Securities Specialist<br><br>2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1<br><br>2.2. Advises the client when to follow up the application<br><br>2.3. Examines whether the documents submitted are complete in form and in substance. | None            | 1 minute<br><br>20 minutes<br><br>1 minute<br><br>14 working days | EO Frontline Staff<br><br>Securities Specialist II<br><br>Securities Specialist II<br>Securities Counsel I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review</p> <p>2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review</p> <p>2.3.3.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3</p> <p>2.4. Reviews the final report and the documents submitted</p> |                 | 5 working days  | EO Director/OIC    |

| CLIENT STEPS                                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                        | FEES TO BE PAID                                                                                                                                | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                                                                 | <p>2.4.1. If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid</p> <p>2.4.2. If not compliant, returns the application to the specialist. Go to Step 2.3.3</p> |                                                                                                                                                |                 |                    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay | 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier                                                                                                                         | None                                                                                                                                           | 5 minutes       | EO Frontline Staff |
| 4. Pays the filing fees                                                                                                         | 4. Receives and acknowledges payment                                                                                                                                                                                                  | <p>If amount of Cash /Stock dividend declared by Corporation whose securities are not listed is:</p> <p>Up to PHP 50,000,000 – PHP 510.00*</p> | 10 minutes      | EO Cashier         |

| CLIENT STEPS                                               | AGENCY ACTIONS                                                                                        | FEES TO BE PAID                                                                                                          | PROCESSING TIME | PERSON RESPONSIBLE       |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|
|                                                            |                                                                                                       | <p>Over PHP 50,000,000 – PHP1,010*</p> <p>*Inclusive of Legal Research Fee of PHP 10.00</p> <p>Handling Fee – P20.00</p> |                 |                          |
| 5. Secures a number through the queuing system (Receiving) | 5. Calls the number through the system and assists the client                                         | None                                                                                                                     | 1 minute        | EO Frontline Staff       |
| 6. Submits complete application requirements               | 6. Receives the complete application requirements and advises the client when to follow up its status | None                                                                                                                     | 30 minutes      | EO Receiving Unit        |
|                                                            | 6.1. Prepares acknowledgment letter and submits to EO Director/OIC together with                      |                                                                                                                          | 20 minutes      | Securities Specialist II |
|                                                            | 6.2. Complete application requirements                                                                |                                                                                                                          |                 |                          |
|                                                            | 6.3. Signs and approves the acknowledgment letter                                                     |                                                                                                                          | 30 minutes      | EO Director/OIC          |

| CLIENT STEPS                                               | AGENCY ACTIONS                                                | FEES TO BE PAID                                                                                                                         | PROCESSING TIME                 | PERSON RESPONSIBLE |
|------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------|
|                                                            | 6.4. Forwards the approved application to the Releasing Unit  |                                                                                                                                         | 30 minutes                      | EO Frontline Staff |
| 7. Secures a number through the queuing system (Releasing) | 7. Calls the number through the system and assists the client | None                                                                                                                                    | 1 minute                        | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer    | 8. Receives the Official Receipt                              | None                                                                                                                                    | 1 minute                        | EO Frontline Staff |
| 9. Receives the duly signed Acknowledgment letter          | 9. Releases the duly signed Acknowledgment letter             | None                                                                                                                                    | 10 minutes                      | EO Frontline Staff |
|                                                            | 9.1. Encodes the details of the application in the systems    |                                                                                                                                         |                                 |                    |
| TOTAL                                                      |                                                               | If amount of Cash /Stock dividend declared by Corporation whose securities are not listed is:<br><br>Up to PHP 50,000,000 – PHP 510.00* | 19 days, 2 hours and 41 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                  | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | Over PHP<br>50,000,000 –<br>PHP1,010*<br><br>*Inclusive of Legal<br>Research Fee of<br>PHP 10.00<br><br>Handling Fee –<br>P20.00 |                 |                    |

#### 4. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership

| <b>Office or Division:</b> SEC Cebu Extension Office                                                                                                                                                                                     |                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
| <b>Classification:</b>                                                                                                                                                                                                                   | Highly Technical                                                                                                    |
| <b>Type of Transaction:</b>                                                                                                                                                                                                              | G2B – Government to Business                                                                                        |
| <b>Who may avail:</b>                                                                                                                                                                                                                    | All Partnerships and Corporations duly recorded and registered at Securities and Exchange Commission, respectively. |
| CHECKLIST OF REQUIREMENTS                                                                                                                                                                                                                |                                                                                                                     |
| WHERE TO SECURE                                                                                                                                                                                                                          |                                                                                                                     |
| <b>1. Duly accomplished request form</b>                                                                                                                                                                                                 | To be provided by the Company                                                                                       |
| <b>2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital)</b> | To be provided by the Company                                                                                       |

|                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                                                                    | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| <b>4. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR</b>                                                                                                                                                                                                               | To be provided by the Applicant                                                                                                                                                                                                                                                     |
| <b>5. Audited Interim Financial Statements, in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock not covered by item 4</b> | External Auditor to be engaged by the Company                                                                                                                                                                                                                                       |
| <b>6. Monitoring Clearance</b>                                                                                                                                                                                                                                                                                   | SEC Cebu Extension Office                                                                                                                                                                                                                                                           |
| <b>Additional Requirement for Percentage of Ownership</b>                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                     |
| <b>7. Stock and transfer book of the corporation (to be presented for verification)</b>                                                                                                                                                                                                                          | To be provided by the Applicant                                                                                                                                                                                                                                                     |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                                                                                                                                                                | FEES TO BE PAID | PROCESSING TIME            | PERSON RESPONSIBLE |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|--------------------|
| 1. Secures a number through the queuing system                        | 1. Calls the number through the system and assists the client                                                                                                                                                 | None            | 1 minute                   | EO Frontline Staff |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing<br><br>2.1. For first time applicants, examines if documents are complete in form<br><br>2.1.1.If complete, assigns the application to a Securities Specialist | None            | 1 minute<br><br>20 minutes | EO Frontline Staff |



| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID | PROCESSING TIME                        | PERSON RESPONSIBLE                                              |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------|-----------------------------------------------------------------|
|              | <p>2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1</p> <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1.If application is complete and in order, the specialist prepares report and forwards to EO Director/OIC for final review</p> <p>2.3.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it</p> |                 | <p>1 minute</p> <p>14 working days</p> | <p>Securities Specialist II</p> <p>Securities Specialist II</p> |

| CLIENT STEPS                                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID     | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|--------------------|
|                                                                                                                                 | <p>to the applicant. Go to Step 2.3</p> <p>2.4. Reviews the final report and the documents submitted</p> <p>2.4.1.If compliant, orders the specialist to stamp ok for payment. Processor informs client that application can be paid</p> <p>2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.3</p> |                     | 5 working days  | EO Director/OIC    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay | 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier                                                                                                                                                                                                                       | None                | 5 minutes       | EO Frontline Staff |
| 4. Pays the filing fees                                                                                                         | 4. Receives and acknowledges payment                                                                                                                                                                                                                                                                                                | *PHP 1,040 per copy | 10 minutes      | EO Cashier         |

| CLIENT STEPS                                               | AGENCY ACTIONS                                                                                                       | FEES TO BE PAID                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE       |
|------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|
|                                                            |                                                                                                                      | *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00<br><br>Handling Fee – P20.00 |                 |                          |
| 5. Secures a number through the queuing system (Receiving) | 5. Calls the number through the system and assists the client                                                        | None                                                                                                              | 1 minute        | EO Frontline Staff       |
| 6. Submits complete application requirements               | 6. Receives the complete application requirements and advises the client when to follow up its status                | None                                                                                                              | 30 minutes      | EO Receiving Unit        |
|                                                            | 6.1. Prepares Certification of capital and submits to EO Director/OIC together with complete application requirement |                                                                                                                   | 20 minutes      | Securities Specialist II |
|                                                            | 6.2. Signs and approves the certification                                                                            |                                                                                                                   | 30 minutes      | EO Director/OIC          |

| CLIENT STEPS                                               | AGENCY ACTIONS                                                                                                | FEES TO BE PAID                                                                                                                              | PROCESSING TIME                 | PERSON RESPONSIBLE |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------|
|                                                            | 6.3. Forwards the approved application to the Releasing Unit                                                  |                                                                                                                                              | 30 minutes                      | EO Frontline Staff |
| 7. Secures a number through the queuing system (Releasing) | 7. Calls the number through the system and assists the client                                                 | None                                                                                                                                         | 1 minute                        | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer    | 8. Receives the Official Receipt                                                                              | None                                                                                                                                         | 1 minute                        | EO Frontline Staff |
| 9. Receives the duly approved certification                | 9. Releases the duly approved certification<br><br>9.1. Encodes the details of the application in the systems | None                                                                                                                                         | 10 minutes                      | EO Frontline Staff |
| TOTAL                                                      |                                                                                                               | *PHP 1,040 per copy<br><br>*Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00<br><br>Handling Fee – P20.00 | 19 days, 2 hours and 41 minutes |                    |

## 5. Confirmation of Valuation

This service details the procedure on application for confirmation of valuation of consideration for additional issuance shares out of the unissued shares pursuant to Section 61 of the Revised Corporation Code, which may be in the form of the following:

1. Conversion of advances/liabilities to equity
2. Stock Dividends
3. Land, building / condominium units
4. Untitled Lands
5. Inventories / Furniture / Personal Properties
6. Heavy equipment and machinery
7. Shares of stock
8. Motor Vehicle
9. Sea vessel / aircraft
10. Intangibles
11. Net assets

|                                                                                                                                     |                                                                                                                                                                                                                                                                                                        |
|-------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                          | <b>SEC Cebu Extension Office</b>                                                                                                                                                                                                                                                                       |
| <b>Classification:</b>                                                                                                              | Highly Technical                                                                                                                                                                                                                                                                                       |
| <b>Type of Transaction:</b>                                                                                                         | G2B – Government to Business                                                                                                                                                                                                                                                                           |
| <b>Who may avail:</b>                                                                                                               | Corporations duly registered at Securities and Exchange Commission                                                                                                                                                                                                                                     |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                    | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                 |
| <b>BASIC REQUIREMENTS</b>                                                                                                           |                                                                                                                                                                                                                                                                                                        |
| 1. SEC Form 10-1/letter request confirming the valuation;                                                                           | SEC Form 10.1 - EO Public Assistance or downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/08/2016SECFom10.1.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/08/2016SECFom10.1.pdf</a><br><br>Letter – to be provided by the company. |
| 2. Certification under oath by the Corporate Secretary on the board resolution approving the additional issuance of shares of stock | To be provided by the Company                                                                                                                                                                                                                                                                          |

|                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 3. List of stockholders with the nationalities, amount subscribed and paid up and the subscribers to the new shares certified under oath by the Corporate Secretary.                                                                                                                                                                         | To be provided by the Company.                                                                                                                                                                                                                                                                              |
| 4. Notarized Secretary's Certificate certifying that all non-subscribing stockholders waived their respective pre-emptive rights or attesting on the resolution by the stockholders representing at least 2/3 of the outstanding capital stock approving the issuance of shares in exchange for property or previously incurred indebtedness | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a> |
| 5. Secretary's Certificate on non-existence of intra-corporate dispute                                                                                                                                                                                                                                                                       | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| 6. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***                                                                                                                                                                                                                        | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a>                                                                                       |
| 7. Endorsement/Clearance, if applicable                                                                                                                                                                                                                                                                                                      | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                                                                                                         |
| 8. Monitoring Clearance                                                                                                                                                                                                                                                                                                                      | SEC Extension Office                                                                                                                                                                                                                                                                                        |
| <b>ADDITIONAL REQUIREMENTS</b><br>depending on the mode of payment                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                             |
| <b>Conversion of Advances / Liabilities to Equity</b>                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                             |
| 9.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)                                                                                                                                                                                            | To be provided by the company                                                                                                                                                                                                                                                                               |
| 9.2 A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in item 9.1                                                                                                                                                                                                | For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a>                         |
| 9.3 Deed of Assignment of advances / liabilities                                                                                                                                                                                                                                                                                             | To be provided by the Company                                                                                                                                                                                                                                                                               |
|                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                             |
| 10. Land, buildings / condominium units                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                             |

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| <b>10.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant</b>            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>10.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively</b>                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>10.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>10.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                              | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>10.5 Deed of Assignment</b>                                                                                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property</b>                                                                                       | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>10.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer</b>                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>10.8 Certification from the transferor stating that the improvements are existing and in good condition</b>                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>10.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                                              | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
|                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                         |
| <b>11. Untitled Lands</b>                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                         |
| <b>11.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

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| exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any                                                                                                                                                                                                                                        |                                  |
| <b>11.2 Duplicate original or certified true copies of the tax declaration sheets</b>                                                                                                                                                                                                                                                                                               | To be provided by the Applicant. |
| <b>11.3 Latest realty tax receipts</b>                                                                                                                                                                                                                                                                                                                                              | To be provided by the Applicant. |
| <b>11.4 Affidavit by the transferor attesting continuous and open possession of the property is located</b>                                                                                                                                                                                                                                                                         | To be provided by the Applicant. |
| <b>Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located</b>                                                                                                                                                                                                                                                                                | To be provided by the Applicant. |
| <b>11.6 Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated</b>                                                                                                                                         | To be provided by the Applicant. |
| <b>11.7 Affidavit executed by the transferor attesting to the:</b><br>a. Existence (or non-existence) of easements over the untitled property<br>b. Kind/description of the easement and its location<br>c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements                                                                       | To be provided by the Applicant. |
| <b>11.8 Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital</b>                                                                                                                                                                                        | To be provided by the Applicant. |
| <b>11.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following:</b><br>a. There is no other claimant to the untitled land<br>b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or<br>c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) | To be provided by the Applicant. |



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| <b>11.1 Blue Print Survey of the Plan as approved by the Bureau of Lands</b>                                                                                                                                                       | To be provided by the Applicant. |
| <b>Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)</b>                      | To be provided by the Applicant. |
| <b>11.1 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                     | To be provided by the Applicant. |
| <b>11.1 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                    | To be provided by the Applicant. |
| <b>11.1 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>11.1 Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee- corporation within one (1) year from the date of receipt of the approval of the application</b> | To be provided by the Applicant. |
|                                                                                                                                                                                                                                    |                                  |
| <b>12. Inventories / Furniture / Personal Properties</b>                                                                                                                                                                           |                                  |
| <b>12.1 Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant</b>                                                                 | To be provided by the Applicant. |
| <b>12.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value</b>                                                                                     | To be provided by the Applicant. |
| <b>12.3 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>13. Heavy equipment and machinery</b>                                                                                                                                                                                           |                                  |
| <b>13.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant</b>                                                                                                   | To be provided by the Applicant. |
| <b>13.2 Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with</b>                                                                                               | To be provided by the Applicant. |

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| <b>description of the property) by the Bangko Sentral Ng Pilipinas.</b>                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                         |
| <b>13.3 Deed of Assignment</b>                                                                                                                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13.4 Certification from the transferor stating that the properties are existing and in good condition</b>                                                                                                                     | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14. Shares of Stock</b>                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                         |
| <b>14.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant</b>                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC</b>                                                                                                              | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.3 Deed of Assignment</b>                                                                                                                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor</b>                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.5 Photocopy of the stock certificate (present original for verification)</b>                                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)</b>                                    | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period</b>                                                                                                                       | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>15. Motor Vehicles</b>                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                         |
| <b>15.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

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| <b>15.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)</b>                                  | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                          | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.4 Deed of Assignment</b>                                                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                               | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>15.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition</b>                                                  | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>16. Sea Vessel / Aircraft</b>                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                         |
| <b>16.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>16. Certified true copy of the certificate of ownership</b>                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>16.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                          | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>16.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency</b>                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>16.5 Deed of Assignment</b>                                                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>16.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                               | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>17. Intangibles</b>                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                         |
| <b>17.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)</b>                                                                               | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |

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| <b>17. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights</b>                                                                            | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>17.3 Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)</b>                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>17.4 Deed of Assignment</b>                                                                                                                                                                       | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>17.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period</b>                                                              | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>18. Net Assets</b>                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                         |
| <b>18.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC</b>                                                                       | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>18.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year</b>                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>18.3 Long-form audit report of item no. 18.2</b>                                                                                                                                                  | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>18.4 Deed of Assignment of the assets and liabilities</b>                                                                                                                                         | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>18.5 List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors</b> | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>18.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant</b>                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>18.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification)</b>                                                                                   | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>18.8 Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively</b>                                                                        | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>18.9 Photocopy of stock certificates (present original for verification)</b>                                                                                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |

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| <b>18.1 DTI Certificate of Registration (for single proprietorship)</b>                                                                     | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>18.1 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b> | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME                            | PERSON RESPONSIBLE                                 |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------|----------------------------------------------------|
| 1. Secures a number through the queuing system                        | 1. Calls the number through the system and assists the client                                                                                                                                                                                                                                                                                                                                     | None            | 1 minute                                   | EO Frontline Staff                                 |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing<br><br>2.1. For first time applicants, examines if documents are complete in form<br><br>2.1.1.If complete, assigns the application to a Securities Specialist<br><br>2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1<br><br>2.2. Advises the client when to follow up the application | None            | 1 minute<br><br>20 minutes<br><br>1 minute | EO Frontline Staff<br><br>Securities Specialist II |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                               |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------------------------------------|
|              | <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review</p> <p>2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review</p> <p>2.3.3.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3</p> |                 | 14 working days | Securities Specialist II<br>Securities Counsel I |

| CLIENT STEPS                                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                                                       | FEES TO BE PAID                                                                                | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                                                                 | <p>2.4. Reviews the final report and the documents submitted</p> <p>2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid</p> <p>2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.3</p> |                                                                                                | 5 working days  | EO Director/OIC    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay | 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier                                                                                                                                                                                        | None                                                                                           | 5 minutes       | EO Frontline Staff |
| 4. Pays the filing fees                                                                                                         | 4. Receives and acknowledges payment                                                                                                                                                                                                                                                                 | 1. Confirmation of Valuation – 1/5 of 1% of the value of shares of stocks to be issued but not | 10 minutes      | EO Cashier         |

| CLIENT STEPS                                               | AGENCY ACTIONS                                                | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                  | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------------------------------------------|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                            |                                                               | <p>less than PHP 3,000.00</p> <p>2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than PHP 10.00</p> <p>3. Documentary Stamp tax of PHP 30.00<br/>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00</p> <p>Handling fee – P20.00</p> |                 |                    |
| 5. Secures a number through the queuing system (Receiving) | 5. Calls the number through the system and assists the client | None                                                                                                                                                                                                                                                                                                                                             | 1 minute        | EO Frontline Staff |



| CLIENT STEPS                                               | AGENCY ACTIONS                                                                                        | FEES TO BE PAID                                                              | PROCESSING TIME                 | PERSON RESPONSIBLE |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------|--------------------|
| 6. Submits complete application requirements               | 6. Receives the complete application requirements and advises the client when to follow up its status | None                                                                         | 30 minutes                      | EO Receiving Unit  |
|                                                            | 6.1. Prepares Certificate                                                                             |                                                                              | 20 minutes                      | EO Frontline Staff |
|                                                            | 6.2. Signs and approves the application                                                               |                                                                              | 30 minutes                      | EO Director/OIC    |
|                                                            | 6.3. Forwards the approved application to the Releasing Unit                                          |                                                                              | 30 minutes                      | EO Frontline Staff |
| 7. Secures a number through the queuing system (Releasing) | 7. Calls the number through the system and assists the client                                         | None                                                                         | 1 minute                        | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer    | 8. Receives the Official Receipt                                                                      | None                                                                         | 1 minute                        | EO Frontline Staff |
| 9. Receives the duly approved certificate                  | 9. Releases the duly approved certificate                                                             | None                                                                         | 10 minutes                      | EO Frontline Staff |
|                                                            | 9.1. Encodes the details of the application in the systems                                            |                                                                              |                                 |                    |
| TOTAL                                                      |                                                                                                       | 1. Confirmation of Valuation – 1/5 of 1% of the value of shares of stocks to | 19 days, 2 hours and 41 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>be issued but not less than PHP 3,000.00</p> <p>2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than PHP 10.00</p> <p>3. Documentary Stamp tax of PHP 30.00<br/>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00</p> <p>Handling fee – P20.00</p> |                 |                    |

## 6. Creation of Additional Paid-in Capital (APIC)

This service details the procedure on application for creation of Additional Paid-In Capital (APIC) through:

1. Conversion of advances/liabilities to equity
2. Land, building / condominium units
3. Untitled Lands
4. Inventories / Furnitures / Personal Properties
5. Heavy equipment and machinery
6. Shares of stock
7. Motor Vehicle
8. Sea vessel / aircraft
9. Intangibles
10. Net assets

|                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                             |                        |
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| <b>Office or Division:</b>                                                                                                                                                                                                                   | <b>SEC Cebu Extension Office</b>                                                                                                                                                                                                                                                                            |                        |
| <b>Classification:</b>                                                                                                                                                                                                                       | Highly Technical                                                                                                                                                                                                                                                                                            |                        |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                  | G2B – Government to Business                                                                                                                                                                                                                                                                                |                        |
| <b>Who may avail:</b>                                                                                                                                                                                                                        | Corporations duly registered at Securities and Exchange Commission                                                                                                                                                                                                                                          |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                             | <b>WHERE TO SECURE</b> |
| <b>BASIC REQUIREMENTS</b>                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                             |                        |
| 1. Letter request to create APIC signed by the Company's officer                                                                                                                                                                             | To be provided by the Company                                                                                                                                                                                                                                                                               |                        |
| 2. Certification under oath by the Corporate Secretary on the board resolution approving the creation of APIC                                                                                                                                | To be provided by the Company                                                                                                                                                                                                                                                                               |                        |
| 3. List of stockholders of record as of date of Board of Directors meeting approving the creation of APIC indicating their nationalities and their respective subscribed and paid-up capital certified under oath by the Corporate Secretary | To be provided by the Company.                                                                                                                                                                                                                                                                              |                        |
| 4. Secretary's Certificate on non-existence of intra-corporate dispute                                                                                                                                                                       | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |                        |

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| <b>5. Monitoring Clearance</b>                                                                                                                                                                                                               | SEC Extension Office                                                                                                                                                                                                                                                                |
| <b>ADDITIONAL REQUIREMENTS depending on the mode of payment</b>                                                                                                                                                                              |                                                                                                                                                                                                                                                                                     |
| <b>6. Conversion of Advances / Liabilities to Equity</b>                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                     |
| <b>6.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)</b>                                                                                     | To be provided by the company                                                                                                                                                                                                                                                       |
| <b>6.2 A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in item 6.1</b>                                                                                         | For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a> |
| <b>6.3 Deed of Assignment of advances / liabilities</b>                                                                                                                                                                                      | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>7. Land, buildings / condominium units</b>                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                     |
| <b>7.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                    |
| <b>7.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively</b>                                                                                                                      | To be provided by the Applicant.                                                                                                                                                                                                                                                    |
| <b>7.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                    |
| <b>7.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                    |
| <b>7.5 Deed of Assignment</b>                                                                                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                    |
| <b>7 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property</b>                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                    |
| <b>7.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer</b>                                                                      | To be provided by the Applicant.                                                                                                                                                                                                                                                    |

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| <b>7.8 Certification from the transferor stating that the improvements are existing and in good condition</b>                                                                                                                                                                                                                                                                                        | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>7.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                                                                                                                                                                                           | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>8. Untitled Lands</b>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                         |
| <b>8.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>8.2 Duplicate original or certified true copies of the tax declaration sheets</b>                                                                                                                                                                                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>8.3 Latest realty tax receipts</b>                                                                                                                                                                                                                                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>8.4 Affidavit by the transferor attesting continuous and open possession of the property is located</b>                                                                                                                                                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>8.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located</b>                                                                                                                                                                                                                                                                                             | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>8.6 Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated</b>                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>8.7 Affidavit executed by the transferor attesting to the:</b><br>a. Existence (or non-existence) of easements over the untitled property<br>b. Kind/description of the easement and its location                                                                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

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| <b>c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements</b>                                                                                                                                                                                                                                                                           |                                  |
| <b>8.8 Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital</b>                                                                                                                                                                                           | To be provided by the Applicant. |
| <b>8.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following:<br/>a. There is no other claimant to the untitled land<br/>b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or<br/>c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)</b> | To be provided by the Applicant. |
| <b>8.10 Blue Print Survey of the Plan as approved by the Bureau of Lands</b>                                                                                                                                                                                                                                                                                                          | To be provided by the Applicant. |
| <b>8.11 Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)</b>                                                                                                                                                                    | To be provided by the Applicant. |
| <b>8.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                                                                                                                                                        | To be provided by the Applicant. |
| <b>8.13 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                                                                                                                                                                       | To be provided by the Applicant. |
| <b>8.14 Deed of Assignment</b>                                                                                                                                                                                                                                                                                                                                                        | To be provided by the Applicant. |
| <b>8.15 Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application</b>                                                                                                                                                     | To be provided by the Applicant. |
| <b>9. Inventories / Furniture / Personal Properties</b>                                                                                                                                                                                                                                                                                                                               |                                  |

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| <b>9.1 Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant</b>                                                | To be provided by the Applicant. |
| <b>9.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value</b>                                                                    | To be provided by the Applicant. |
| <b>9.3 Deed of Assignment</b>                                                                                                                                                                                    | To be provided by the Applicant. |
| <b>10. Heavy equipment and machinery</b>                                                                                                                                                                         |                                  |
| <b>10.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant</b>                                                                                 | To be provided by the Applicant. |
| <b>10.2 Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.</b>            | To be provided by the Applicant. |
| <b>10.3 Deed of Assignment</b>                                                                                                                                                                                   | To be provided by the Applicant. |
| <b>10.4 Certification from the transferor stating that the properties are existing and in good condition</b>                                                                                                     | To be provided by the Applicant. |
| <b>11. Shares of Stock</b>                                                                                                                                                                                       |                                  |
| <b>11.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant</b> | To be provided by the Applicant. |
| <b>11.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC</b>                                                                                              | To be provided by the Applicant. |
| <b>11.3 Deed of Assignment</b>                                                                                                                                                                                   | To be provided by the Applicant. |
| <b>11.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor</b>                                                                         | To be provided by the Applicant. |

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| <b>11.5 Photocopy of the stock certificate (present original for verification)</b>                                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>11.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)</b>                                    | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>11.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period</b>                                                                                                                       | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>Motor Vehicles</b>                                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                         |
| <b>12.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>12.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)</b>                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>12.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>12.4 Deed of Assignment</b>                                                                                                                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>12.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                      | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>12.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition</b>                                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13. Sea Vessel / Aircraft</b>                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                         |



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| <b>13.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13.2 Certified true copy of the certificate of ownership</b>                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                          | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency</b>                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13.5 Deed of Assignment</b>                                                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                               | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>14. Intangibles</b>                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                         |
| <b>14.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)</b>                                                                               | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>14.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights</b>                                                | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>14.3 Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)</b>           | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>14.4 Deed of Assignment</b>                                                                                                                                            | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>14.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period</b>                                   | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>15. Net Assets</b>                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                         |

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| <b>15.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC</b>                                                                       | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>15.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year</b>                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>15.3 Long-form audit report of item no. 21.2</b>                                                                                                                                                  | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>15.4 Deed of Assignment of the assets and liabilities</b>                                                                                                                                         | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>15.5 List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors</b> | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>15.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant</b>                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>15.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification)</b>                                                                                   | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>15.8 Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively</b>                                                                        | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>15.9 Photocopy of stock certificates (present original for verification)</b>                                                                                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>15.1 DTI Certificate of Registration (for single proprietorship)</b>                                                                                                                              | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>15. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                           | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |



| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review</p> <p>2.3.2.If application is approved by the Securities Counsel, forwards to SEC Director/OIC for final review</p> <p>2.3.3.if application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3</p> <p>2.4. Reviews the final report and the documents submitted</p> |                 | 5 working days  | EO Director/OIC    |

| CLIENT STEPS                                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                        | FEES TO BE PAID                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                                                                 | <p>2.4.1. If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid</p> <p>2.4.2. If not compliant, returns the application to the specialist. Go to Step 2.3.3</p> |                                                                                                                                                        |                 |                    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay | 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier                                                                                                                         | None                                                                                                                                                   | 5 minutes       | EO Frontline Staff |
| 4. Pays the filing fees                                                                                                         | 4. Receives and acknowledges payment                                                                                                                                                                                                  | <p>1. Creation of APIC – 1/5 of 1% of the amount infused but not less than PHP 5,000.00</p> <p>2. LRF -equivalent to 1% of the computed filing fee</p> | 10 minutes      | EO Cashier         |

| CLIENT STEPS                                               | AGENCY ACTIONS                                                                                                                                                                                                                                            | FEES TO BE PAID                                                                                                                 | PROCESSING TIME                                                  | PERSON RESPONSIBLE                                                                           |
|------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
|                                                            |                                                                                                                                                                                                                                                           | Confirmation of valuation but not less than PHP 10.00<br><br>3. Documentary Stamp tax of PHP 30.00<br><br>Handling fee – P20.00 |                                                                  |                                                                                              |
| 5. Secures a number through the queuing system (Receiving) | 5. Calls the number through the system and assists the client                                                                                                                                                                                             | None                                                                                                                            | 1 minute                                                         | EO Frontline Staff                                                                           |
| 6. Submits complete application requirements               | 6. Receives the complete application requirements and advises the client when to follow up its status<br><br>6.1. Prepares Certificate<br><br>6.2. Signs and approves the application<br><br>6.3. Forwards the approved application to the Releasing Unit | None                                                                                                                            | 30 minutes<br><br>20 minutes<br><br>30 minutes<br><br>30 minutes | EO Receiving Unit<br><br>EO Frontline Staff<br><br>EO Director/OIC<br><br>EO Frontline Staff |

| CLIENT STEPS                                               | AGENCY ACTIONS                                                                                              | FEES TO BE PAID                                                                                                                                                                                       | PROCESSING TIME                 | PERSON RESPONSIBLE |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------|
| 7. Secures a number through the queuing system (Releasing) | 7. Calls the number through the system and assists the client                                               | None                                                                                                                                                                                                  | 1 minute                        | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer    | 8. Receives the Official Receipt                                                                            | None                                                                                                                                                                                                  | 1 minute                        | EO Frontline Staff |
| 9. Receives the duly approved certificate                  | 9. Releases the duly approved certificate<br><br>9.1. Encodes the details of the application in the systems | None                                                                                                                                                                                                  | 10 minutes                      | EO Frontline Staff |
| TOTAL                                                      |                                                                                                             | 1. Creation of APIC – 1/5 of 1% of the amount infused but not less than PHP 5,000.00<br><br>2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than PHP 10.00 | 19 days, 2 hours and 41 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                    | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------|-----------------|--------------------|
|              |                | 3. Documentary Stamp tax of PHP 30.00<br><br>Handling fee – P20.00 |                 |                    |

## 7. Decrease of Capital Stock

This service details the procedure on application for Decrease of Capital Stock.

If the decrease of capital stock is accompanied by application for equity restructuring, comply also with the requirements for Equity Restructuring.

**Note:** If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

| <b>Office or Division:</b>                  | <b>SEC Cebu Extension Office</b>                                   |                                                                                                                                                                                                                                                               |  |
|---------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Classification:</b>                      | Highly Technical                                                   |                                                                                                                                                                                                                                                               |  |
| <b>Type of Transaction:</b>                 | G2B – Government to Business                                       |                                                                                                                                                                                                                                                               |  |
| <b>Who may avail:</b>                       | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                               |  |
| CHECKLIST OF REQUIREMENTS                   |                                                                    | WHERE TO SECURE                                                                                                                                                                                                                                               |  |
| 1. Cover sheet                              |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a> |  |
| 2. Certificate of Decrease of Capital Stock |                                                                    | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                      |  |
| 3. Directors' certificate                   |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:                                                                                                                                                                                |  |



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|                                                                                                                                                                                | Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a>                                                                                                                |
| <b>4. Amended Articles of Incorporation</b>                                                                                                                                    | To be prepared by the Company                                                                                                                                                                                                                                                                               |
| <b>5. List of stockholders showing the names, nationalities and stockholdings before and after the decrease, as certified by the corporate secretary</b>                       | To be prepared by the Company                                                                                                                                                                                                                                                                               |
| <b>6. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC</b>                                                                        | To be provided by the company                                                                                                                                                                                                                                                                               |
| <b>7. Long-form audit report of item no. 6, if with return of capital</b>                                                                                                      | To be provided by the company                                                                                                                                                                                                                                                                               |
| <b>8. List of creditors (if it involves return of capital) certified by the auditor or certified under oath by the company accountant and written consent of each creditor</b> | To be provided by the company                                                                                                                                                                                                                                                                               |
| <b>9. Publisher's affidavit of the publication of the decrease of capital (once in a newspaper of general circulation)</b>                                                     | Publisher of a newspaper of general circulation.                                                                                                                                                                                                                                                            |
| <b>10. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                 | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| <b>11. Endorsement/Clearance, if applicable</b>                                                                                                                                | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                                                                                                         |
| <b>12. Monitoring Clearance</b>                                                                                                                                                | SEC Extension Office                                                                                                                                                                                                                                                                                        |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|-----------------------------------------------------------------------|---------------------------------------------------------------|-----------------|-----------------|--------------------|
| 1. Secures a number through the queuing system                        | 1. Calls the number through the system and assists the client | None            | 1 minute        | EO Frontline Staff |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing                | None            | 1 minute        | EO Frontline Staff |
|                                                                       |                                                               |                 | 20 minutes      |                    |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | FEES TO BE PAID | PROCESSING TIME                        | PERSON RESPONSIBLE                                                                       |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------|------------------------------------------------------------------------------------------|
|              | <p>2.1. For first time applicants, examines if documents are complete in form</p> <p>2.1.1.If complete, assigns the application to a Securities Specialist</p> <p>2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1</p> <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1.If application is complete and in order, the specialist prepares report and submits it to</p> |                 | <p>1 minute</p> <p>14 working days</p> | <p>Securities Specialist II</p> <p>Securities Specialist II<br/>Securities Counsel I</p> |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>Securities Counsel for review</p> <p>2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review</p> <p>2.3.3.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. <i>Go to Step 2.3</i></p> <p>2.4. Reviews the final report and the documents submitted</p> <p>2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs</p> |                 | 5 working days  | EO Director/OIC    |

| CLIENT STEPS                                                                                                                    | AGENCY ACTIONS                                                                                                                               | FEES TO BE PAID                                                                                                                                                                       | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                                                                 | <p>client that application can be paid</p> <p>2.4.2.If not compliant, returns the application to the specialist. <i>Go to Step 2.3.3</i></p> |                                                                                                                                                                                       |                 |                    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay | 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier                                | None                                                                                                                                                                                  | 5 minutes       | EO Frontline Staff |
| 4. Pays the filing fees                                                                                                         | 4. Receives and acknowledges payment                                                                                                         | <p>1. Decrease of Capital Stock *</p> <p>1.1 If return of capital – PHP 5,000.00</p> <p>1.2 All others – PHP 3,000.00</p> <p>2. Amended Articles of Incorporation – PHP 1,000.00*</p> | 10 minutes      | EO Cashier         |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                                                        | FEES TO BE PAID                                                                                                                                          | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                     |                                                                                                       | *plus Legal Research Fee (LRF) 1% of computed filing fee but not less than PHP 10.00 and documentary stamp tax of PHP 30.00<br><br>Handling fee – P20.00 |                 |                    |
| 5. Secures a number through the queuing system ( <i>Receiving</i> ) | 5. Calls the number through the system and assists the client                                         | None                                                                                                                                                     | 1 minute        | EO Frontline Staff |
| 6. Submits complete application requirements                        | 6. Receives the complete application requirements and advises the client when to follow up its status | None                                                                                                                                                     | 30 minutes      | EO Receiving Unit  |
|                                                                     | 6.1. Prepares Certificate                                                                             | None                                                                                                                                                     | 20 minutes      | EO Frontline Staff |
|                                                                     | 6.2. Signs and approves the application                                                               | None                                                                                                                                                     | 30 minutes      | EO Director/OIC    |
|                                                                     | 6.3. Forwards the approved application to the Releasing Unit                                          | None                                                                                                                                                     | 30 minutes      | EO Frontline Staff |

| CLIENT STEPS                                                           | AGENCY ACTIONS                                                                                              | FEES TO BE PAID                                                                                                                                                                                                | PROCESSING TIME                 | PERSON RESPONSIBLE |
|------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------|
| 7. Secures a number through the queuing system<br>( <i>Releasing</i> ) | 7. Calls the number through the system and assists the client                                               | None                                                                                                                                                                                                           | 1 minute                        | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer                | 8. Receives the Official Receipt                                                                            | None                                                                                                                                                                                                           | 1 minute                        | EO Frontline Staff |
| 9. Receives the duly approved certificate                              | 9. Releases the duly approved certificate<br><br>9.1. Encodes the details of the application in the systems | None                                                                                                                                                                                                           | 10 minutes                      | EO Frontline Staff |
| TOTAL                                                                  |                                                                                                             | 1. Decrease of Capital Stock *<br><br>1.1 If return of capital – PHP 5,000.00<br><br>1.2 All others – PHP 3,000.00<br><br>2. Amended Articles of Incorporation – PHP 1,000.00*<br><br>*plus Legal Research Fee | 19 days, 2 hours and 41 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | (LRF) 1% of computed filing fee but not less than PHP 10.00 and documentary stamp tax of PHP 30.00<br><br>Handling fee – P20.00 |                 |                    |

## 8. Dissolution

This service details the procedure on application for dissolution of domestic corporation, whether stock or non-stock.

|                                                                                                          |                                                                    |                                                                                                                                                                                                                                                               |  |
|----------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                               | <b>SEC Cebu Extension Office</b>                                   |                                                                                                                                                                                                                                                               |  |
| <b>Classification:</b>                                                                                   | Highly Technical                                                   |                                                                                                                                                                                                                                                               |  |
| <b>Type of Transaction:</b>                                                                              | G2B – Government to Business                                       |                                                                                                                                                                                                                                                               |  |
| <b>Who may avail:</b>                                                                                    | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                               |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                         |                                                                    | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                        |  |
| <b>1. Cover sheet</b>                                                                                    |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a> |  |
| <b>2. Directors' certificate for Stock Corporation / Trustee's Certificate for non-stock corporation</b> |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:                                                                                                                                                                                |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a></p> <p>Trustees' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf</a></p> |
| <b>3. Amended Articles of Incorporation</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | To be prepared and provided by the Company                                                                                                                                                                                                                                                                                                                                                           |
| <p><b>4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR, EXCEPT</b></p> <p><b><u>i. Where the applicant has ceased operations for at least one (1) year, it shall submit:</u></b></p> <p>a) Audited Financial Statements as of the last fiscal year of operation; and</p> <p>b) Affidavit of non-operation certified under oath by the President and Treasurer</p> <p><b><u>ii. Where the applicant has no operation since incorporation, it shall submit:</u></b></p> <p>a) Balance Sheet certified under oath by the Treasurer and President;</p> <p>b) Affidavit of non-operation certified under oath by the President and Treasurer;</p> <p>c) Certificate of non-registration issued by the BIR</p> <p><b><u>iii. Where the applicant is a stock corporation with paid-up of less than P50,000, it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer</u></b></p> <p><b><u>iv. Where the applicant is a non-stock corporation with gross receipts of less than P100,000 or a total assets of less than</u></b></p> | To be provided by the Company                                                                                                                                                                                                                                                                                                                                                                        |



|                                                                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b><u>P500,000, it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer</u></b>                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                          |
| <b>5. Certification under oath by the President and Treasurer certifying that:</b><br>i. the dissolution is not prejudicial to the interest of the creditors;<br>and<br>ii. there is no opposition from any creditors from the time of the last publication of the notice of dissolution up to the filing of the application for dissolution with the Commission | To be prepared and provided by the Company                                                                                                                                                                                                                                                               |
| <b>6. BIR Tax Clearance Certificate</b>                                                                                                                                                                                                                                                                                                                          | BIR                                                                                                                                                                                                                                                                                                      |
| <b>7. Publisher's Affidavit of publication of notice of dissolution (once a week for three [3] consecutive weeks)</b>                                                                                                                                                                                                                                            | Publisher of a newspaper of general circulation                                                                                                                                                                                                                                                          |
| <b>8. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                                                                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| <b>9. Endorsement/Clearance from other departments or other government agencies, if applicable</b>                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                          |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                                                                                   | FEES TO BE PAID | PROCESSING TIME            | PERSON RESPONSIBLE |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|--------------------|
| 1. Secures a number through the queuing system                        | 1. Calls the number through the system and assists the client                                                                    | None            | 1 minute                   | EO Frontline Staff |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing<br><br>2.1. For first time applicants, examines if documents are complete in form | None            | 1 minute<br><br>20 minutes | EO Frontline Staff |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | FEES TO BE PAID | PROCESSING TIME                        | PERSON RESPONSIBLE                                                                       |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------|------------------------------------------------------------------------------------------|
|              | <p>2.1.1.If complete, assigns the application to a Securities Specialist</p> <p>2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1</p> <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review</p> <p>2.3.2.If application is approved by the</p> |                 | <p>1 minute</p> <p>14 working days</p> | <p>Securities Specialist II</p> <p>Securities Specialist II<br/>Securities Counsel I</p> |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>Securities Counsel, forwards to EO Director/OIC for final review</p> <p>2.3.3.if application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3</p> <p>2.4. Reviews the final report and the documents submitted</p> <p>2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid</p> <p>2.4.2.If not compliant, returns the application to the</p> | None            | 5 working days  | EO Director/OIC    |

| CLIENT STEPS                                                                                                                    | AGENCY ACTIONS                                                                                                | FEES TO BE PAID                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                                                                 | specialist. <i>Go to Step 2.3.3</i>                                                                           |                                                                                                                                                                                                                 |                 |                    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay | 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier | None                                                                                                                                                                                                            | 5 minutes       | EO Frontline Staff |
| 4. Pays the filing fees                                                                                                         | 4. Receives and acknowledges payment                                                                          | <p>If Stock Corporation – PHP 1,040*</p> <p>If Non-Stock Corporation – PHP 540.00*</p> <p>*Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00</p> <p>Handling fee – P20.00</p> | 10 minutes      | EO Cashier         |
| 5. Secures a number through the queuing system ( <i>Receiving</i> )                                                             | 5. Calls the number through the system and assists the client                                                 | None                                                                                                                                                                                                            | 1 minute        | EO Frontline Staff |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                                                        | FEES TO BE PAID                   | PROCESSING TIME                 | PERSON RESPONSIBLE |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------------|--------------------|
| 6. Submits complete application requirements                        | 6. Receives the complete application requirements and advises the client when to follow up its status | None                              | 30 minutes                      | EO Receiving Unit  |
|                                                                     | 6.1. Prepares Certificate                                                                             |                                   | 20 minutes                      | EO Frontline Staff |
|                                                                     | 6.2. Signs and approves the application                                                               |                                   | 30 minutes                      | EO Director/OIC    |
|                                                                     | 6.3. Forwards the approved application to the Releasing Unit                                          |                                   | 30 minutes                      | EO Frontline Staff |
| 7. Secures a number through the queuing system ( <i>Releasing</i> ) | 7. Calls the number through the system and assists the client                                         | None                              | 1 minute                        | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer             | 8. Receives the Official Receipt                                                                      | None                              | 1 minute                        | EO Frontline Staff |
| 9. Receives the duly approved certificate                           | 9. Releases the duly approved certificate                                                             | None                              | 10 minutes                      | EO Frontline Staff |
|                                                                     | 9.1. Encodes the details of the application in the systems                                            |                                   |                                 |                    |
| TOTAL                                                               |                                                                                                       | If Stock Corporation – PHP 1,040* | 19 days, 2 hours and 41 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>If Non-Stock Corporation – PHP 540.00*</p> <p>*Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00</p> <p>Handling fee – P20.00</p> |                 |                    |

## 9. Equity Restructuring

This service details the procedure on application for equity restructuring.

|                                                                                                                               |                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                    | <b>SEC Cebu Extension Office</b>                                                                                                                                                                                                                                                                            |
| <b>Classification:</b>                                                                                                        | Highly Technical                                                                                                                                                                                                                                                                                            |
| <b>Type of Transaction:</b>                                                                                                   | G2B – Government to Business                                                                                                                                                                                                                                                                                |
| <b>Who may avail:</b>                                                                                                         | Corporations duly registered at Securities and Exchange Commission                                                                                                                                                                                                                                          |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                              |                                                                                                                                                                                                                                                                                                             |
| <b>1. Letter request to undergo equity restructuring signed by the Company's Officer</b>                                      | To be provided by the Company.                                                                                                                                                                                                                                                                              |
| <b>2. Certification under oath by the Corporate Secretary on the board resolution approving the equity restructuring plan</b> | To be provided by the Company.                                                                                                                                                                                                                                                                              |
| <b>3. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC</b>                       | To be provided by the company                                                                                                                                                                                                                                                                               |
| <b>4. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                 | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| <b>5. Endorsement/Clearance, if applicable</b>                                                                                | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                                                                                                         |
| <b>6. Monitoring Clearance</b>                                                                                                | SEC Extension Office                                                                                                                                                                                                                                                                                        |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|-----------------------------------------------------------------------|---------------------------------------------------------------|-----------------|-----------------|--------------------|
| 1. Secures a number through the queuing system                        | 1. Calls the number through the system and assists the client | None            | 1 minute        | EO Frontline Staff |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing                | None            | 1 minute        | EO Frontline Staff |
|                                                                       |                                                               |                 | 20 minutes      |                    |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | FEES TO BE PAID | PROCESSING TIME                        | PERSON RESPONSIBLE                                                                       |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------|------------------------------------------------------------------------------------------|
|              | <p>2.1. For first time applicants, examines if documents are complete in form</p> <p>2.1.1.If complete, assigns the application to a Securities Specialist</p> <p>2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1</p> <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1.If application is complete and in order, the specialist prepares report and submits it to</p> |                 | <p>1 minute</p> <p>14 working days</p> | <p>Securities Specialist II</p> <p>Securities Specialist II<br/>Securities Counsel I</p> |



| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>Securities Counsel for review</p> <p>2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review</p> <p>2.3.3.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. <i>Go to Step 2.3</i></p> <p>2.4. Reviews the final report</p> <p>2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid</p> |                 | 5 working days  | EO Director/OIC    |

| CLIENT STEPS                                                                                                                    | AGENCY ACTIONS                                                                                                | FEES TO BE PAID                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                                                                 | 2.4.2.If not compliant, returns the application to the specialist. <i>Go to Step 2.3.3</i>                    |                                                                                                                                        |                 |                    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay | 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier | None                                                                                                                                   | 5 minutes       | EO Frontline Staff |
| 4. Pays the filing fees                                                                                                         | 4. Receives and acknowledges payment                                                                          | 1. Equity Restructuring – PHP 5,080.00*<br><br>*Inclusive of LRF of PHP 50.00 and Doc Stamps of PHP 30.00<br><br>Handling Fee – P20.00 | 10 minutes      | EO Cashier         |
| 5. Secures a number through the queuing system ( <i>Receiving</i> )                                                             | 5. Calls the number through the system and assists the client                                                 | None                                                                                                                                   | 1 minute        | EO Frontline Staff |
| 6. Submits complete application requirements                                                                                    | 6. Receives the complete application requirements and advises the client when to follow up its status         | None                                                                                                                                   | 30 minutes      | EO Receiving Unit  |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                                                              | FEES TO BE PAID                                                                                           | PROCESSING TIME                 | PERSON RESPONSIBLE |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------------|--------------------|
|                                                                     | 6.1. Prepares Certificate                                                                                   |                                                                                                           | 20 minutes                      | EO Frontline Staff |
|                                                                     | 6.2. Signs and approves the application                                                                     |                                                                                                           | 30 minutes                      | EO Director/OIC    |
|                                                                     | 6.3. Forwards the approved application to the Releasing Unit                                                |                                                                                                           | 30 minutes                      | EO Frontline Staff |
| 7. Secures a number through the queuing system ( <i>Releasing</i> ) | 7. Calls the number through the system and assists the client                                               | None                                                                                                      | 1 minute                        | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer             | 8. Receives the Official Receipt                                                                            | None                                                                                                      | 1 minute                        | EO Frontline Staff |
| 9. Receives the duly approved certificate                           | 9. Releases the duly approved certificate<br><br>9.1. Encodes the details of the application in the systems | None                                                                                                      | 10 minutes                      | EO Frontline Staff |
| TOTAL                                                               |                                                                                                             | 1. Equity Restructuring – PHP 5,080.00*<br><br>*Inclusive of LRF of PHP 50.00 and Doc Stamps of PHP 30.00 | 19 days, 2 hours and 41 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID       | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------|-----------------|--------------------|
|              |                | Handling Fee – P20.00 |                 |                    |

## 10. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash

| <b>Office or Division:</b>                  | <b>SEC Cebu Extension Office</b>                                   |                                                                                                                                                                                                                                                                                |  |
|---------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Classification:</b>                      | Highly Technical                                                   |                                                                                                                                                                                                                                                                                |  |
| <b>Type of Transaction:</b>                 | G2B – Government to Business                                       |                                                                                                                                                                                                                                                                                |  |
| <b>Who may avail:</b>                       | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                                                |  |
| CHECKLIST OF REQUIREMENTS                   |                                                                    | WHERE TO SECURE                                                                                                                                                                                                                                                                |  |
| 1. Cover sheet                              |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a>                  |  |
| 2. Certificate of Increase of Capital Stock |                                                                    | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                                       |  |
| 3. Treasurer's Affidavit                    |                                                                    | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                                              |  |
| 4. Directors' certificate                   |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:<br>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a> |  |
| 5. Amended Articles of Incorporation        |                                                                    | To be prepared by the Company                                                                                                                                                                                                                                                  |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                |
| 7. Secretary's Certificate on non-existence of intra-corporate dispute                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a>                                                  |
| 8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a>                                                  |
| <p>9. i. AUDITED FINANCIAL STATEMENTS as of the last fiscal year stamped received by BIR and SEC, if payment for subscription is already reflected therein)</p> <p>ii. SPECIAL AUDIT REPORT, if:</p> <ul style="list-style-type: none"> <li>a) listed companies;</li> <li>b) public companies defined in the Securities Regulation Code;</li> <li>c) companies that offer or sell securities to the public;</li> <li>d) companies with secondary license;</li> <li>e) Where payment to subscription to the increase is more than P50,000,000.00</li> </ul> <p><i>otherwise,</i></p> <p>iii. SUBSCRIPTION CONTRACT executed under oath among subscribing stockholder/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for.</p> | <p>To be provided by the company</p> <p>For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br/><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a></p> <p>EO Public Assistance</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                |
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| <p><b>Note: Per Memorandum Circular No. 11 Series of 2016</b></p> <p><b>iv. For RURAL BANKS:</b><br/> a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP<br/> b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification</p> | <p>Bangko Sentral ng Pilipinas</p>                                                                                                                                                                                             |
| <p><b>10. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                         | <p>Downloadable at SEC website through the following URL:<br/> <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a></p> |
| <p><b>11. Endorsement/Clearance, if applicable</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>Respective SEC Department/s or other regulatory Government Agencies</p>                                                                                                                                                     |
| <p><b>12. Monitoring Clearance</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | <p>SEC Extension Office</p>                                                                                                                                                                                                    |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                             | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|-----------------------------------------------------------------------|----------------------------------------------------------------------------|-----------------|-----------------|--------------------|
| 1. Secures a number through the queuing system                        | 1. Calls the number through the system and assists the client              | None            | 1 minute        | EO Frontline Staff |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for - pre-processing                            | None            | 1 minute        | EO Frontline Staff |
|                                                                       | 2.1. For first time applicants, examines if documents are complete in form |                 | 20 minutes      |                    |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                               |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------------------------------------|
|              | <p>2.1.1.If complete, assigns the application to a Securities Specialist</p> <p>2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1</p> |                 |                 |                                                  |
|              | 2.2. Advises the client when to follow up the application                                                                                                                                       | None            | 1 minute        | Securities Specialist II                         |
|              | 2.3. Examines whether the documents submitted are complete in form and in substance.                                                                                                            | None            | 14 working days | Securities Specialist II<br>Securities Counsel I |
|              | 2.3.1.If application is complete and in order, the specialist                                                                                                                                   |                 |                 |                                                  |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                            | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>prepares report and submits it to Securities Counsel for review</p> <p>2.3.2. If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review</p> <p>2.3.3. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. <i>Go to Step 2.3</i></p> <p>2.4. Reviews the final report and the documents submitted</p> | None            | 5 working days  | EO Director/OIC    |



| CLIENT STEPS                                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                      | FEES TO BE PAID                                                   | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------|--------------------|
|                                                                                                                                 | <p>2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid</p> <p>2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.3</p> |                                                                   |                 |                    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay | 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier                                                                                                                       | None                                                              | 5 minutes       | EO Frontline Staff |
| 4. Pays the filing fees                                                                                                         | 4. Receives and acknowledges payment                                                                                                                                                                                                | <p>1. Amended Articles of Incorporation – P1,010*</p> <p>Plus</p> | 10 minutes      | EO Cashier         |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> |                 |                    |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                     |                                                               | <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00</p> <p>4. Documentary Stamp tax of P60.00</p> <p>*Inclusive of LRF of P10.00</p> <p>***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00</p> <p>Handling Fee of P20.00</p> |                 |                    |
| 5. Secures a number through the queuing system ( <i>Receiving</i> ) | 5. Calls the number through the system and assists the client | None                                                                                                                                                                                                                                                                                                                                           | 1 minute        | EO Frontline Staff |
| 6. Submits complete application requirements                        | 6. Receives the complete application requirements             | None                                                                                                                                                                                                                                                                                                                                           | 30 minutes      | EO Receiving Unit  |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                | FEES TO BE PAID                                            | PROCESSING TIME                 | PERSON RESPONSIBLE |
|---------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------|---------------------------------|--------------------|
|                                                                     | and advises the client when to follow up its status           |                                                            | 20 minutes                      | EO Frontline Staff |
|                                                                     | 6.1. Prepares Certificate                                     |                                                            |                                 |                    |
|                                                                     | 6.2. Signs and approves the application                       |                                                            | 30 minutes                      | EO Director/OIC    |
|                                                                     | 6.3. Forwards the approved application to the Releasing Unit  |                                                            | 30 minutes                      | EO Frontline Staff |
| 7. Secures a number through the queuing system ( <i>Releasing</i> ) | 7. Calls the number through the system and assists the client | None                                                       | 1 minute                        | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer             | 8. Receives the Official Receipt                              | None                                                       | 1 minute                        | EO Frontline Staff |
| 9. Receives the duly approved certificate                           | 9. Releases the duly approved certificate                     | None                                                       | 10 minutes                      | EO Frontline Staff |
|                                                                     | 9.1. Encodes the details of the application in the systems    |                                                            |                                 |                    |
| TOTAL                                                               |                                                               | 1. Amended Articles of Incorporation – P1,010*<br><br>Plus | 19 days, 2 hours and 41 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00</p> <p>4. Documentary Stamp tax of P60.00</p> <p>*Inclusive of LRF of P10.00</p> <p>***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00</p> <p>Handling Fee of P20.00</p> |                 |                    |

## 11. Increase of Capital Stock through payment other than cash

This service details the procedure on application for increase of capital stock by way:

1. Conversion of advances/liabilities to equity
2. Stock Dividends
3. Land, building / condominium units
4. Untitled Lands
5. Inventories / Furnitures / Personal Properties
6. Heavy equipment and machinery
7. Shares of stock
8. Motor Vehicle
9. Sea vessel / aircraft
10. Intangibles
11. Net assets

**Note:** If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

|                                                      |                                                                                                                                                                                                                                                               |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b> SEC Cebu Extension Office |                                                                                                                                                                                                                                                               |
| <b>Classification:</b>                               | Highly Technical                                                                                                                                                                                                                                              |
| <b>Type of Transaction:</b>                          | G2B – Government to Business                                                                                                                                                                                                                                  |
| <b>Who may avail:</b>                                | Corporations duly registered at Securities and Exchange Commission                                                                                                                                                                                            |
| <b>CHECKLIST OF REQUIREMENTS</b>                     |                                                                                                                                                                                                                                                               |
| <b>BASIC REQUIREMENTS</b>                            |                                                                                                                                                                                                                                                               |
| <b>1. Cover sheet</b>                                | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a> |
| <b>2. Certificate of Increase of Capital Stock</b>   | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                      |

|                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3. Treasurer's Affidavit</b>                                                                                                                                                                                                                                   | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                                                                           |
| <b>4. Directors' certificate</b>                                                                                                                                                                                                                                  | EO Public Assistance or Downloadable at SEC website through the following URL:<br>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a>                              |
| <b>5. Amended Articles of Incorporation</b>                                                                                                                                                                                                                       | To be prepared by the Company                                                                                                                                                                                                                                                                               |
| <b>6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary</b> | To be prepared by the Company                                                                                                                                                                                                                                                                               |
| <b>7. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                     | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| <b>8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders</b>                                                                                                                                                                 | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a> |
| <b>9. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***</b>                                                                                                                                      | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a>                                                                                       |
| <b>10. Endorsement/Clearance, if applicable</b>                                                                                                                                                                                                                   | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                                                                                                         |
| <b>11. Monitoring Clearance</b>                                                                                                                                                                                                                                   | SEC Extension Office                                                                                                                                                                                                                                                                                        |
| <b>ADDITIONAL REQUIREMENTS depending on the mode of payment</b>                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                             |
| <b>12. Conversion of Advances / Liabilities to Equity</b>                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                             |



|                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>12.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)</b>                                                                                                                                                                                                                                         | To be provided by the company                                                                                                                                                                                                                                                       |
| <b>12.2 A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in item 12.1</b>                                                                                                                                                                                                                                            | For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a> |
| <b>12.3 Deed of Assignment of advances / liabilities</b>                                                                                                                                                                                                                                                                                                                                          | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>13. Stock Dividends</b>                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                     |
| <b>13.1 List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary</b>                                                                                                                                                                                                                    | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>13.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC</b>                                                                                                                                                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>13.3 Interim audited financial statements if used as basis of dividend declaration (basis is other than 13.2)</b>                                                                                                                                                                                                                                                                              | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>13.4 Projected financial statement for the remaining period certified by company accountant (if the basis is item 13.3)</b>                                                                                                                                                                                                                                                                    | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>13.5 Undertaking by the company President or Treasurer stating that in the event the retained earnings at year end is not sufficient to cover the stock dividend under consideration, any deficiency will be replaced by other form of payment allowable by the Commission (if the basis is item 13.4)</b>                                                                                     | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>13.6 Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct</b> | To be provided by the Company                                                                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>13.7 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings</b>                                                                                                                                                   | To be provided by the Company                                                                                                                                                                                                                                                                  |
| <b>13.8 Reconciliation of Retained Earnings</b>                                                                                                                                                                                                               | EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf</a> |
| <b>14. Land, buildings / condominium units</b>                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                |
| <b>14.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value/appraised value, assessed value or zonal value) certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively</b>                                                                                                                                      | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.5 Deed of Assignment</b>                                                                                                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property</b>                                                                                       | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer</b>                                                                                      | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.8 Certification from Transferor stating that the improvements are existing and in good condition</b>                                                                                                                                                    | To be provided by the Applicant.                                                                                                                                                                                                                                                               |

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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>14.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                                                                                                                                                                                           | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>15. Untitled Lands</b>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                         |
| <b>15.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.2 Duplicate original or certified true copies of the tax declaration sheets</b>                                                                                                                                                                                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.3 Latest realty tax receipts</b>                                                                                                                                                                                                                                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.4 Affidavit by the transferor attesting continuous and open possession of the property is located</b>                                                                                                                                                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located</b>                                                                                                                                                                                                                                                                                             | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.6 Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated</b>                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.7 Affidavit executed by the transferor attesting to the:</b><br>a. Existence (or non-existence) of easements over the untitled property<br>b. Kind/description of the easement and its location<br>c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

|                                                                                                                                                                                                                                                                                                                                                                                     |                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>15.8 Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital</b>                                                                                                                                                                                        | To be provided by the Applicant. |
| <b>15.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following:</b><br>a. There is no other claimant to the untitled land<br>b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or<br>c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) | To be provided by the Applicant. |
| <b>15.10 Blue Print Survey of the Plan as approved by the Bureau of Lands</b>                                                                                                                                                                                                                                                                                                       | To be provided by the Applicant. |
| <b>15.11 Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)</b>                                                                                                                                                                 | To be provided by the Applicant. |
| <b>15.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>15.13 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                                                                                                                                                                    | To be provided by the Applicant. |
| <b>15.14 Deed of Assignment</b>                                                                                                                                                                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>15.15 Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application</b>                                                                                                                                                  | To be provided by the Applicant. |
|                                                                                                                                                                                                                                                                                                                                                                                     |                                  |
| <b>16. Inventories / Furniture / Personal Properties</b>                                                                                                                                                                                                                                                                                                                            |                                  |
| <b>16.1 Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant</b>                                                                                                                                                                                                                  | To be provided by the Applicant. |

|                                                                                                                                                                                                                  |                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>16.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value</b>                                                                   | To be provided by the Applicant. |
| <b>16.3 Deed of Assignment</b>                                                                                                                                                                                   | To be provided by the Applicant. |
| <b>16.4 Certification from the transferor stating that the properties are existing and in good condition</b>                                                                                                     | To be provided by the Applicant  |
|                                                                                                                                                                                                                  |                                  |
| <b>17. Heavy equipment and machinery</b>                                                                                                                                                                         |                                  |
| <b>17.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant</b>                                                                                 | To be provided by the Applicant. |
| <b>17.2 Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report (with description of the property) by the Bangko Sentral Ng Pilipinas.</b>           | To be provided by the Applicant. |
| <b>17.3 Deed of Assignment</b>                                                                                                                                                                                   | To be provided by the Applicant. |
| <b>17.4 Certification from the transferor stating that the properties are existing and in good condition</b>                                                                                                     | To be provided by the Applicant  |
|                                                                                                                                                                                                                  |                                  |
| <b>18. Shares of Stock</b>                                                                                                                                                                                       |                                  |
| <b>18.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant</b> | To be provided by the Applicant. |
| <b>18.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC</b>                                                                                              | To be provided by the Applicant. |
| <b>18.3 Deed of Assignment</b>                                                                                                                                                                                   | To be provided by the Applicant. |

|                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>18.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor</b>                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.5 Photocopy of the stock certificate (present original for verification)</b>                                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)</b>                                    | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period</b>                                                                                                                       | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
|                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                         |
| <b>19. Motor Vehicles</b>                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                         |
| <b>19.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)</b>                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.4 Deed of Assignment</b>                                                                                                                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                      | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>19.6 Certification from the transferor stating that the properties are existing and in good condition</b>                                                                                                                     | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
|                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                         |

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>20. Sea Vessel / Aircraft</b>                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                         |
| <b>20.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value, certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.2 Certified true copy of the certificate of ownership</b>                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency</b>                                                                             | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.5 Deed of Assignment</b>                                                                                                                                             | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>21. Intangibles</b>                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                         |
| <b>21.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)</b>                                                                                | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights</b>                                                 | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.3 Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)</b>            | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.4 Deed of Assignment</b>                                                                                                                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period</b>                                    | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |

|                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                         |
| <b>22. Net Assets</b>                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                         |
| <b>22.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC</b>                                                                       | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year</b>                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.3 Long-form audit report of item no. 22.2</b>                                                                                                                                                  | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.4 Deed of Assignment of the assets and liabilities</b>                                                                                                                                         | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.5 List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors</b> | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant</b>                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification)</b>                                                                                   | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.8 Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively</b>                                                                        | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.9 Photocopy of stock certificates (present original for verification)</b>                                                                                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.10 DTI Certificate of Registration (for single proprietorship)</b>                                                                                                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.11 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                         | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |



| CLIENT STEPS                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID | PROCESSING TIME                                                   | PERSON RESPONSIBLE                                                                                         |
|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|
| 1. Secures a number through the queuing system                        | 1. Calls the number through the system and assists the client                                                                                                                                                                                                                                                                                                                                                                                                                                 | None            | 1 minute                                                          | EO Frontline Staff                                                                                         |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing<br><br>2.1. For first time applicants, examines if documents are complete in form<br><br>2.1.1.If complete, assigns the application to a Securities Specialist<br><br>2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1<br><br>2.2. Advises the client when to follow up the application<br><br>2.3. Examines whether the documents submitted are complete in form and in substance. | None            | 1 minute<br><br>20 minutes<br><br>1 minute<br><br>14 working days | EO Frontline Staff<br><br>Securities Specialist II<br><br>Securities Specialist II<br>Securities Counsel I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>2.3.1.If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review</p> <p>2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review</p> <p>2.3.3.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. <i>Go to Step 2.3</i></p> <p>2.4. Reviews the final report and the documents submitted</p> |                 | 5 working days  | EO Director/OIC    |

| CLIENT STEPS                                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                         | FEES TO BE PAID                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                                                                 | <p>2.4.1. If compliant, orders the Specialist / Counsel to make final report and stamp okay for payment. Processor informs client that application can be paid</p> <p>2.5. 2. If not compliant, returns the application to the Specialist. <i>Go to Step 2.3.3</i></p> |                                                                                                         |                 |                    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay | 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier                                                                                                                                                          | None                                                                                                    | 5 minutes       | EO Frontline Staff |
| 4. Pays the filing fees                                                                                                         | 4. Receives and acknowledges payment                                                                                                                                                                                                                                   | <p>1. Amended Articles of Incorporation – P1,010*</p> <p>Plus</p> <p>2. Increase of Capital Stock -</p> | 10 minutes      | EO Cashier         |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee</p> |                 |                    |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                | FEES TO BE PAID                                                                                                                                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                     |                                                               | for Increase of Capital Stock but not less than P10.00<br><br>4. Documentary Stamp tax of P60.00<br><br>*Inclusive of LRF of P10.00<br><br>***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00<br><br>5. Handling Fee of P20.00 |                 |                    |
| 5. Secures a number through the queuing system ( <i>Receiving</i> ) | 5. Calls the number through the system and assists the client | None                                                                                                                                                                                                                                                                                   | 1 minute        | EO Frontline Staff |
| 6. Submits complete application requirements                        | 6. Receives the complete application requirements and         | None                                                                                                                                                                                                                                                                                   | 30 minutes      | EO Receiving Unit  |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                | FEES TO BE PAID                                            | PROCESSING TIME                 | PERSON RESPONSIBLE |
|---------------------------------------------------------------------|---------------------------------------------------------------|------------------------------------------------------------|---------------------------------|--------------------|
|                                                                     | advises the client when to follow up its status               |                                                            | 20 minutes                      | EO Frontline Staff |
|                                                                     | 6.1. Prepares Certificate                                     |                                                            |                                 |                    |
|                                                                     | 6.2. Signs and approves the application                       |                                                            | 30 minutes                      | EO Director/OIC    |
|                                                                     | 6.3. Forwards the approved application to the Releasing Unit  |                                                            | 30 minutes                      | EO Frontline Staff |
| 7. Secures a number through the queuing system ( <i>Releasing</i> ) | 7. Calls the number through the system and assists the client | None                                                       | 1 minute                        | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer             | 8. Receives the Official Receipt                              | None                                                       | 1 minute                        | EO Frontline Staff |
| 9. Receives the duly approved certificate                           | 9. Releases the duly approved certificate                     | None                                                       | 10 minutes                      | EO Frontline Staff |
|                                                                     | 9.1. Encodes the details of the application in the system     |                                                            |                                 |                    |
| TOTAL                                                               |                                                               | 1. Amended Articles of Incorporation – P1,010*<br><br>Plus | 19 days, 2 hours and 41 Minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00</p> <p>4. Documentary Stamp tax of P60.00</p> <p>*Inclusive of LRF of P10.00</p> <p>***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00</p> <p>5. Handling Fee of P20.00</p> |                 |                    |



## 12. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information

|                                       |                                                                                       |                        |
|---------------------------------------|---------------------------------------------------------------------------------------|------------------------|
| <b>Office or Division:</b>            | <b>SEC Cebu Extension Office</b>                                                      |                        |
| <b>Classification:</b>                | Simple                                                                                |                        |
| <b>Type of Transaction:</b>           | G2B – Government to Business                                                          |                        |
| <b>Who may avail:</b>                 | All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>      |                                                                                       | <b>WHERE TO SECURE</b> |
| 1. SEC FORM 2015-001 (1 Original)     |                                                                                       | SEC EO                 |
| 2. Monitoring Clearance (1 photocopy) |                                                                                       | SEC EO                 |
| 2.1. Primary Licenses                 |                                                                                       |                        |
| 2.2. Lending                          |                                                                                       |                        |
| 2.3. Foundation                       |                                                                                       |                        |

| CLIENT STEPS                           | AGENCY ACTIONS                                                      | FEES TO BE PAID          | PROCESSING TIME          | PERSON RESPONSIBLE          |
|----------------------------------------|---------------------------------------------------------------------|--------------------------|--------------------------|-----------------------------|
| 1. Secures a queuing number in SEC EO  | 1. Calls the number through the system and assists the client       | None                     | 1 minutes                | EO Frontline Staff          |
| 2. Waits for the processing of request | 2. Receives application                                             | None                     | 2 minutes                | Administrative Assistant II |
|                                        | 2.1. Evaluate attachments                                           |                          | 2-5 minutes per document |                             |
|                                        | 2.2 Verifies the status of corporation through CIS-URDB.            |                          |                          |                             |
|                                        | 2.2.1. If application is cleared, a Request Issue Slip is issued to | Certification Fee – P500 | 5 minutes per document   |                             |

| CLIENT STEPS                                                     | AGENCY ACTIONS                                                                                                                                                                                                              | FEES TO BE PAID             | PROCESSING TIME                   | PERSON RESPONSIBLE                                        |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|-----------------------------------|-----------------------------------------------------------|
|                                                                  | <p>applicant with instruction to pay at the SEC Cashier.</p> <p>2.2.2. If not cleared in Certification Issuance System-Unified Reference Database (CIS-URDB), send email to CRMD, which usually replies within 1-3 days</p> | Documentary Stamp Tax – P30 | 5 minutes                         |                                                           |
| 3. Receives the Request Issue Slip and pays to the cashier.      | <p>3. Prints the Certificate of No Derogatory Information through the CIS-URDB.</p> <p>3.1 Reviews the application and signs the Certificate of No Derogatory Information.</p>                                              |                             | <p>3 minutes</p> <p>3 minutes</p> | <p>Administrative Assistant II</p> <p>EO Director/OIC</p> |
| 4. Secures a queuing number in SEC EO and proceeds to EO Counter | 4. Calls the number                                                                                                                                                                                                         |                             | 1 minute                          | EO Frontline Staff                                        |
| 5. Receives the certification                                    | <p>5. Seals the Certificate of No Derogatory Information with the SEC logo</p> <p>5.1. Releases the Certificate of No Derogatory Information (CNDI) to the applicant.</p>                                                   | None                        | 5 minutes                         | EO Frontline Staff                                        |
| TOTAL                                                            |                                                                                                                                                                                                                             | P530.00                     | 30 Minutes                        |                                                           |

### 13. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission

|                                                           |                                  |                        |
|-----------------------------------------------------------|----------------------------------|------------------------|
| <b>Office or Division:</b>                                | <b>SEC Cebu Extension Office</b> |                        |
| <b>Classification:</b>                                    | Simple                           |                        |
| <b>Type of Transaction:</b>                               | G2G – Government to Government   |                        |
| <b>Who may avail:</b>                                     | All Government Agencies          |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                          |                                  | <b>WHERE TO SECURE</b> |
| <b>1. Signed Letter Request (1 original, 1 photocopy)</b> | Requesting Government Agency     |                        |

| CLIENT STEPS                                                                                                        | AGENCY ACTIONS                                                                                                                                                                                                                                                        | FEES TO BE PAID | PROCESSING TIME                                                             | PERSON RESPONSIBLE                                                           |
|---------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------|------------------------------------------------------------------------------|
| 1. Submits the letter to the Office of the Director (OD) – EO (if by mail) or the records section if walk-in client | 1. Receives the letter request<br><br>1.1 Assigns and forwards to concerned EO staff                                                                                                                                                                                  | None            | 3 minutes                                                                   | EO Frontline Staff                                                           |
| 2. Waits for request to be processed                                                                                | 2. Prepares the requested documents and forwards to the Administrative Officer II<br><br>*If plain copy, prints the documents<br><br>**If authenticated copy, prints and stamps the documents<br><br>2.1 Prepares the Requisition Slip and forwards the same together | None            | 5-10 minutes per document<br><br><br><br><br><br><br><br><br><br>10 minutes | EO Frontline Staff<br><br><br><br><br><br><br><br><br><br>EO Frontline Staff |

| CLIENT STEPS      | AGENCY ACTIONS                                                                                                                                                                                                                                                          | FEES TO BE PAID                                                                                                                                                                                                               | PROCESSING TIME | PERSON RESPONSIBLE        |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|
|                   | with the documents to the Administrative Officer II<br><br>2.1.1 If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), and Government Service Insurance System (GSIS) and other profit-making agencies, issues the Requisition Slip. |                                                                                                                                                                                                                               | 10 minutes      | Administrative Officer II |
| 2. Pays the fees. | 3. Receives the payment.                                                                                                                                                                                                                                                | Plain Copy:<br>Articles of Incorporation P100<br>Amended Articles of Incorporation P 100<br>By-Laws/Amended By-Laws P 100<br>General Information Sheet P 25<br>Increase in Capital Stock P 70<br>Secretary's Certificate P 25 | 5 minutes       | Cashier                   |

| CLIENT STEPS               | AGENCY ACTIONS            | FEES TO BE PAID                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE        |
|----------------------------|---------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|
|                            |                           | Authenticated Copy:<br>Articles of Incorporation P200<br>Amended Articles of Incorporation P200<br>By-Laws/Amended By-Laws P200<br>General Information Sheet P100<br>Authentication of document not mentioned above: P 10 per page + P 50 authentication fee per document.<br>Documentary Stamp Tax P30 |                 |                           |
| 4. Receives the documents. | 4. Releases the documents | None                                                                                                                                                                                                                                                                                                    | 5 minutes       | Administrative Officer II |
| TOTAL                      |                           | Plain Copy:<br>Articles of Incorporation P100                                                                                                                                                                                                                                                           | 43 minutes      |                           |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | Amended Articles of<br>Incorporation P 100<br>By-Laws/Amended<br>By-Laws P<br>100<br>General Information<br>Sheet P<br>25<br>Increase in Capital<br>Stock<br>P 70<br>Secretary's<br>Certificate<br>P 25<br>Authenticated Copy:<br>Articles of<br>Incorporation<br>P200<br>Amended Articles of<br>Incorporation P200<br>By-Laws/Amended<br>By-Laws<br>P200<br>General Information<br>Sheet<br>P100<br>Authentication of<br>document not |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | mentioned above: P<br>10 per page + P 50<br>authentication fee<br>per document.<br>Documentary Stamp<br>Tax<br>P30 |                 |                    |

#### 14. Property Dividend Declaration

This service details the procedure on application for approval of Property Dividend Declaration

**Note:** If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

|                                                                                                                              |                                                                    |                                                                                                                                                                                                                                                            |  |
|------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                                                   | <b>SEC Cebu Extension Office</b>                                   |                                                                                                                                                                                                                                                            |  |
| <b>Classification:</b>                                                                                                       | Highly Technical                                                   |                                                                                                                                                                                                                                                            |  |
| <b>Type of Transaction:</b>                                                                                                  | G2B – Government to Business                                       |                                                                                                                                                                                                                                                            |  |
| <b>Who may avail:</b>                                                                                                        | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                            |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                             |                                                                    | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                     |  |
| 1. Cover sheet                                                                                                               |                                                                    | EO Public Assistance or<br>Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2019/03/2019_regularcoversheet.doc">http://www.sec.gov.ph/wp-content/uploads/2019/03/2019_regularcoversheet.doc</a> |  |
| 2. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring the property dividend |                                                                    | To be provided by the Company                                                                                                                                                                                                                              |  |
| 3. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR                                   |                                                                    | Company's record                                                                                                                                                                                                                                           |  |

|                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>4. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of property dividend together with the allocation of property dividend certified under oath by the Corporate Secretary</b>     | To be provided by the Company                                                                                                                                                                                                                                                                               |
| <b>5. Detailed schedule of the property account appearing in the audited financial statements</b>                                                                                                                                                         | To be provided by the Company                                                                                                                                                                                                                                                                               |
| <b>6. Certification by the President that the property(ies) for dividend declaration is/are no longer needed in the operation of the company</b>                                                                                                          | To be provided by the Company                                                                                                                                                                                                                                                                               |
| <b>7. Reconciliation of Retained Earnings</b>                                                                                                                                                                                                             | EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf</a>              |
| <b>8. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings, if applicable</b>                                                                               | Company's Corporate Secretary                                                                                                                                                                                                                                                                               |
| <b>9. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                             | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| <b>10. In case where the property declared is in the form of investment in shares of another corporation, a certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the applicant corporation</b> | To be provided by the applicant.                                                                                                                                                                                                                                                                            |
| <b>11. Endorsement/Clearance, if applicable</b>                                                                                                                                                                                                           | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                                                                                                         |
| <b>12. Monitoring Clearance</b>                                                                                                                                                                                                                           | SEC Extension Office                                                                                                                                                                                                                                                                                        |



| CLIENT STEPS                                                          | AGENCY ACTIONS                                                                                              | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                               |
|-----------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------------------------------------|
| 1. Secures a number through the queuing system                        | 1. Calls the number through the system and assists the client                                               | None            | 1 minute        | EO Frontline Staff                               |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing                                                              | None            | 1 minute        | EO Frontline Staff                               |
|                                                                       | 2.1. For first time applicants, examines if documents are complete in form                                  |                 | 20 minutes      |                                                  |
|                                                                       | 2.1.1.If complete, assigns the application to a Securities Specialist                                       |                 |                 |                                                  |
|                                                                       | 2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1 |                 |                 |                                                  |
|                                                                       | 2.2. Advises the client when to follow up the application                                                   |                 | 1 minute        | Securities Specialist II                         |
|                                                                       | 2.3. Examines whether the documents submitted are complete in form and in substance.                        |                 | 14 working days | Securities Specialist II<br>Securities Counsel I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>2.3.1. If application is complete and in order, the specialist prepares report and submits it to Securities Counsel for review</p> <p>2.3.2. If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review</p> <p>2.3.3. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3</p> <p>2.4. Reviews the final report and the documents submitted</p> |                 | 5 working days  | EO Director/OIC    |

| CLIENT STEPS                                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                      | FEES TO BE PAID                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                                                                 | <p>2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs client that application can be paid</p> <p>2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.3</p> | one                                                                                                                                                       |                 |                    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay | 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier                                                                                                                       | None                                                                                                                                                      | 5 minutes       | EO Frontline Staff |
| 4. Pays the filing fees                                                                                                         | 4. Receives and acknowledges payment                                                                                                                                                                                                | <p>1. Property Dividend – 1/5 of 1% of the amount declared but not less than PHP 1,000.00</p> <p>2. Legal Research Fee – 1% of the amount computed in</p> | 10 minutes      | EO Cashier         |

| CLIENT STEPS                                               | AGENCY ACTIONS                                                                                        | FEES TO BE PAID                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                            |                                                                                                       | item 1 but not less than PHP 10.00<br><br>3.Documentary Stamp tax – PHP 30.00<br><br>Handling fee – P20.00 |                 |                    |
| 5. Secures a number through the queuing system (Receiving) | 5. Calls the number through the system and assists the client                                         | None                                                                                                       | 1 minute        | EO Frontline Staff |
| 6. Submits complete application requirements               | 6. Receives the complete application requirements and advises the client when to follow up its status | None                                                                                                       | 30 minutes      | EO Receiving Unit  |
|                                                            | 6.1. Prepares Certificate                                                                             |                                                                                                            | 20 minutes      | EO Frontline Staff |
|                                                            | 6.2. Signs and approves the application                                                               |                                                                                                            | 30 minutes      | EO Director/OIC    |
|                                                            | 6.3. Forwards the approved application to the Releasing Unit                                          |                                                                                                            | 30 minutes      | EO Frontline Staff |
| 7. Secures a number through the queuing system (Releasing) | 7. Calls the number through the system and assists the client                                         | None                                                                                                       | 1 minute        | EO Frontline Staff |

| CLIENT STEPS                                            | AGENCY ACTIONS                                                                                              | FEES TO BE PAID                                                                                                                                                                                                                                               | PROCESSING TIME                 | PERSON RESPONSIBLE |
|---------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------|
| 8. Presents the Official Receipt to the Counter Officer | 8. Receives the Official Receipt                                                                            | None                                                                                                                                                                                                                                                          | 1 minute                        | EO Frontline Staff |
| 9. Receives the duly approved certificate               | 9. Releases the duly approved certificate<br><br>9.1. Encodes the details of the application in the systems | None                                                                                                                                                                                                                                                          | 10 minutes                      | EO Frontline Staff |
| TOTAL                                                   |                                                                                                             | 1. Property Dividend – 1/5 of 1% of the amount declared but not less than PHP 1,000.00<br><br>2. Legal Research Fee – 1% of the amount computed in item 1 but not less than PHP 10.00<br><br>3.Documentary Stamp tax – PHP 30.00<br><br>Handling fee – P20.00 | 19 days, 2 hours and 41 minutes |                    |

## 15. Public Assistance & Complaint Desk

This service refers to the assistance provided to walk-in clients regarding their concerns/inquiries on the various services of the Commission. It includes the procedure on responding to customer complaints and referral of clients to appropriate SEC Department, if applicable.

|                                  |                                  |                        |
|----------------------------------|----------------------------------|------------------------|
| <b>Office or Division:</b>       | <b>SEC Cebu Extension Office</b> |                        |
| <b>Classification:</b>           | Simple                           |                        |
| <b>Type of Transaction:</b>      | G2C- Government to Citizen       |                        |
| <b>Who may avail:</b>            | All                              |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                  | <b>WHERE TO SECURE</b> |
| None                             |                                  | None                   |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                                                                                                                                            | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
| 1. Gets a number in the EO queuing system and proceeds to Public Assistance & Complaint Desk | 1. Frontline Staff calls the client's number                                                                                                                              | None            | 1 minute        | EO Frontline Staff |
| 3. Presents concern/s, query or complaint, or                                                | 2. Renders advice depending<br><br>2.1. on the nature of the concern/query; or Hands out the requested<br><br>2.2. checklist of requirements, guidelines, or sample forms | None            | 5-15 minutes    | EO Frontline Staff |

| CLIENT STEPS                    | AGENCY ACTIONS                                                                                                                     | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                               |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------------------------------------|
| 3.1. Presents written complaint | 2.3. Refers to the appropriate EO staff                                                                                            |                 | 5 minutes       | EO Frontline Staff                               |
|                                 | 2.4. Endorses written complaint to the Office of the EO Director and advises party to expect feedback within five (5) working days |                 | 5 minutes       | Information Officer<br>Office of the EO Director |
| TOTAL                           |                                                                                                                                    |                 | 16 minutes      |                                                  |

## 16. Quasi-Reorganization

This service details the procedure on application for Quasi-Reorganization

**Note:** If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

|                                                                                                                        |                                                                    |                                |
|------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------|
| <b>Office or Division:</b>                                                                                             | SEC Cebu Extension Office                                          |                                |
| <b>Classification:</b>                                                                                                 | Highly Technical                                                   |                                |
| <b>Type of Transaction:</b>                                                                                            | G2B – Government to Business                                       |                                |
| <b>Who may avail:</b>                                                                                                  | Corporations duly registered at Securities and Exchange Commission |                                |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                       |                                                                    | <b>WHERE TO SECURE</b>         |
| 1. Letter request to undergo quasi-reorganization restructuring signed by the Company's Officer                        |                                                                    | To be provided by the Company. |
| 2. Certification under oath by the Corporate Secretary on the board resolution approving the quasi-reorganization plan |                                                                    | To be provided by the Company. |

|                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                             |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>3. Appraisal report of the fixed assets (real properties, permanently installed fixed assets and machineries and equipment directly needed and actually used in the business), if appraisal increment is not yet reflected in the audited financial statements</b> | Independent appraiser.                                                                                                                                                                                                                                                                                      |
| <b>4. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC</b>                                                                                                                                                               | To be provided by the company                                                                                                                                                                                                                                                                               |
| <b>5. Schedule showing the details of appraised properties certified by the company accountant</b>                                                                                                                                                                    | To be provided by the Company                                                                                                                                                                                                                                                                               |
| <b>6. Analysis of the revaluation increment certified by the company accountant</b>                                                                                                                                                                                   | To be provided by the Company                                                                                                                                                                                                                                                                               |
| <b>7. Projected Financial Statements for the next five (5) years certified by the Company Accountant</b>                                                                                                                                                              | To be provided by the Company                                                                                                                                                                                                                                                                               |
| <b>8. Certification by the President that the appraised properties are directly needed and actually used in business</b>                                                                                                                                              | To be provided by the Company                                                                                                                                                                                                                                                                               |
| <b>9. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                         | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| <b>10. Endorsement/Clearance, if applicable</b>                                                                                                                                                                                                                       | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                                                                                                         |
| <b>11. Monitoring Clearance</b>                                                                                                                                                                                                                                       | SEC Extension Office                                                                                                                                                                                                                                                                                        |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                | FEES TO BE PAID | PROCESSING TIME            | PERSON RESPONSIBLE |
|-----------------------------------------------------------------------|---------------------------------------------------------------|-----------------|----------------------------|--------------------|
| 1. Secures a number through the queuing system                        | 1. Calls the number through the system and assists the client | None            | 1 minute                   | EO Frontline Staff |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing                | None            | 1 minute<br><br>20 minutes | EO Frontline Staff |



| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | FEES TO BE PAID | PROCESSING TIME                        | PERSON RESPONSIBLE                                                                       |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------|------------------------------------------------------------------------------------------|
|              | <p>2.1. For first time applicants, examines if documents are complete in form</p> <p>2.1.1.If complete, assigns the application to a Securities Specialist</p> <p>2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1</p> <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1.If application is complete and in order, the specialist prepares report and submits it to</p> |                 | <p>1 minute</p> <p>14 working days</p> | <p>Securities Specialist II</p> <p>Securities Specialist II<br/>Securities Counsel I</p> |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>Securities Counsel for review</p> <p>2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review</p> <p>2.3.3.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3</p> <p>2.4. Reviews the final report and the documents submitted</p> <p>2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs</p> |                 | 5 working days  | EO Director/OIC    |

| CLIENT STEPS                                                                                                                    | AGENCY ACTIONS                                                                                                                        | FEES TO BE PAID                                                                                                                               | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                                                                 | <p>client that application can be paid</p> <p>2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.3</p> |                                                                                                                                               |                 |                    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay | 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier                         | None                                                                                                                                          | 5 minutes       | EO Frontline Staff |
| 4. Pays the filing fees                                                                                                         | 4. Receives and acknowledges payment                                                                                                  | <p>1. Quasi-Reorganization – PHP 5,080.00*</p> <p>*Inclusive of LRF of PHP 50.00 and Doc Stamps of PHP 30.00</p> <p>Handling Fee – P20.00</p> | 10 minutes      | EO Cashier         |
| 5. Secures a number through the queuing system (Receiving)                                                                      | 5. Calls the number through the system and assists the client                                                                         | None                                                                                                                                          | 1 minute        | EO Frontline Staff |

| CLIENT STEPS                                               | AGENCY ACTIONS                                                                                        | FEES TO BE PAID                         | PROCESSING TIME                 | PERSON RESPONSIBLE |
|------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|-----------------------------------------|---------------------------------|--------------------|
| 6. Submits complete application requirements               | 6. Receives the complete application requirements and advises the client when to follow up its status | None                                    | 30 minutes                      | EO Receiving Unit  |
|                                                            | 6.1. Prepares Certificate                                                                             |                                         | 20 minutes                      | EO Frontline Staff |
|                                                            | 6.2. Signs and approves the application                                                               |                                         | 30 minutes                      | EO Director/OIC    |
|                                                            | 6.3. Forwards the approved application to the Releasing Unit                                          |                                         | 30 minutes                      | EO Frontline Staff |
| 7. Secures a number through the queuing system (Releasing) | 7. Calls the number through the system and assists the client                                         | None                                    | 1 minute                        | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer    | 8. Receives the Official Receipt                                                                      | None                                    | 1 minute                        | EO Frontline Staff |
| 9. Receives the duly approved certificate                  | 9. Releases the duly approved certificate                                                             | None                                    | 10 minutes                      | EO Frontline Staff |
|                                                            | 9.1. Encodes the details of the application in the systems                                            |                                         |                                 |                    |
| TOTAL                                                      |                                                                                                       | 1. Quasi-Reorganization – PHP 5,080.00* | 19 days, 2 hours and 41 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | *Inclusive of LRF of PHP 50.00 and Doc Stamps of PHP 30.00<br><br>Handling Fee – P20.00 |                 |                    |

### 17. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

|                                                                                                    |                                                                         |                        |  |  |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------|--|--|
| <b>Office or Division:</b>                                                                         | SEC Cebu Extension Office including Robinsons Galleria Satellite Office |                        |  |  |
| <b>Classification:</b>                                                                             | Simple                                                                  |                        |  |  |
| <b>Type of Transaction:</b>                                                                        | G2B – Government to Business                                            |                        |  |  |
| <b>Who may avail:</b>                                                                              | General Public                                                          |                        |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                   |                                                                         | <b>WHERE TO SECURE</b> |  |  |
| If reports/reportorial requirements, bring 4 sets/copies. Otherwise, no other requirements needed. |                                                                         |                        |  |  |

| CLIENT STEPS                                      | AGENCY ACTIONS                  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                |
|---------------------------------------------------|---------------------------------|-----------------|-----------------|---------------------------------------------------|
| 1. Client proceeds to the receiving and releasing | 1. Calls on the client's number | None            | 2 minutes       | EO Frontline Staff<br>Administrative Assistant II |

| CLIENT STEPS                                                                        | AGENCY ACTIONS                                                                   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
| counter of the Cebu Extension Office; gets queue number and waits to be called      |                                                                                  |                 |                 |                    |
| 2. Presents 4 sets/copies of documents (2 orig. and 2 photocopy)                    | 2. Encodes document, prints barcode page, and attached barcode page to each copy |                 | 3-5 minutes/doc | -do-               |
| 3. Claims 1 set for file copy, including the acknowledgement receipt (barcode page) | 3. Retains 3 sets including original and returns 1 set to client                 |                 | 1 minute        | -do-               |
| TOTAL                                                                               |                                                                                  |                 | 8 minutes       |                    |

## 18. Reclassification / Declassification / Conversion of Shares

This service details the procedure on application for Reclassification / Declassification / Conversion of Shares.

**Note:** If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

|                                  |                                                                    |                                                                                                                                                                                                                                                               |
|----------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>       | <b>SEC Cebu Extension Office</b>                                   |                                                                                                                                                                                                                                                               |
| <b>Classification:</b>           | Highly Technical                                                   |                                                                                                                                                                                                                                                               |
| <b>Type of Transaction:</b>      | G2B – Government to Business                                       |                                                                                                                                                                                                                                                               |
| <b>Who may avail:</b>            | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                               |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                                                    | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                        |
| 1. Cover sheet                   |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a> |

|                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                             |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>2. Directors' certificate</b>                                                                                                                                                               | EO Public Assistance or Downloadable at SEC website through the following URL:<br>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a>                              |
| <b>3. Amended Articles of Incorporation</b>                                                                                                                                                    | To be prepared by the Company                                                                                                                                                                                                                                                                               |
| <b>4. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification /declassification /conversion, as certified by the corporate secretary</b> | To be prepared by the Company                                                                                                                                                                                                                                                                               |
| <b>5. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC</b>                                                                                        | To be provided by the company                                                                                                                                                                                                                                                                               |
| <b>6. Secretary's Certificate re: treatment on resulting fractional shares</b>                                                                                                                 | to be provided by the company                                                                                                                                                                                                                                                                               |
| <b>7. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                  | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| <b>8. Endorsement/Clearance, if applicable</b>                                                                                                                                                 | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                                                                                                         |
| <b>9. Monitoring Clearance</b>                                                                                                                                                                 | SEC Extension Office                                                                                                                                                                                                                                                                                        |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                | FEES TO BE PAID | PROCESSING TIME            | PERSON RESPONSIBLE |
|-----------------------------------------------------------------------|---------------------------------------------------------------|-----------------|----------------------------|--------------------|
| 1. Secures a number through the queuing system                        | 1. Calls the number through the system and assists the client | None            | 1 minute                   | EO Frontline Staff |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing                | None            | 1 minute<br><br>20 minutes | EO Frontline Staff |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | FEES TO BE PAID | PROCESSING TIME                        | PERSON RESPONSIBLE                                                                       |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------|------------------------------------------------------------------------------------------|
|              | <p>2.1. For first time applicants, examines if documents are complete in form</p> <p>2.1.1.If complete, assigns the application to a Securities Specialist</p> <p>2.1.2.If for compliance, prepares checklist of deficiencies and informs and returns to client. Go to Step 1</p> <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1.If application is complete and in order, the specialist prepares report and submits it to</p> |                 | <p>1 minute</p> <p>14 working days</p> | <p>Securities Specialist II</p> <p>Securities Specialist II<br/>Securities Counsel I</p> |



| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>Securities Counsel for review</p> <p>2.3.2.If application is approved by the Securities Counsel, forwards to EO Director/OIC for final review</p> <p>2.3.3.if application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 2.3</p> <p>2.4. Reviews the final report and the documents submitted</p> <p>2.4.1.If compliant, orders the specialist /counsel to stamp ok for payment. Processor informs</p> |                 | 5 working days  | EO Director/OIC    |

| CLIENT STEPS                                                                                                                    | AGENCY ACTIONS                                                                                                                                | FEES TO BE PAID                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                                                                 | <p>client that application can be paid</p> <p>2.4.2. If not compliant, returns the application to the specialist. <i>Go to Step 2.3.3</i></p> |                                                                                                                                                            |                 |                    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer after client signifies intent to pay | 3. Receives the follow-up slip, prepares the application and corporate folders and forwards it to the cashier                                 | None                                                                                                                                                       | 5 minutes       | EO Frontline Staff |
| 4. Pays the filing fees                                                                                                         | 4. Receives and acknowledges payment                                                                                                          | <p>1. Amended Articles of Incorporation – PHP 2,050.00*</p> <p>*Inclusive of LRF of PHP 20.00 and Doc Stamps of PHP 30.00</p> <p>Handling fee – P20.00</p> | 10 minutes      | EO Cashier         |
| 5. Secures a number through the queuing system ( <i>Receiving</i> )                                                             | 5. Calls the number through the system and assists the client                                                                                 | None                                                                                                                                                       | 1 minute        | EO Frontline Staff |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                                                        | FEES TO BE PAID        | PROCESSING TIME                 | PERSON RESPONSIBLE |
|---------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------|---------------------------------|--------------------|
| 6. Submits complete application requirements                        | 6. Receives the complete application requirements and advises the client when to follow up its status | None                   | 30 minutes                      | EO Receiving Unit  |
|                                                                     | 6.1. Prepares Certificate                                                                             |                        | 20 minutes                      | EO Frontline Staff |
|                                                                     | 6.2. Signs and approves the application                                                               |                        | 30 minutes                      | EO Director/OIC    |
|                                                                     | 6.3. Forwards the approved application to the Releasing Unit                                          |                        | 30 minutes                      | EO Frontline Staff |
| 7. Secures a number through the queuing system ( <i>Releasing</i> ) | 7. Calls the number through the system and assists the client                                         | None                   | 1 minute                        | EO Frontline Staff |
| 8. Presents the Official Receipt to the Counter Officer             | 8. Receives the Official Receipt                                                                      | None                   | 1 minute                        | EO Frontline Staff |
| 9. Receives the duly approved certificate                           | 9. Releases the duly approved certificate                                                             | None                   | 10 minutes                      | EO Frontline Staff |
|                                                                     | 9.1. Encodes the details of the application in the systems                                            |                        |                                 |                    |
| TOTAL                                                               |                                                                                                       | 1. Amended Articles of | 19 days, 2 hours and 41 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                             | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | Incorporation –<br>PHP 2,050.00*<br><br>*Inclusive of LRF<br>of PHP 20.00 and<br>Doc Stamps of<br>PHP 30.00<br><br>Handling fee –<br>P20.00 |                 |                    |

## 19. Registration of corporations with less than 5 incorporators through the Interim Registration System (IRS)

This service details the procedure on registration of corporations consisting of less than five incorporators and One Person Corporations in accordance with the provisions on the Revised Corporation Code.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>SEC Cebu Extension Office</b>                                                                                                               |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Simple                                                                                                                                         |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             | G2C – Government to Client; G2B – Government to Business                                                                                       |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | All Natural and Juridical persons and their representatives                                                                                    |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>WHERE TO SECURE (apps004.sec.gov.ph)</b>                                                                                                    |
| <ol style="list-style-type: none"> <li>1. Approved Application Summary</li> <li>2. Articles of Incorporation with Cover Sheet</li> <li>3. Treasurer's Affidavit</li> <li>4. Bylaws</li> </ol> <p><b>Additional Requirements:</b></p> <ol style="list-style-type: none"> <li>1. Foreign Investments Act F-100 (for corporations with more than 40% foreign equity) whose paid-up capital is CASH</li> <li>2. Clearance from other government agencies (depending on industry)</li> </ol> | <p>Online application.</p> <p>Visit: <a href="https://apps004.sec.gov.ph:8001/application">https://apps004.sec.gov.ph:8001/application</a></p> |

| CLIENT STEPS                                                                      | AGENCY ACTIONS                                              | FEES TO BE PAID | PROCESSING TIME | PERSON(S) RESPONSIBLE           |
|-----------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------|-----------------|---------------------------------|
| 1. Client visits apps004.sec.gov.ph for online registration and name verification | 1. Name verifiers from Head Office verify the proposed name | N/A             | 10 minutes      | Name verifiers from Head Office |
| 1.1. In cases of disapproval, client has to re-apply on the system with the       | 1.1. Once name is approved, the application is              |                 | 15 minutes      | Processors from CEO             |

|                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                          |                                                                                                                                                                                |                             |                                                                            |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|----------------------------------------------------------------------------|
| necessary changes reflected.                                                                                                                                                                                                                                                                                       | transmitted to a processor from CEO for review, and the client is told to expect feedback within 3 working days                                                          |                                                                                                                                                                                |                             |                                                                            |
| 2. Applicant receives order of payment via email.<br><br>2.1. Client pays corresponding filing fees.                                                                                                                                                                                                               | 2. Processor approves application on the system and attaches the order of payment<br><br>2.1. Cashier receives payment for filing fee                                    | Corresponding filing fees<br><br>Computation: 1/5 of 1% of the Authorized Capital Stock + 20 Handling Fee + 1% Legal Research Fee + P1,030 By-Laws but not less than P3,000.00 | 5 minutes<br><br>5 minutes  | Processor<br><br>Cashier                                                   |
| 3. Client emails <a href="mailto:seccebu@sec.gov.ph">seccebu@sec.gov.ph</a> his approved application summary and a soft copy of his actual documents for review.<br><br>3.1. If the processor identifies additional corrections on the actual documents, the corrections are emailed to the client for compliance. | 3. Processors from CEO review the documents to ensure that information from the applicant's online registration coincides with the information on their actual documents | N/A                                                                                                                                                                            | 10 minutes                  | Processors from CEO                                                        |
| 4. Once approved, client submits the notarized hard copies of his documents to the SEC Cebu Extension Office                                                                                                                                                                                                       | 4. Processors review the hard copies of the documents<br><br>4.1. After approval, Encoding/Printing Officer (CEO Frontline Staff)                                        | N/A                                                                                                                                                                            | 10 minutes<br><br>5 minutes | Processors from CEO<br><br>Encoding/Printing Officer (CEO Frontline Staff) |



## 20. Registration of One Person Corporations (OPCs) through the Interim Registration System (IRS)

This service details the procedure on registration of corporations consisting of less than five incorporators and One Person Corporations in accordance with the provisions on the Revised Corporation Code.

|                                                                                                                                                                                                                                                                                                                                      |                                                             |                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                           | <b>SEC Cebu Extension Office</b>                            |                                                                                                                                                |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                               | Simple                                                      |                                                                                                                                                |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                          | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                | All Natural and Juridical persons and their representatives |                                                                                                                                                |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                     |                                                             | <b>WHERE TO SECURE (apps004.sec.gov.ph)</b>                                                                                                    |
| <ol style="list-style-type: none"> <li>1. Approved Application Summary</li> <li>2. Articles of Incorporation with Cover Sheet</li> <li>3. Acceptance letter of nominee and alternate nominee</li> <li>4. Foreign Investments Act F-100 (for corporations with more than 40% foreign equity) whose paid-up capital is CASH</li> </ol> |                                                             | <p>Online application.</p> <p>Visit: <a href="https://apps004.sec.gov.ph:8001/application">https://apps004.sec.gov.ph:8001/application</a></p> |

| CLIENT STEPS                                                                                             | AGENCY ACTIONS                                                                         | FEES TO BE PAID | PROCESSING TIME | PERSON(S) RESPONSIBLE           |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------------|
| 1. Client visits apps004.sec.gov.ph for online registration and name verification                        | 1. Name verifiers from Head Office verify the proposed name                            | N/A             | 10 minutes      | Name verifiers from Head Office |
| 1.1. In cases of disapproval, client has to re-apply on the system with the necessary changes reflected. | 1.1. Once name is approved, the application is transmitted to a processor from CEO for |                 | 15 minutes      | Processors from CEO             |



| CLIENT STEPS                                                                                                                                                                                                                                                                                                       | AGENCY ACTIONS                                                                                                                                                           | FEES TO BE PAID                                                                                                                                                | PROCESSING TIME            | PERSON(S) RESPONSIBLE    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------------|
|                                                                                                                                                                                                                                                                                                                    | review, and the client is told to expect feedback within 3 working days                                                                                                  |                                                                                                                                                                |                            |                          |
| 2. Applicant receives order of payment via email.<br><br>2.1. Client pays corresponding filing fees.                                                                                                                                                                                                               | 2. Processor approves application on the system and attaches the order of payment<br><br>2.1. Cashier receives payment for filing fee                                    | Corresponding filing fees<br><br>Computation: 1/5 of 1% of the Authorized Capital Stock + P20 Handling Fee + 1% Legal Research Fee but not less than P2,000.00 | 5 minutes<br><br>5 minutes | Processor<br><br>Cashier |
| 3. Client emails <a href="mailto:seccebu@sec.gov.ph">seccebu@sec.gov.ph</a> his approved application summary and a soft copy of his actual documents for review.<br><br>3.1. If the processor identifies additional corrections on the actual documents, the corrections are emailed to the client for compliance. | 3. Processors from CEO review the documents to ensure that information from the applicant's online registration coincides with the information on their actual documents | N/A                                                                                                                                                            | 10 minutes                 | Processors from CEO      |
| 4. Once approved, client submits the notarized hard copies of                                                                                                                                                                                                                                                      | 4. Processors review the hard copies of the documents                                                                                                                    | N/A                                                                                                                                                            | 10 minutes                 | Processors from CEO      |

| CLIENT STEPS                                   | AGENCY ACTIONS                                                                                                                                                               | FEES TO BE PAID           | PROCESSING TIME       | PERSON(S) RESPONSIBLE                           |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------------------|-------------------------------------------------|
| his documents to the SEC Cebu Extension Office | 4.1. After approval, Encoding/Printing Officer (CEO Frontline Staff) generates the applicant's certificate                                                                   |                           | 5 minutes             | Encoding/Printing Officer (CEO Frontline Staff) |
|                                                | 4.2. SEC Director/OIC gives a final review of the applicant's registration documents and signs the certificate.                                                              |                           | 10 minutes            | SEC Director/OIC                                |
|                                                | 4.3. <i>Note: In the event that the OIC identifies additional corrections not detected by the previous processor, the application is sent back to client for compliance.</i> |                           |                       |                                                 |
|                                                | 4.4. Registration documents are stamped received by Receiving Section personnel                                                                                              |                           | 3 minutes             | CEO Frontline Staff                             |
| 5. Client claims certificate of registration   | 5. Releasing Section releases certificate to client                                                                                                                          | N/A                       | 5 minutes             | Frontline Staff from the Releasing Section      |
| TOTAL                                          |                                                                                                                                                                              | Corresponding filing fees | 1 hour and 18 minutes |                                                 |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                               | PROCESSING TIME | PERSON(S) RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|
|              |                | Computation: 1/5 of 1% of the Authorized Capital Stock + P20 Handling Fee + 1% Legal Research Fee but not less than P2,000.00 |                 |                       |

## 21. Registration of Partnerships and Corporations through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of partnerships and domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

|                                                                     |                                                             |                                                                                                                   |  |
|---------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                          | <b>SEC Cebu Extension Office</b>                            |                                                                                                                   |  |
| <b>Classification:</b>                                              | Simple                                                      |                                                                                                                   |  |
| <b>Type of Transaction:</b>                                         | G2C – Government to Client; G2B – Government to Business    |                                                                                                                   |  |
| <b>Who may avail:</b>                                               | All Natural and Juridical persons and their representatives |                                                                                                                   |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                    |                                                             | <b>WHERE TO SECURE</b>                                                                                            |  |
| 1. Cover Sheet                                                      |                                                             | Company Registration System (CRS)                                                                                 |  |
| 2. Articles of Partnership (for partnerships)                       |                                                             | SEC Extension Office                                                                                              |  |
| 3. Articles of Incorporation (for stock and non-stock corporations) |                                                             |                                                                                                                   |  |
| 4. Treasurer's Affidavit (for stock corporation only)               |                                                             |                                                                                                                   |  |
| 5. By-Laws (for stock and non-stock corporations)                   |                                                             | <ul style="list-style-type: none"> <li>CRS website: <a href="http://crs.sec.gov.ph">crs.sec.gov.ph</a></li> </ul> |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6. <b>Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH</b><br>7. <b>Affidavit of Accuracy</b><br>8. <b>Affidavit of Corrections</b><br>9. <b>Clearance from other government agencies (depending on industry)</b><br>10. <b>*Please be informed to arrange in accordance with the order in the checklist with 2 original and 1 photocopy</b> | <ul style="list-style-type: none"> <li>• Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|-----------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|
| 1. Creates an email account in the CRS                                                  | 1. System sends verification confirmation to allow applicant to sign-in into the facilities therein.<br><br>1.1. Email account created automatically expires within 90 calendar days if inactive. | None            |                 | Applicant/registrant |
| 2. Verifies, reserves or appeals the proposed company name with or without trade name/s | 2. System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019<br><br>2.1. Reservation of proposed company name expires                                   | None            |                 | Applicant/registrant |

| CLIENT STEPS                                                   | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME                                     | PERSON RESPONSIBLE                                                                                                                           |
|----------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                | on the 4 <sup>th</sup> day if in-forms are not filled up                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                 |                                                     |                                                                                                                                              |
| 3. Starts filling out company details and submit forms on-line | 3. Systems validates the company information encoded                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | None            |                                                     | Applicant/registrant                                                                                                                         |
| 4. Submits the hard copies of signed and notarized documents   | <p>4. Receives the application documents and check the status of the corporation if the same may be processed and if in the affirmative assigns to a processor (CRS Report Details is regularly emailed to the EO's by rjestrada@sec.gov.ph)</p> <p>4.1 Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations</p> <p>4.1.1 If compliant, EO Frontline Assistant issues Order of Payment</p> |                 | <p>5 minutes</p> <p>20 minutes</p> <p>5 minutes</p> | <p>EO Frontline Staff</p> <p>Administrative Officer II<br/>Securities Specialist I<br/>Securities Specialist II<br/>Securities Counsel I</p> |

| CLIENT STEPS            | AGENCY ACTIONS                                                                                                                                  | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PROCESSING TIME | PERSON RESPONSIBLE |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                         | 4.2. Required filing fees based on Memo Circular No. 3, series of 2017<br><br>4.2.1 If non-compliant, application will be returned to the party |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |                    |
| 5. Pays the filing fees | 5. Receives the payment                                                                                                                         | <u>For partnerships:</u><br>a) <u>Articles of Partnership:</u><br>1/5 of 1% of the Partnership's capital but not less than P2,000.00 plus 1% Legal Research Fee (LRF) of not less than P20.00.<br>b) Name reservation: P100.00 for each partnership name and trade name, if applicable;<br>c) Documentary Stamp – P30.00<br>d) Application under the Foreign Investments Act (FIA) – P3,000.00<br><u>For stock corporation based on the authorized capital stock:</u> | 5 minutes       | SEC Cashier        |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> P 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> P 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> P3,000.00</p> <p><u>Company Name Reservation:</u> P100.00</p> <p><u>Each additional trade name/s:</u> P100.00</p> <p><u>Documentary Stamp Tax:</u> P30.00</p> |                 |                    |

| CLIENT STEPS                                                                      | AGENCY ACTIONS                                                                                                                                                     | FEES TO BE PAID                                                                                                              | PROCESSING TIME | PERSON RESPONSIBLE                        |
|-----------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------|
|                                                                                   |                                                                                                                                                                    | <u>Legal Research Fee (LRF):</u><br>1% of the Filing Fee but not less than Ten Pesos (P 10.00)<br><br>Handling fee of P20.00 |                 |                                           |
| 6. Submits the proof of payment and documents                                     | 6. Officially receives and stamps the hard copies of the registration application and forwards to SEC EO for generation of the Certificate of Registration (COR)   | None                                                                                                                         | 5 minutes       | EO Frontline Staff                        |
|                                                                                   | 6.1 Enters company name in the SEC EO Masterlist and prints Certificate                                                                                            |                                                                                                                              | 5 minutes       | EO Frontline Staff                        |
|                                                                                   | 6.2 Reviews and evaluates the application with supporting documents                                                                                                |                                                                                                                              | 10 minutes      | EO Frontline Staff                        |
|                                                                                   | 6.2.1 If compliant, signing of the Certificate of Registration (COR)<br>6.2.2 If non-compliant, documents were returned to the processor, then to the party/client |                                                                                                                              |                 | EO Director/EO OIC                        |
| 7. Presents Official Receipt to secure the Certificate of Incorporation and signs | 7. Enters company name in the Masterlist and releases the Certificate together with                                                                                | None                                                                                                                         | 5 minutes       | EO Frontline Staff<br>Information Officer |



| CLIENT STEPS                                                                                                                        | AGENCY ACTIONS                                                    | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PROCESSING TIME | PERSON RESPONSIBLE |
|-------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| the LOGBOOK and the file copy of the Certificate of Registration (COR) as proof of receipt of the Certificate of Registration (COR) | registration application then stamps release the official receipt |                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                 |                    |
| TOTAL                                                                                                                               |                                                                   | <u>For partnerships:</u><br>a) <u>Articles of Partnership:</u><br>1/5 of 1% of the Partnership's capital but not less than P2,000.00 plus 1% Legal Research Fee (LRF) of not less than P20.00.<br>b) Name reservation: P100.00 for each partnership name and trade name, if applicable;<br>c) Documentary Stamp – P30.00<br>d) Application under the Foreign Investments Act (FIA) – P3,000.00<br><u>For stock corporation based on the authorized capital stock:</u> | 1 hour          |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> P 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> P 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> P3,000.00</p> <p><u>Company Name Reservation:</u> P100.00</p> <p><u>Each additional trade name/s:</u> P100.00</p> <p><u>Documentary Stamp Tax:</u> P30.00</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                              | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>Legal Research Fee (LRF):</u><br>1% of the Filing Fee but not less than Ten Pesos (P 10.00)<br><br>Handling fee of P20.00 |                 |                    |

## 22. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

|                                                                                                                                                                                                                                   |                                                                               |                          |  |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------|--|--|
| <b>Office or Division:</b>                                                                                                                                                                                                        | SEC Cebu Extension Office                                                     |                          |  |  |
| <b>Classification:</b>                                                                                                                                                                                                            | Simple                                                                        |                          |  |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                       | G2B – Government to Business                                                  |                          |  |  |
| <b>Who may avail:</b>                                                                                                                                                                                                             | All registered domestic corporations through their Authorized Representatives |                          |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                  |                                                                               | <b>WHERE TO SECURE</b>   |  |  |
| 1) Copy of the Latest due Financial Statements and any amendments thereto (duly stamped received by BIR and SEC)<br>2) Copy of the Latest due General Information Sheet and any amendments thereto (duly stamped received by SEC) |                                                                               | To be provided by client |  |  |

| CLIENT STEPS                                 | AGENCY ACTIONS                      | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|----------------------------------------------|-------------------------------------|-----------------|-----------------|--------------------|
| 1. Submits completely filled-up "Request for | 1. Pre-evaluates required documents |                 | 5 minutes       | EO Frontline Staff |

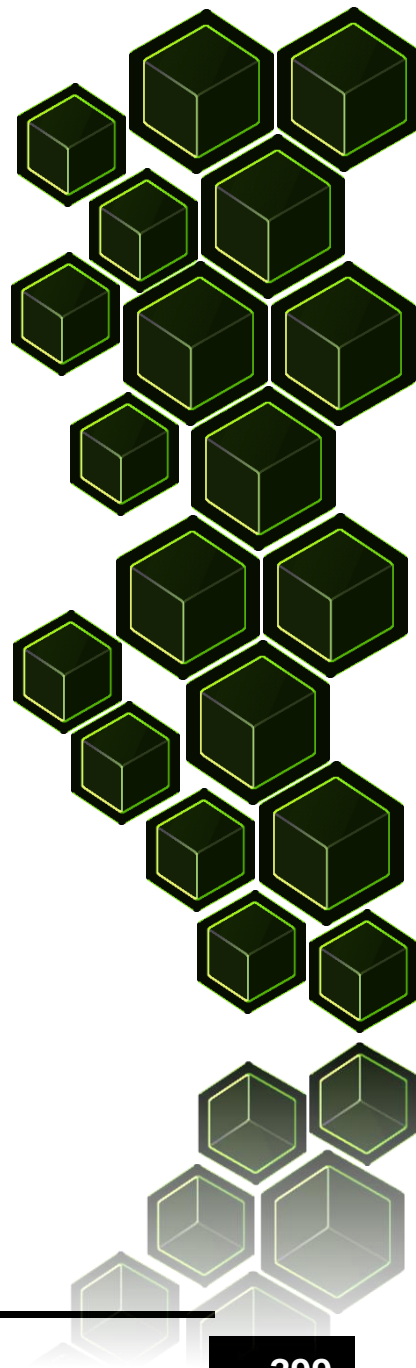
| CLIENT STEPS                           | AGENCY ACTIONS                                                                                                                     | FEES TO BE PAID                                                                                                                                                                                                                                                                                | PROCESSING TIME                          | PERSON RESPONSIBLE                                                                                              |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------------------------------------------------------------------------------------------|
| Monitoring” and the required documents |                                                                                                                                    |                                                                                                                                                                                                                                                                                                |                                          |                                                                                                                 |
|                                        | 1.1 Prints system generated from Online Document Retrieval System (ODRS) with the corporate file to the EO Director for assignment |                                                                                                                                                                                                                                                                                                | 5 minutes                                | EO Frontline Staff (Records Section)                                                                            |
|                                        | 1.2 Assigns monitoring request with attached documents to a particular monitoring specialist (MS)                                  |                                                                                                                                                                                                                                                                                                | 2 minutes                                | EO Director                                                                                                     |
|                                        | 1.3 Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet (MSh)                                    | Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and | 30-45 minutes on average per corporation | Monitoring Specialist (Administrative Assistants, Administrative Officer IV, or Securities Specialist I and II) |

| CLIENT STEPS                                                                                                                                             | AGENCY ACTIONS                                                                                                                                                                                                                                                                | FEES TO BE PAID                      | PROCESSING TIME | PERSON RESPONSIBLE    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------|-----------------|-----------------------|
|                                                                                                                                                          |                                                                                                                                                                                                                                                                               | Office Order No. 298, Series of 2010 |                 |                       |
| 2. Returns on assigned day, and if is agreeable to the findings presented, signs the MS                                                                  | 2. Presents the findings in the MSh to the applicant, including the fines, if any                                                                                                                                                                                             |                                      | 15 minutes      | Monitoring Specialist |
|                                                                                                                                                          | 2.1 If there are no deficiencies, the MSh prepared by the MS will indicate such finding and will be directly submitted to the EO Director/Officer-in-Charge for review and signing. Print Certification Issuance System for clearance from all departments of the Commissions |                                      |                 | EO Director/OIC       |
|                                                                                                                                                          | Note: If applicable, clarification and further compliance may be required by the MS prior to the release of the MSh (with the approval of EO Director, a clarificatory conference with the parties may be called)                                                             |                                      |                 |                       |
| 3. Pays the assessed fines<br><br>Note: Applicant with request for reduction or payment in installment of fines, the procedure for reduction of fines or | Receives payment for the fines                                                                                                                                                                                                                                                |                                      | 5 minutes       | Cashier               |

| CLIENT STEPS                             | AGENCY ACTIONS                    | FEEES TO BE PAID | PROCESSING TIME       | PERSON RESPONSIBLE            |
|------------------------------------------|-----------------------------------|------------------|-----------------------|-------------------------------|
| payment in installment will be followed. |                                   |                  |                       |                               |
| 4. Presents proof of payment             | 4. Forwards the MS for signature  |                  | 5 minutes             | Monitoring Specialist         |
|                                          | 4.1 Reviews and signs the MS      |                  | 5 minutes             | EO Director/Officer-in-Charge |
| 5. Returns to Monitoring Specialist      | 5. Releases the MS                |                  | 2 minutes             | Monitoring Specialist         |
|                                          | 5.1 .Encode MS to ODRS Submission |                  | 5 minutes             | Monitoring Specialist         |
| TOTAL                                    |                                   |                  | 1 hour and 34 minutes |                               |

## **EXTENSION OFFICES BACOLOD CITY**

**Unit 10 & 11 Redkey Bldg., cor. Hernaez &  
Jocson Streets, Barangay Taculing,  
Bacolod City**



## 1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations. As of the moment Amendments are still processed in Iloilo except whose files were already transferred to Bacolod Extension Office.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                               |                                                                                                                                                                                                                                                                                                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>SEC Bacolod Extension Office (SEC-BACEO)</b>                               |                                                                                                                                                                                                                                                                                                                                |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Simple and Complex                                                            |                                                                                                                                                                                                                                                                                                                                |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | G2B – Government to Business                                                  |                                                                                                                                                                                                                                                                                                                                |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | All registered domestic corporations through their Authorized Representatives |                                                                                                                                                                                                                                                                                                                                |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                               | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                                         |
| <p>Basic Requirements (STOCK OR NON-STOCK CORPORATIONS)<br/>-1 set original and 3 sets photocopies</p> <ol style="list-style-type: none"> <li>1. Amended Articles of Incorporation/By-laws</li> <li>2. Directors` or Trustees` Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names</li> <li>3. Notarized Secretary`s Certificate on no pending case of intra-corporate dispute</li> <li>4. Compliance Monitoring Division (CMD) Clearance</li> </ol> <p>Additional Requirements</p> |                                                                               | <p>May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk of respective SEC EO or through the Commission's website at <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a></p> <p>SEC Extension Office</p> |





|                                                                                                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit:</p> <p>c.) F-101</p> <p>If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit:</p> <p>c.) F-102</p> | <p>May secure copy from the Information Officer or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> <p>May secure copy from the Information Officer or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLIENT STEPS                                                                       | AGENCY ACTIONS                                                                                           | FEES TO BE PAID                             | PROCESSING TIME | PERSON RESPONSIBLE                |
|------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|---------------------------------------------|-----------------|-----------------------------------|
| 1. If corporate name is for amendment:                                             | 1. The form is forwarded to Iloilo extension office for verification                                     |                                             | 10 minutes      | Computer Maintenance Technologist |
| 1.1. Fills out Name Verification Forms                                             | 1.1. Once approved/denied, EO staff will text or call the contact person as indicated in the slip.       | P100.00 per proposed corporate/trade name/s | 1 day to 2 days | Name Verification Officers        |
| 1.2. *Waits for approval from Iloilo                                               | 1.2. Forwards to Iloilo extension office the appeal and waits for the approval or denial of the proposed |                                             | 1 day to 2 days | Name Verification Officers        |
| 1.2.1.**If name is rejected, registrant may appeal for the proposed corporate name |                                                                                                          |                                             |                 |                                   |

| CLIENT STEPS                                                                                                                      | AGENCY ACTIONS                                                                                                                                                                                                                                                   | FEES TO BE PAID | PROCESSING TIME                                                                              | PERSON RESPONSIBLE                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|
|                                                                                                                                   | name/s or trade name/s<br><br>1.3. Once approved, EO staff will text or call the contact person as indicated in the slip.                                                                                                                                        |                 |                                                                                              |                                                                         |
| 2. For pre-processing, secures queuing number from the EO and proceeds to EO Counter for presentation of documentary requirements | 2. Verifies completeness of amendment requirements<br><br>2.1. If documents are complete:<br><br>2.1.1. Accepts documents for assignment to SEC EO processors<br><br>2.2. If documents are incomplete:<br><br>2.2.1. Returns documents to clients for compliance | None            | 10 minutes per application<br><br><br><br><br><br><br><br><br><br>10 minutes per application | EO Frontline Staff<br>Information Officer III<br>(Clyde Linaja-Padilla) |

| CLIENT STEPS                                                                  | AGENCY ACTIONS                                                                                                                                                                                                                                                                          | FEES TO BE PAID                                                                                                                                                                               | PROCESSING TIME                                                                  | PERSON RESPONSIBLE                                                                                            |
|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 3. Waits for the corporation's name to be called by the assigned EO processor | <p>3. Processes and evaluates application for amendment</p> <p>3.1. If compliant, processor stamps the first page of the amended document with "ok for payment" and advise client to proceed to cashier for payment</p> <p>3.2. If non-compliant, issues a checklist for compliance</p> | None                                                                                                                                                                                          | 30 minutes or more (depending on the complexity of the documentary requirements) | <p>Administrative Officer II</p> <p>Securities Specialist I</p> <p>Securities Specialist II</p> <p>EO OIC</p> |
| 4. Pays the filing fee                                                        | 4. Issues the Official Receipt upon payment and stamps the first page of the amended documents as paid.                                                                                                                                                                                 | <p>Filing Fees:</p> <p>Amendment of Articles of Inc. or By-laws :<br/>P1,040.00<br/>(*+**+***)</p> <p>If Amendment of Articles of Inc. and By-laws:<br/>P2,080.00<br/>(*+*+**+**+***+***)</p> | 10 minutes                                                                       | <p>SEC Cashiers<br/>(Laarni Dilag-King) or<br/>(Jo-Anne Medalla) alternate bonded cashier</p>                 |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | * Amendment of Articles of Incorporation – P1,000.00<br>Amendment of By-Laws – P1,000.00<br><br>**Documentary Stamp Taxes - P30.00<br>***Legal Research Fee- 1% of the Filing Fee for amendment (P10.00)<br>**** Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s |                 |                    |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                                                      | FEES TO BE PAID                                                                      | PROCESSING TIME            | PERSON RESPONSIBLE                                                      |
|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|----------------------------|-------------------------------------------------------------------------|
|                                                                                              |                                                                                     | *****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) |                            |                                                                         |
| 5. Proceeds to EO Counter for presentation of documentary requirements with proof of payment | 5. Receives and verifies documentary requirements and proofs of payment             | None                                                                                 | 5 minutes per application  | EO Frontline Staff<br>Information Officer III<br>(Clyde Linaja-Padilla) |
| 6. Waits for the issuance of signed Certificate                                              | 6. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws     | None                                                                                 | 5 minutes per application  | Administrative Officer II<br>(no training yet incoming employee)        |
|                                                                                              | 6.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws      |                                                                                      | 10 minutes per application | EO OIC<br>Annabelle Corral-Respall                                      |
|                                                                                              | 6.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws |                                                                                      | 5 minutes per application  | Administrative Assistant II<br>or Confidential Asst                     |
| 7. Proceeds to EO Counter for presentation of the original proof                             | 7. Releases signed Certificate of Amended Articles of                               | None                                                                                 | 5 minutes per application  | EO Frontline Staff<br>Information Officer                               |

| CLIENT STEPS                                                                                       | AGENCY ACTIONS               | FEES TO BE PAID                                                                                                                                                                                                                                                                                | PROCESSING TIME               | PERSON RESPONSIBLE     |
|----------------------------------------------------------------------------------------------------|------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------|
| of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws | Incorporation and/or By-laws |                                                                                                                                                                                                                                                                                                |                               | (Clyde Linaja-Padilla) |
| TOTAL                                                                                              |                              | <p>Filing Fees:</p> <p>Amendment of Articles of Inc. or By-laws :<br/>P1,040.00<br/>(*+**+***)</p> <p>If Amendment of Articles of Inc. and By-laws:<br/>P2,080.00<br/>(*+*+**+**+***+***)</p> <p>* Amendment of Articles of Incorporation – P1,000.00<br/>Amendment of By-Laws – P1,000.00</p> | 4 days, 1 hour and 40 minutes |                        |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                               | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>**Documentary Stamp Taxes - P30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (P10.00)</p> <p>**** Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s</p> <p>*****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)</p> |                 |                    |



## 2. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships. As of the moment Amendments are still processed in Iloilo except whose files were already transferred to Bacolod Extension Office.

|                                                                           |                                                                      |                                                                                                                                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office or Division:                                                       | SEC Bacolod Extension Office (SEC-BACEO)                             |                                                                                                                                                                                                                                                                                                                                 |
| Classification:                                                           | Simple                                                               |                                                                                                                                                                                                                                                                                                                                 |
| Type of Transaction:                                                      | G2B – Government to Business;G2C- Government to Client               |                                                                                                                                                                                                                                                                                                                                 |
| Who may avail:                                                            | All registered partnerships through their Authorized Representatives |                                                                                                                                                                                                                                                                                                                                 |
| CHECKLIST OF REQUIREMENTS                                                 |                                                                      | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                 |
| Basic Requirements (1 set original and 3 sets photocopies)                |                                                                      | May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, Officer of the Day of the Extension Office and or through the Commission’s website through URL <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a> |
| 1. Cover Sheet; and                                                       |                                                                      |                                                                                                                                                                                                                                                                                                                                 |
| 2. Amended Articles of Partnership                                        |                                                                      | Any of the partner                                                                                                                                                                                                                                                                                                              |
| Additional Requirements                                                   |                                                                      | A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas<br>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission<br>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas                                      |
| 1. Endorsement from other government agencies, if applicable (1 original) |                                                                      |                                                                                                                                                                                                                                                                                                                                 |
| If the provision to be amended is the partnership name, submit:           |                                                                      |                                                                                                                                                                                                                                                                                                                                 |
| a. Name Verification Slip (1 original)                                    |                                                                      | Name verification slip may be secured manually through Officer of the Day of the Extension Office                                                                                                                                                                                                                               |
|                                                                           |                                                                      | May secure copy from the Officer of the Day of the Extension Office                                                                                                                                                                                                                                                             |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>b. Affidavit of a partner to change partnership name. (Not required if already stated in the AP) (1 original; 3 photocopies)</p> <p>If the provision to be amended is the change of partners, submit:</p> <p>c. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner (1 original; 3 photocopies)</p> <p>If provision for amendment is to have foreign equity of a registered partnership, submit:</p> <p>c.) F-106</p> <p>If provision for amendment is to further increase the foreign equity of a registered partnership, submit:</p> <p>c.) F-107</p> | <p>May secure copy from the Officer of the Day of the Extension Office</p> <p>Assignee and Assignor Partners</p> <p>May secure copy from the Officer of the Day of the Extension Office or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> <p>May secure copy from the Officer of the Day of the Extension Office or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                                                                                                               | FEES TO BE PAID                                       | PROCESSING TIME                                     | PERSON RESPONSIBLE                                                         |
|----------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------------|----------------------------------------------------------------------------|
| <p>1. If partnership name is for amendment:</p> <p>1.1. Fills out Name Verification Form</p> | <p>1. The form is forwarded to Iloilo extension office for verification</p> <p>1.1. Once approved/denied, EO staff will text or call the</p> | <p>P 100.00 per proposed partnership/trade name/s</p> | <p>10 minutes per application</p> <p>1 – 2 days</p> | <p>Computer Maintenance Technologist</p> <p>Name Verification Officers</p> |

| CLIENT STEPS                                                                                                                                         | AGENCY ACTIONS                                                                                                                                                                                                                                            | FEES TO BE PAID | PROCESSING TIME                                                                          | PERSON RESPONSIBLE                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1.2. *Waits for approval from Iloilo                                                                                                                 | contact person as indicated in the slip.                                                                                                                                                                                                                  |                 |                                                                                          |                                                                                                                                                                                     |
| 2. For pre-processing, secures queuing number from the Security Guard and proceeds to EO Frontline Staff for presentment of documentary requirements | 2. Verifies completeness of amendment requirements<br><br>2.1. If documents are complete:<br><br>2.1.1. Accepts documents for assignment to processors<br><br>2.2. If documents are incomplete:<br><br>2.2.1. Returns documents to clients for compliance | None            | 10 minutes per application<br><br><br><br><br><br><br>5 minutes per application          | EO Frontline Staff Information Officer                                                                                                                                              |
| 3. Waits for the partnership's name to be called by the assigned EO processor                                                                        | 3. Processes and evaluates application for amendment<br><br>3.1. If compliant, processor stamps the first page of the amended document with "ok for payment" and advise client to proceed to cashier for payment                                          | None            | 30 minutes per application (depending on the complexity of the documentary requirements) | Administrative Officer II (no training yet, incoming employee)<br>For now, assigned to:<br>Securities Specialist I (Liezla dela Peña)<br>Securities Specialist II (Samantha Drilon) |

| CLIENT STEPS           | AGENCY ACTIONS                                                                                           | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                        | 3.2. If non-compliant, issues a checklist for compliance                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                    |
| 4. Pays the filing fee | 4. Issues the Official Receipt upon payment and stamps the first page of the amended documents as "paid" | <p>Filing Fees:</p> <p>Amendment of Articles Partnership: P2,050.00 (*+**+***)</p> <p>*Amended Articles of Partnership</p> <p>**Documentary Stamp Taxes - P30.00</p> <p>***Legal Research Fee-</p> <p>1% of the Filing Fee for amendment (P20.00)</p> <p>**** Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s</p> <p>***** Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed</p> <p>***** Amendment of Partnership with</p> | 5 minutes       | SEC Cashier        |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                                                                                                                                                                                | FEES TO BE PAID                                                                                                                                                                                          | PROCESSING TIME                                                                              | PERSON RESPONSIBLE                                                                                                                                          |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                              |                                                                                                                                                                                                               | Increase in Capital –<br>1/5 of 1% of the<br>Partnership's Capital<br>but not less than<br>P2,000.00<br>*****Amendment by<br>increasing foreign<br>equity FIA forms<br>(P3,000.00 with LRF<br>of P30.00) |                                                                                              |                                                                                                                                                             |
| 5. Proceeds to EO Counter for presentation of documentary requirements with proof of payment | 5. Receives and verifies documentary requirements and proofs of payment                                                                                                                                       | None                                                                                                                                                                                                     | 5 minutes per application                                                                    | EO Frontline Staff<br>Information Officer III                                                                                                               |
| 6. Waits for the issuance of signed Certificate                                              | 6. Prepares the Certificate of Amended Articles of Partnership<br><br>6.1. Signs the Certificate of Amended Articles of Partnership<br><br>6.2. Encodes signed Certificate of Amended Articles of Partnership | None                                                                                                                                                                                                     | 5 minutes per application<br><br>10 minutes per application<br><br>5 minutes per application | Administrative Officer II<br>Administrative Assistant II<br>or Confidential Asst.<br><br>EO OIC<br><br>Administrative Assistant II<br>or Confidential Asst. |
| 7. Proceeds to EO Counter for presentation of the original proof of payment and              | 7. Releases signed Certificate of Amended Articles of Partnership                                                                                                                                             | None                                                                                                                                                                                                     | 5 minutes per application                                                                    | EO Frontline Staff<br>Information Officer<br>(Clyde Linaja-Padilla)                                                                                         |

| CLIENT STEPS                                                       | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                | PROCESSING TIME               | PERSON RESPONSIBLE |
|--------------------------------------------------------------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------|
| receives the signed Certificate of Amended Articles of Partnership |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                               |                    |
| TOTAL                                                              |                | <p>Filing Fees:</p> <p>Amendment of Articles Partnership: P2,050.00 (*+**+***)</p> <p>*Amended Articles of Partnership</p> <p>**Documentary Stamp Taxes - P30.00</p> <p>***Legal Research Fee-</p> <p>1% of the Filing Fee for amendment (P20.00)</p> <p>**** Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s</p> <p>*****Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed</p> | 2 days, 1 hour and 30 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>*****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than P2,000.00</p> <p>*****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)</p> |                 |                    |

### 3. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information

|                                                                                                                                       |                                                                                       |                                      |  |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------------|--|
| <b>Office or Division:</b>                                                                                                            | <b>SEC Bacolod Extension Office</b>                                                   |                                      |  |
| <b>Classification:</b>                                                                                                                | Simple                                                                                |                                      |  |
| <b>Type of Transaction:</b>                                                                                                           | G2B – Government to Business                                                          |                                      |  |
| <b>Who may avail:</b>                                                                                                                 | All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations |                                      |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                      |                                                                                       | <b>WHERE TO SECURE</b>               |  |
| <b>SEC FORM 2015-001 (1 Original)</b><br><b>Monitoring Clearance (1 photocopy)</b><br>* Primary Licenses<br>* Lending<br>* Foundation |                                                                                       | SEC EO<br><br>SEC EO<br>MSRD<br>CGFD |  |

|                                                                                                                                           |                                                                                    |
|-------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>For Corporations with Secondary Licenses, attach the Articles of Incorporation or latest Amended Articles of Incorporation, if any</b> | Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |
| <b>For Partnerships, attach the Articles of Partnership or latest Amended Articles of Partnership, if any</b>                             | Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |

| CLIENT STEPS                           | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID                                                                     | PROCESSING TIME                                                                                                                          | PERSON RESPONSIBLE                                                                                                                                                                                                                                                                                                              |
|----------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Secures a queuing number in SEC EO  | Calls the number and assists the client                                                                                                                                                                                                                                                                                                                                                                                                                       | None                                                                                | 3 minutes                                                                                                                                | EO Frontline Staff/<br>Computer Operator/Administrative Assistant II/Information Officer                                                                                                                                                                                                                                        |
| 2. Waits for the processing of request | 2. Receives application<br><br>2.1. Evaluate attachments<br><br>2.2 Verifies the status of corporation through CIS-URDB or through Document Index List (DIL) and folder file with the Manual Index List (MIL)<br><br>2.2.1. If application is cleared, a Payment Assessment Form is issued to applicant with instruction to pay at the SEC Cashier.<br><br>2.2.2. If not cleared and not monitored, instructs the applicant to return to the EO personnel who | None<br><br><br><br><br><br>Certification Fee – P500<br>Documentary Stamp Tax – P30 | 2 minutes<br><br>5 minutes<br><br>5 minutes per document<br><br>5 minutes per document<br><br>30 - 60 minutes on average per corporation | EO Frontline Staff/<br>Computer Operator/Administrative Assistant II/ Information Officer<br>Specialist I/ Specialist II/<br>Confidential Assistant III/<br>Cashier<br><br>Specialist I/ Specialist II/<br>Confidential Assistant III/<br>Cashier<br><br>Specialist I/ Specialist II/<br>Confidential Assistant III/<br>Cashier |



| CLIENT STEPS                                 | AGENCY ACTIONS                                                                                                                                                         | FEES TO BE PAID | PROCESSING TIME                                                      | PERSON RESPONSIBLE                                                                   |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------|--------------------------------------------------------------------------------------|
| 3. Receives the PAF and pays to the cashier. | encoded the infraction or to the Monitoring Specialists                                                                                                                |                 | or more depends on the complexity of the deficiencies and violations |                                                                                      |
|                                              | 3. Receives the Payment Assessment Form.                                                                                                                               |                 | 5 minutes                                                            | Cashier                                                                              |
|                                              | 3.1. Prints the Certificate of No Derogatory Information through the CIS-URDB.<br>3.2. Reviews the application and signs the Certificate of No Derogatory Information. |                 | 10 minutes                                                           | Specialist I/ Specialist II/<br>Confidential Assistant III/<br>Cashier<br><br>EO OIC |
| 5. Receives the certification                | 5.1. Seals the Certificate of No Derogatory Information with the SEC logo                                                                                              | None            | 5 minutes                                                            | Confidential Assistant III                                                           |
|                                              | 5.2. Releases the Certificate of No Derogatory Information (CNDI) to the applicant.                                                                                    |                 | 5 minutes                                                            | Confidential Assistant III                                                           |
| TOTAL                                        |                                                                                                                                                                        | P530            | 1 hour and 45 minutes                                                |                                                                                      |

#### 4. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission

|                                                           |                                                 |                        |
|-----------------------------------------------------------|-------------------------------------------------|------------------------|
| <b>Office or Division:</b>                                | <b>SEC Bacolod Extension Office (SEC-BACEO)</b> |                        |
| <b>Classification:</b>                                    | Simple                                          |                        |
| <b>Type of Transaction:</b>                               | G2G – Government to Government                  |                        |
| <b>Who may avail:</b>                                     | All Government Agencies                         |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                          |                                                 | <b>WHERE TO SECURE</b> |
| <b>1. Signed Letter Request (1 original, 1 photocopy)</b> | Requesting Government Agency                    |                        |

| CLIENT STEPS                                                  | AGENCY ACTIONS                                                                                                                                                                                       | FEES TO BE PAID                                  | PROCESSING TIME | PERSON RESPONSIBLE                                                                                                                                                                |
|---------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Submits the letter to the Office of the Director (OD) – EO | 1. Receives the letter request<br><br>1.1 Assigns and forwards to concerned EO staff                                                                                                                 | None                                             | 3 minutes       | SEC Computer Operator/Administrative Assistant III/ Confidential Assistant III<br>EO Director/OIC                                                                                 |
| 2. Waits to process the request                               | 2. Prepares the requested documents<br><br>2.1. Other requests are released on an assigned date as indicated by EO Director/OIC in the letter of request<br><br>*If plain copy, prints the documents | None<br><br><br><br><br><br><br><br><br><br>None |                 | Confidential Assistant III<br>Administrative Assistant II<br>Administrative Assistant I<br>SEC Computer Operator<br><br>EO Director/OIC<br><br><br><br>Confidential Assistant III |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                                                                                                                                                                                                                                                              | FEES TO BE PAID      | PROCESSING TIME                                                 | PERSON RESPONSIBLE                                                                                                                                 |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|-----------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                              | **If authenticated copy, prints, stamps and signs the documents                                                                                                                                                                                                                             |                      | 5 - 10 minutes per document<br><br>10 - 20 minutes per document | Administrative Assistant II<br>SEC Computer Operator<br><br>Administrative Assistant I<br>Cashier                                                  |
| 3. Waits for the release of the document/s<br><br>or<br><br>3.1 Returns on the assigned date | 3. Receives the documents<br><br><br>If the documents are not yet ready due to circumstances beyond control (ex. Documents still for retrieval from head office)<br>The client will be notified in form of letter for the extension of compliance and indicating the valid reason as to why | None<br><br><br>None | 2 minutes<br><br><br>3 days                                     | Confidential Assistant III<br>Administrative Assistant II<br>Administrative Assistant I<br>SEC Computer Operator<br>Cashier<br><br>EO Director/OIC |
| TOTAL                                                                                        |                                                                                                                                                                                                                                                                                             | None                 | 3 days and 35 minutes                                           |                                                                                                                                                    |

## 5. Public Assistance and Complaint Action

This service details the assistance rendered to walk-in clients on their concerns and queries pertaining to SEC matters. This is also to provide advice and counseling on their complaints as well to refer clients to appropriate SEC Department, if applicable.

|                                  |                                     |                        |
|----------------------------------|-------------------------------------|------------------------|
| <b>Office or Division:</b>       | <b>SEC Bacolod Extension Office</b> |                        |
| <b>Classification:</b>           | Simple                              |                        |
| <b>Type of Transaction:</b>      | G2C- Government to Citizen          |                        |
| <b>Who may avail:</b>            | All                                 |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                     | <b>WHERE TO SECURE</b> |
| None                             |                                     | None                   |

| CLIENT STEPS                                                                 | AGENCY ACTIONS                                                                                                                                                             | FEES TO BE PAID | PROCESSING TIME                                             | PERSON RESPONSIBLE                     |
|------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------|----------------------------------------|
| 1. Secures a number from the guard on duty and proceeds to EO Counter        | 1. Calls the number and assists the client                                                                                                                                 | None            | 2 minutes                                                   | EO Frontline Staff Information Officer |
| 2. Presents concern/s, query or complaint<br>2.1. Presents written complaint | 2. Renders advice depending<br><br>2.1. On the nature of the concern/query; or<br><br>2.2. Hands out the requested checklist of requirements, guidelines, or sample forms; | None            | 30 minutes<br><br><br><br><br><br><br><br><br><br>5 minutes | EO Frontline Staff Information Officer |

|       |                                                                                                                                 |      |            |  |
|-------|---------------------------------------------------------------------------------------------------------------------------------|------|------------|--|
|       | 2.3. Refers to the appropriate EO staff                                                                                         |      | 5 minutes  |  |
|       | 2.4. Endorses written complaint to the Office of the Director and advises party to expect feedback within five (5) working days |      | 5 minutes  |  |
| TOTAL |                                                                                                                                 | None | 47 minutes |  |

## 6. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

|                                                                                                       |                                                 |                        |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------|------------------------|
| <b>Office or Division:</b>                                                                            | <b>SEC Bacolod Extension Office (SEC-BACEO)</b> |                        |
| <b>Classification:</b>                                                                                | Simple                                          |                        |
| <b>Type of Transaction:</b>                                                                           | G2B – Government to Business                    |                        |
| <b>Who may avail:</b>                                                                                 | General Public                                  |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                      |                                                 | <b>WHERE TO SECURE</b> |
| 1. If reports/reportorial requirements, bring 5 sets/copies. Otherwise, no other requirements needed. |                                                 |                        |

### Option 1 – Walk-in submission of reports/reportorial requirements

| CLIENT STEPS                                                                                                                | AGENCY ACTIONS                                                                   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------|-----------------|-----------------------------------------------------------------------------------------|
| 1. Client proceeds to the receiving and releasing counter of any Extension Office; gets queue number and waits to be called | 1. Calls on the client's number                                                  | None            | 2 minutes       | EO Frontline Staff-SEC Computer Operator/Administrative II/Administrative I (alternate) |
| 2. Presents 5 sets/copies of documents                                                                                      | 2. Encodes document, prints barcode page, and attached barcode page to each copy |                 | 5 minutes/doc   | -do-                                                                                    |
| 3. Claims 1 set for his file copy, including the                                                                            | 3. Retains 4 sets including original and returns 1 set to client                 |                 | 2 minutes       | -do-                                                                                    |

| CLIENT STEPS                           | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|----------------------------------------|----------------|-----------------|-----------------|--------------------|
| acknowledgement receipt (barcode page) |                |                 |                 |                    |
| TOTAL                                  |                | None            | 9 minutes       |                    |

## 7. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

|                                  |                                                                               |                        |  |
|----------------------------------|-------------------------------------------------------------------------------|------------------------|--|
| <b>Office or Division:</b>       | <b>SEC Bacolod Extension Office (SEC-BACEO)</b>                               |                        |  |
| <b>Classification:</b>           | Simple                                                                        |                        |  |
| <b>Type of Transaction:</b>      | G2B – Government to Business                                                  |                        |  |
| <b>Who may avail:</b>            | All registered domestic corporations through their Authorized Representatives |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                                                               | <b>WHERE TO SECURE</b> |  |
| None                             |                                                                               | None                   |  |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                      | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                                                                           |
|----------------------------------------------------------------------------------------------|-------------------------------------|-----------------|-----------------|------------------------------------------------------------------------------------------------------------------------------|
| 1. Submits completely filled-up “ <i>Request for Monitoring</i> ” and the required documents | 1. Pre-evaluates required documents | None            | 10 minutes      | Monitoring Specialists:<br><br>SEC Specialist I/ SEC Specialist li<br><br>Confidential Assistant liii/Cashier (As Alternate) |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                | FEES TO BE PAID                                                                                                                                                                                                         | PROCESSING TIME                                                                                                 | PERSON RESPONSIBLE                                     |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------|
|              | 1.1 If documents are not complete, the same are returned together with the checklist of the requirements;                                                                     |                                                                                                                                                                                                                         | 5-10 minutes                                                                                                    | Monitoring Specialists                                 |
|              | 1.2 If the documents are complete the request is accepted and issues an acknowledgement receipt indicating the date of return                                                 |                                                                                                                                                                                                                         | 5-10 minutes                                                                                                    | Monitoring Specialists                                 |
|              | 1.3 Prints system generated Document Index List (DIL), or provide folder file with the Manual Index List (MIL) and submits the same to OIC/EO Director                        |                                                                                                                                                                                                                         | 5-10 minutes                                                                                                    | Monitoring Specialists<br>Director/Officer-in-Charge   |
|              | 1.4 Assigns DIL, MIL or MSh with attached documents/folder file to a particular monitoring specialist (MS)                                                                    |                                                                                                                                                                                                                         | 5 minutes                                                                                                       | Securities Counsel I/EO OIC (Annabelle Corral-Respall) |
|              | 1.5 Determines compliance, deficiencies and violations, prepares the Monitoring Sheet (MSh) and will be submitted to the EO Director/Officer-in-Charge for review and signing | Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of | 30 - 60 minutes on average per corporation or more depends on the complexity of the deficiencies and violations | Monitoring Specialists<br>Director/Officer-in-Charge   |

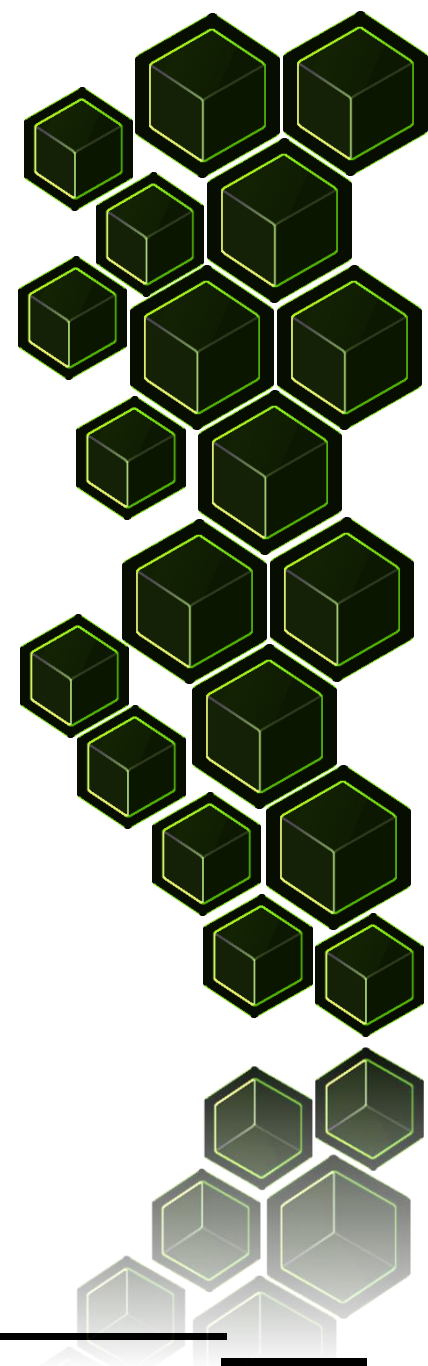


| CLIENT STEPS               | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID                                                                                                                  | PROCESSING TIME                                                                                             | PERSON RESPONSIBLE                                                                                                          |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|
|                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | corporation;<br>Memorandum<br>Circular No. 8,<br>Series of 1998<br>(MC8-1998); and<br>Office Order No.<br>298, Series of<br>2010 |                                                                                                             |                                                                                                                             |
| 2. Returns on assigned day | <p>2. Presents the findings to the applicant</p> <p>Note 1: Applicant with request for reduction or payment in installment of fines, the procedure for reduction of fines or payment in installment will be followed.</p> <p>b) If there are no deficiencies, the MSh prepared by the MS will indicate such finding and will be directly submitted to the EO Director/Officer-in-Charge for review and signing.<br/>The MSh will be provided to the client and should be signed received</p> <p>c) If client agrees to the findings presented, MSh will be provided to them and should be signed received</p> |                                                                                                                                  | <p>30 – 60 minutes or more depends on the complexity of the matter</p> <p>5-10 minutes</p> <p>5 minutes</p> | <p>Monitoring Specialists</p> <p>Monitoring Specialists<br/>EO Director/Officer-in-Charge</p> <p>Monitoring Specialists</p> |

| CLIENT STEPS                             | AGENCY ACTIONS                                                                                                                        | FEES TO BE PAID               | PROCESSING TIME        | PERSON RESPONSIBLE                     |
|------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|------------------------|----------------------------------------|
| 3. Pays the assessed fines and penalties | 3. Receives payment of assessed fines and penalties and issues official receipt (OR)                                                  | Depends on the assessed fines | 5 -10 minutes          | Cashier                                |
|                                          | 3.1 Prepares the Confirmation of Payment, submits to Director/Officer-in-Charge for review and signing and releases the COP to client |                               | 5 -15 minutes          | Monitoring Specialists/Frontline Staff |
| TOTAL                                    |                                                                                                                                       | Depends on the assessed fines | 3 hours and 25 minutes |                                        |

## **EXTENSION OFFICES ILOILO CITY**

**SEC Building, Gen. Hughes St.,  
Iloilo City**



## 1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                               |                                                                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>SEC Iloilo Extension Office (SEC-IEO)</b>                                  |                                                                                                                                                                                                                                                                                                                      |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Simple and Complex                                                            |                                                                                                                                                                                                                                                                                                                      |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | G2B – Government to Business                                                  |                                                                                                                                                                                                                                                                                                                      |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | All registered domestic corporations through their Authorized Representatives |                                                                                                                                                                                                                                                                                                                      |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                                               | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                               |
| <p>Basic Requirements (STOCK OR NON-STOCK CORPORATIONS)<br/>-1 set original and 3 sets photocopies</p> <ol style="list-style-type: none"> <li>1. Amended Articles of Incorporation/By-laws</li> <li>2. Directors` or Trustees` Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names</li> <li>3. Notarized Secretary`s Certificate on no pending case of intra-corporate dispute</li> <li>4. EO Monitoring Officer Clearance</li> </ol> <p>Additional Requirements</p> |                                                                               | <p>May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk of SEC IEO or through the Commission`s website at <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a></p> <p>SEC Extension Office</p> |

1. Clearance from other SEC departments, if applicable
  - For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation (1 original copy)
  - For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy)

2. Endorsement from other government agencies, if applicable (1 original copy)

If the provision to be amended is the corporate name, submit:

a. Name Verification Slip (1 original)

b. Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the AI)

If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit:

d.) F-101

Corporate Governance and Finance Department (CGFD)

Markets and Securities Regulation Department (MSRD)

#### BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES

A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas

B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission

C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas

Name verification slip may be secured manually through the SEC Extension Office by the verifying officer;

May secure copy from the Public Assistance and Complaint Desk/EO Counter

May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <http://www.sec.gov.ph/forms-and-fees/primary-registration/>

If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit:  
d.) F-102

May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <http://www.sec.gov.ph/forms-and-fees/primary-registration/>

| CLIENT STEPS                                                                                                                                                                                                                                         | AGENCY ACTIONS                                                                                                                                                   | FEES TO BE PAID                                    | PROCESSING TIME                                                         | PERSON RESPONSIBLE                                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <p>1. If corporate name is for amendment:</p> <p>1.1. Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s)</p> <p>1.2. If name is rejected, registrant may appeal for the proposed corporate name</p> | <p>1. Approves or denies proposed name/s or trade name/s</p> <p>1.1. Approves or denies appeal for the proposed name/s or trade name/s</p>                       | <p>P100.00 per proposed corporate/trade name/s</p> | <p>10 minutes per application</p> <p>15 minutes per application</p>     | <p>Administrative Officer II/<br/>SEC Administrative Assistant II</p> |
| <p>2. For pre-processing, secures queuing number from the EO queuing system and proceeds to EO Counter for presentation of documentary requirements</p>                                                                                              | <p>2. Verifies completeness of amendment requirements</p> <p>2.1. If documents are complete:</p> <p>2.1.1. Accepts documents for assignment to EO processors</p> | <p>None</p>                                        | <p>5-10 minutes per application</p> <p>5-10 minutes per application</p> | <p>Administrative Officer II/<br/>SEC Administrative Assistant II</p> |

| CLIENT STEPS                                                                  | AGENCY ACTIONS                                                                                                                                                                       | FEES TO BE PAID                                                                                                                                                         | PROCESSING TIME                                                                             | PERSON RESPONSIBLE          |
|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------------------|
|                                                                               | <p>2.2. If documents are incomplete:</p> <p>2.2.1. Returns documents to clients for compliance</p>                                                                                   |                                                                                                                                                                         |                                                                                             |                             |
| 3. Waits for the corporation's name to be called by the assigned EO processor | <p>3. Processes and evaluates application for amendment</p> <p>3.1. If compliant, issues Payment Assessment Form</p> <p>3.2. If non-compliant, issues a checklist for compliance</p> | None                                                                                                                                                                    | 20-30 minutes per application (depending on the complexity of the documentary requirements) | Administrative Assistant II |
| 4. Pays the filing fee                                                        | 4. Issues the Official Receipt and machine-validated Payment Assessment Form                                                                                                         | <p>Filing Fees:</p> <p>Amendment of Articles of Inc. or By-laws :<br/>PHP 1,040.00<br/>(*+**+***)</p> <p>If Amendment of Articles of Inc. and By-laws: PHP 2,080.00</p> | 5 minutes                                                                                   | Cashier                     |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>(*+*+**+**+***+***)</p> <p>Amendment of Articles of Incorporation – PHP 1,000.00</p> <p>Amendment of By-Laws – PHP 1,000.00</p> <p>**Documentary Stamp Taxes – PHP 30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00)</p> <p>**** Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s</p> <p>*****Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)</p> |                 |                    |



| CLIENT STEPS                                                                                                                                                             | AGENCY ACTIONS                                                                                                                                                                                                                                                   | FEES TO BE PAID | PROCESSING TIME                                                                                | PERSON RESPONSIBLE                                                                    |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
| 5. Secures queuing number from the EO queuing system and proceeds to EO Counter for presentation of documentary requirements with proof of payment                       | 5. Receives and verifies documentary requirements and proofs of payment                                                                                                                                                                                          | None            | 3-5 minutes per application                                                                    | SEC Administrative Assistant II                                                       |
| 6. Waits for the issuance of signed Certificate                                                                                                                          | 6. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws<br><br>6.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws<br><br>6.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws | None            | 3-5 minutes per application<br><br>10 minutes per application<br><br>5 minutes per application | Administrative Assistant II<br><br>EO Director/OIC<br><br>Administrative Assistant II |
| 7. Secures queuing number from the EO queuing system and proceeds to EO Counter for presentation of the original proof of payment and receives the signed Certificate of | 7. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws                                                                                                                                                                               | None            | 5 minutes per application                                                                      | SEC Administrative Assistant II                                                       |

| CLIENT STEPS                                     | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                          | PROCESSING TIME       | PERSON RESPONSIBLE |
|--------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|--------------------|
| Amended Articles of Incorporation and/or By-laws |                |                                                                                                                                                                                                                                                                                                                                                                                          |                       |                    |
| TOTAL                                            |                | PHP 100.00 per proposed corporate/trade name/s<br><br>Filing Fees:<br>Amendment of Articles of Inc. or By-laws :<br>PHP 1,040.00<br>(*+**+***)<br><br>If Amendment of Articles of Inc. and By-laws: PHP 2,080.00<br>(*+**+**+**+**+***)<br><br>Amendment of Articles of Incorporation –<br>PHP 1,000.00<br>Amendment of By-Laws – P1,000.00<br><br>**Documentary Stamp Taxes - PHP 30.00 | 1 hour and 50 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                      | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>***Legal Research Fee-<br/>1% of the Filing Fee for amendment (PHP 10.00)</p> <p>**** Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s</p> <p>***** Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)</p> |                 |                    |

## 2. Application for Amendment of Partnerships

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

| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <b>SEC Iloilo Extension Office (SEC-IEO)</b>                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Simple                                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | G2B – Government to Business;G2C- Government to Client               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | All registered partnerships through their Authorized Representatives |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| CHECKLIST OF REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                                      | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Basic Requirements (3 copies with at least 2 of which are original)<br>1. Cover Sheet; and<br><br>2. Amended Articles of Partnership<br><br>Additional Requirements<br>1. Endorsement from other government agencies, if applicable (1 original)<br><br><br>If the provision to be amended is the partnership name, submit:<br>a. Name Verification Slip (1 original)<br>b. Affidavit of a partner to change partnership name. (Not required if already stated in the AP) (1 original; 3 photocopies)<br>if the provision to be amended is the change of partners, submit: |                                                                      | May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, or through the Commission's website through URL <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a><br><br>Any of the partner<br><br><br>A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas<br>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission<br>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas<br><br><br>Name verification slip may be secured manually at the Public Assistance and Complaint Desk/ EO Counter<br>May secure copy from the Public Assistance and Complaint Desk (Ground Floor, IEO Bldg.)<br><br>Assignee and Assignor Partners |

|                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>d. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner (1 original; 3 photocopies)</p> <p>If provision for amendment is to have foreign equity of a registered partnership, submit:<br/>d.) F-106</p> <p>If provision for amendment is to further increase the foreign equity of a registered partnership, submit:<br/>d.) F-107</p> | <p>May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> <p>May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLIENT STEPS                                                                                                                                                                                                              | AGENCY ACTIONS                                                                                                                             | FEES TO BE PAID                                         | PROCESSING TIME                                                     | PERSON RESPONSIBLE               |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------|---------------------------------------------------------------------|----------------------------------|
| <p>1. If partnership name is for amendment:</p> <p>1.1. Fills out Name Verification Form (Verifies, reserves or company name with or without trade name/s)</p> <p>1.2. If name is rejected, registrant may appeal for</p> | <p>1. Approves or denies proposed name/s or trade name/s</p> <p>1.1. Approves or denies appeal for the proposed name/s or trade name/s</p> | <p>PHP 100.00 per proposed partnership/trade name/s</p> | <p>10 minutes per application</p> <p>15 minutes per application</p> | <p>Administrative Officer II</p> |

| CLIENT STEPS                                                                                                                                 | AGENCY ACTIONS                                                                                                                                                                                                                                               | FEES TO BE PAID | PROCESSING TIME                                                                             | PERSON RESPONSIBLE                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|
| the proposed partnership name                                                                                                                |                                                                                                                                                                                                                                                              |                 |                                                                                             |                                                                                                             |
| 2. For pre-processing, secures queuing number from the EO queuing system and proceeds to Counter for presentment of documentary requirements | 4. Verifies completeness of amendment requirements<br><br>4.1. If documents are complete:<br><br>4.1.1. Accepts documents for assignment to EO processors<br><br>4.1.2. If documents are incomplete:<br>4.1.2.1. Returns documents to clients for compliance | None            | 5-10 minutes per application<br><br>5-10 minutes per application                            | SEC Administrative Assistant II                                                                             |
| 5. Waits for the partnership's name to be called by the assigned EO processor                                                                | 5. Processes and evaluates application for amendment<br><br>5.1. If complete and compliant, issues Payment Assessment Form                                                                                                                                   | None            | 20-30 minutes per application (depending on the complexity of the documentary requirements) | Administrative Assistant II<br>Securities Specialist I<br>Securities Specialist II<br>Securities Counsel II |

| CLIENT STEPS           | AGENCY ACTIONS                                                               | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                        | 5.2. If non-compliant, issues a checklist for compliance                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                    |
| 6. Pays the filing fee | 6. Issues the Official Receipt and machine-validated Payment Assessment Form | <p>Filing Fees:</p> <p>Amendment of Articles Partnership:<br/> PHP 2,050.00<br/> (*+**+***)</p> <p>*Amended Articles of Partnership</p> <p>**Documentary Stamp Taxes - PHP 30.00</p> <p>***Legal Research Fee-<br/> 1% of the Filing Fee for amendment (PHP 20.00)</p> <p>**** Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s</p> <p>*****Amendment with Deed of Assignment of Partner's Interest –</p> | 5 minutes       | SEC Cashier        |

| CLIENT STEPS                                                                                                                                                           | AGENCY ACTIONS                                                          | FEES TO BE PAID                                                                                                                                                                                                                                       | PROCESSING TIME                                               | PERSON RESPONSIBLE                                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------|
|                                                                                                                                                                        |                                                                         | PHP 2,000.00 per Deed<br>*****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00<br>*****Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00) |                                                               |                                                    |
| 7. Secures queuing number from the EO queuing system and proceeds to EO Receiving Section for presentment of documentary requirements with proof of payment of payment | 7. Receives and verifies documentary requirements and proofs of payment | None                                                                                                                                                                                                                                                  | 3-5 minutes per application                                   | SEC Administrative Assistant II                    |
| 8. Waits for the issuance of signed Certificate                                                                                                                        | 8. Prepares the Certificate of Amended Articles of Partnership          | None                                                                                                                                                                                                                                                  | 3-5 minutes per application<br><br>10 minutes per application | Administrative Assistant II<br><br>EO Director/OIC |



| CLIENT STEPS                                                                                                                                                                                                | AGENCY ACTIONS                                                                                                                          | FEES TO BE PAID                                                                                                                              | PROCESSING TIME           | PERSON RESPONSIBLE                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|---------------------------------------------------|
|                                                                                                                                                                                                             | 8.1. Signs the Certificate of Amended Articles of Partnership<br><br>8.2. Encodes signed Certificate of Amended Articles of Partnership |                                                                                                                                              | 5 minutes per application | Administrative Assistant II                       |
| 9. Secures queuing number from the CRMD queuing system and proceeds to EO Releasing Counter for presentment of original proof of payment and receives signed Certificate of Amended Articles of Partnership | 8. Releases signed Certificate of Amended Articles of Partnership                                                                       | None                                                                                                                                         | 5 minutes per application | EO Frontline Staff<br>Administrative Assistant II |
| TOTAL                                                                                                                                                                                                       |                                                                                                                                         | PHP 100.00 per proposed partnership/trade name/s<br><br>Filing Fees:<br><br>Amendment of Articles Partnership:<br>PHP 2,050.00<br>(*+**+***) | 1 hour and 50 minutes     |                                                   |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>*Amended Articles of Partnership</p> <p>**Documentary Stamp Taxes - P PHP 30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 20.00)</p> <p>**** Amendment with partnership/trade names, with additional PHP 100.00 per reserved corporate/trade name/s</p> <p>*****Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed</p> <p>*****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                             | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | ***** Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00) |                 |                    |

### 3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

|                                                                                                                                                                                                                                          |                                                                                                                     |                                                                                                                                                                                                                                                                                     |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                                                                                                                                                               | <b>IEO Public Assistance and Help Desk Counter</b>                                                                  |                                                                                                                                                                                                                                                                                     |  |
| <b>Classification:</b>                                                                                                                                                                                                                   | Highly Technical                                                                                                    |                                                                                                                                                                                                                                                                                     |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                              | G2B – Government to Business                                                                                        |                                                                                                                                                                                                                                                                                     |  |
| <b>Who may avail:</b>                                                                                                                                                                                                                    | All Partnerships and Corporations duly recorded and registered at Securities and Exchange Commission, respectively. |                                                                                                                                                                                                                                                                                     |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                         |                                                                                                                     | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                              |  |
| <b>1. Duly accomplished request form</b>                                                                                                                                                                                                 |                                                                                                                     | Public Assistance and Complaint Desk/ EO Counter                                                                                                                                                                                                                                    |  |
| <b>2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital)</b> |                                                                                                                     | To be provided by the Company                                                                                                                                                                                                                                                       |  |
| <b>3. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                            |                                                                                                                     | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |  |
| <b>4. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR</b>                                                                                                                                       |                                                                                                                     | To be provided by the Applicant                                                                                                                                                                                                                                                     |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                |                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|
| <b>5. Audited Interim Financial Statements, in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock not covered by item 4, to be received by the EO after the application has been reviewed by the Securities Counsel I</b> | External Auditor to be engaged by the Company |
| <b>6. Monitoring Clearance</b>                                                                                                                                                                                                                                                                                                                                                                                 | SEC IEO Extension Office                      |
| <b>Additional Requirement for Percentage of Ownership</b>                                                                                                                                                                                                                                                                                                                                                      |                                               |
| <b>7. Stock and transfer book of the corporation (to be presented for verification)</b>                                                                                                                                                                                                                                                                                                                        | To be provided by the Applicant               |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                                                                                                                                                                                       | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                    |
|-----------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------------------|
| 1. Secures a number through the queuing system                        | 1. Calls the number through the system and assists the client                                                                                                                                                                        | None            | 1 hour          | EO Frontline Staff/                   |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing<br><br>2.1. For first time applicants, Assigns the application to an EO specialist<br><br>2.1.1.If for compliance, records the date of submission and forwards the application to the | None            | 4 hours         | EO Frontline Staff<br>EO Director/OIC |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                     | FEES TO BE PAID | PROCESSING TIME                      | PERSON RESPONSIBLE                                        |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------|-----------------------------------------------------------|
|              | <p>assigned EO specialist</p> <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1.If application is complete and in order, the assigned EO staff prepares Final Report and submits it to the EO Director/OIC for review</p> <p>2.3.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns</p> |                 | <p>3 hours</p> <p>6 working days</p> | <p>EO Frontline Staff</p> <p>Securities Specialist II</p> |



| CLIENT STEPS                                                                                | AGENCY ACTIONS                                                                                                                                                    | FEES TO BE PAID                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                             | <p>assigned EO specialist to issue Payment Assessment Form (PAF)</p> <p>2.5.2.If not approved, returns the application to the EO specialist. Go to Step 2.3.1</p> |                                                                                                                        |                 |                    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer  | 3. Receives the follow-up slip and forwards it to the assigned financial specialist                                                                               | None                                                                                                                   | 1 hour          | EO Frontline Staff |
| 4. Receives the Payment Assessment Form                                                     | 4. Prepares and issues Payment Assessment Form (PAF) to the applicant                                                                                             | None                                                                                                                   | 1 hour          | IEO Specialist     |
| 5. Pays the corresponding filing fees                                                       | 5. Receives and acknowledges payment                                                                                                                              | <p>*PHP 1,040 per copy</p> <p>*Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00</p> | 1 hour          | IEO Cashier        |
| 6. Submits complete application requirements for processing together with the validated PAF | 6.1 Receives complete application requirement and validated PAF                                                                                                   | None                                                                                                                   | 1 hour          | IEO Specialist     |

| CLIENT STEPS                                                                                                                                                      | AGENCY ACTIONS                                                                | FEES TO BE PAID     | PROCESSING TIME                                     | PERSON RESPONSIBLE              |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------|-----------------------------------------------------|---------------------------------|
| 6.1 In case wherein the basis for certification is Audited Interim Financial Statements, submits the Audited Interim Financial Statements then proceeds to Step 6 | 6.2 Receives the Audited Interim Financial Statements                         |                     | 1 hour                                              | IEO Receiving Section           |
|                                                                                                                                                                   | 6.3 Advises the client when to follow up the application                      |                     | 45 minutes                                          | IEO Specialist                  |
|                                                                                                                                                                   | 6.4 Prepares Certificate of Paid-up for initial of the Supervising Specialist |                     | 2 working days                                      | IEO Director                    |
|                                                                                                                                                                   | 6.5 Initials the Certificate of Paid-up Capital                               |                     | 2 working days                                      | Securities Specialist II        |
|                                                                                                                                                                   | 6.6 Signs the Certificate of Paid-up Capital                                  |                     | 2 days                                              | IEO Director                    |
|                                                                                                                                                                   | 6.7 Records the approved Certificates of Paid-up Capital                      |                     | 45 minutes                                          | SEC Administrative Assistant II |
| 7. Presents the Official Receipt to the Counter Officer                                                                                                           | 7. Receives the Official Receipt                                              | None                | 45 minutes                                          | IEO Frontline Staff             |
| 8. Receives the duly signed Certificate of Paid-up Capital                                                                                                        | 8. Releases the signed Certificate of Paid-up Capital                         | None                | 45 minutes                                          | SEC Administrative Assistant II |
| TOTAL                                                                                                                                                             |                                                                               | PHP 1,040.00 / copy | 1. 7 working days counted from the Steps 1 to 2.3 – |                                 |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME                                                                                                          | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|--------------------------------------------------------------------------------------------------------------------------|--------------------|
|              |                |                 | 2. 7 working days –<br>Step 2.4 –<br><br>3. 7 working days –<br>Step 2.5<br><br>4. 7 working days –<br>from steps 3 to 8 |                    |

#### 4. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash

| <b>Office or Division:</b>                  | <b>SEC Iloilo Extension Office (SEC-IEO)</b>                       |                                                                                                                                                                                                                                                                  |  |
|---------------------------------------------|--------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Classification:</b>                      | Highly Technical                                                   |                                                                                                                                                                                                                                                                  |  |
| <b>Type of Transaction:</b>                 | G2B – Government to Business                                       |                                                                                                                                                                                                                                                                  |  |
| <b>Who may avail:</b>                       | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                                  |  |
| CHECKLIST OF REQUIREMENTS                   |                                                                    | WHERE TO SECURE                                                                                                                                                                                                                                                  |  |
| 1. Cover sheet                              |                                                                    | EO Public Assistance or<br>Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a> |  |
| 2. Certificate of Increase of Capital Stock |                                                                    | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                         |  |
| 3. Treasurer's Affidavit                    |                                                                    | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                                |  |
| 4. Directors' certificate                   |                                                                    | EO Public Assistance or                                                                                                                                                                                                                                          |  |



|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p><i>otherwise,</i></p> <p>iii. <b>SUBSCRIPTION CONTRACT</b> executed under oath among stockholder/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for.</p> <p><b>Note: Per Memorandum Circular No. 11 Series of 2016</b></p> <p>iv. For RURAL BANKS:</p> <p>a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP</p> <p>b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification</p> | <p>EO Public Assistance</p> <p>Bangko Sentral ng Pilipinas</p>                                                                                                                                                        |
| <b>10. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a> |
| <b>11. Endorsement/Clearance, if applicable</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                   |
| <b>12. Monitoring Clearance</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | SEC Extension Office                                                                                                                                                                                                  |
| <b>13. Others</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                                                                                                                       |

| CLIENT STEPS                                   | AGENCY ACTIONS                                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE              |
|------------------------------------------------|---------------------------------------------------------------|-----------------|-----------------|---------------------------------|
| 1. Secures a number through the queuing system | 1. Calls the number through the system and assists the client | None            | 1 hour          | SEC Administrative Assistant II |

| CLIENT STEPS                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | FEES TO BE PAID | PROCESSING TIME                                      | PERSON RESPONSIBLE                                                                                                            |
|----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------|
| 2. Submits the requirements to the Counter Officer | <p>2. Records the application for - pre-processing</p> <p>2.1. For first time applicants, Assigns the application to an IEO processor</p> <p>2.1.1.If for compliance, records the date of submission and forwards the application to the assigned EO processor</p> <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1.If application is complete and in order, the specialist prepares Final Report and submits</p> | None            | <p>4 hours</p> <p>3 hours</p> <p>19 working days</p> | <p>EO Frontline Staff</p> <p>SEC Administrative Assistant II</p> <p>Securities Specialist II</p> <p>Securities Counsel II</p> |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                           | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>it to his/her partner Specialist</p> <p>2.3.2.If application is for compliance, if application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1</p> <p>2.4. Reviews the final report</p> <p>2.4.1.If compliant, orders the specialist to issue Payment Assessment Form (PAF)</p> <p>2.4.2.If not compliant, returns the application to the specialist. Go to Step 2.3.2</p> |                 | 19 working days |                    |

| CLIENT STEPS                                                                               | AGENCY ACTIONS                                                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE                                      |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------|
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer | 3. Receives the follow-up slip and forwards it to the assigned financial specialist | None                                                                                                                                                                                                                                                                                                                                               | 2 hours         | EO Frontline Staff                                      |
| 4. Receives the Payment Assessment Form                                                    | 4. Prepares and issues Payment Assessment Form (PAF) to the applicant               | None                                                                                                                                                                                                                                                                                                                                               | 2 hours         | Administrative Assistant II<br>Securities Specialist II |
| 5. Pays the filing fees                                                                    | 5. Receives and acknowledges payment                                                | 1. Amended Articles of Incorporation – PHP 1,010*<br><br>Plus<br><br>2. Increase of Capital Stock -<br>**For corporation with par value –<br>1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher<br><br>**For corporation without par value – | 2 hours         | IEO Cashier                                             |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00</p> <p>4. Documentary Stamp tax of PHP 60.00</p> <p>*Inclusive of LRF of PHP 10.00</p> <p>***For Corporations with FIA Application - Additional PHP 3,060,</p> |                 |                    |

| CLIENT STEPS                                                                                          | AGENCY ACTIONS                                                                                                            | FEES TO BE PAID                                    | PROCESSING TIME | PERSON RESPONSIBLE                                  |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-----------------|-----------------------------------------------------|
|                                                                                                       |                                                                                                                           | inclusive of LRF of PHP 30.00 and DST of PHP 30.00 |                 |                                                     |
| 6. Secures a number through the queuing system (Receiving)                                            | 6. Calls the number through the system and assists the client                                                             | None                                               | 2 hours         | Administrative Asst. II                             |
| 7. Submits complete application requirements for processing together with the validated PAF in 4 sets | 7. Receives the complete application requirements and validated PAF and advises the client when to follow up its status   | None                                               | 2 hours         | IEO Receiving Unit                                  |
|                                                                                                       | 7.1. Encodes the details of the Increase of Capital Stock in the system and forwards the application to the Support Staff |                                                    | 3 working days  | Administrative Asst. II<br>Securities Specialist II |
|                                                                                                       | 7.2. Prepares Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation                         |                                                    | 3 working days  | Administrative Asst. II<br>Securities Specialist II |
|                                                                                                       | 7.3. Signs and approves the application                                                                                   |                                                    | 12 working days | EO Director/OIC                                     |
|                                                                                                       |                                                                                                                           |                                                    | 1 day           | Administrative Assistant II                         |



| CLIENT STEPS                                                                                                  | AGENCY ACTIONS                                                                                                | FEES TO BE PAID                                                                                                                                                                                                                                             | PROCESSING TIME                                                                                                                               | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|                                                                                                               | 7.4. Forwards the approved application to the Releasing Unit                                                  |                                                                                                                                                                                                                                                             |                                                                                                                                               |                    |
| 8. Secures a number through the queuing system (Releasing)                                                    | 8. Calls the number through the system and assists the client                                                 | None                                                                                                                                                                                                                                                        | 2 hours                                                                                                                                       | EO Counter         |
| 9. Presents the Official Receipt to the Counter Officer                                                       | 9. Receives the Official Receipt                                                                              | None                                                                                                                                                                                                                                                        | 2 hours                                                                                                                                       | EO Counter         |
| 10. Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation | 10. Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation | None                                                                                                                                                                                                                                                        | 2 hours                                                                                                                                       | EO Frontline Staff |
| TOTAL                                                                                                         |                                                                                                               | 1. Amended Articles of Incorporation – PHP 1,010*<br><br>Plus<br>2. Increase of Capital Stock -<br>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed | 1. 20 working days from Step 1 to Step 2.3<br><br>2. 20 working days from Step 2.4 to Step 6<br><br>3. 20 working days from Step 7 to Step 10 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                             | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>capital stock, whichever is higher</p> <p>**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00</p> <p>4. Documentary Stamp tax of PHP 60.00</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | *Inclusive of LRF of PHP 10.00<br><br>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00 |                 |                    |

## 5. Increase of Capital Stock through Payment other than Cash

This service details the procedure on application for increase of capital stock by way:

1. Conversion of advances/liabilities to equity
2. Stock Dividends
3. Land, building / condominium units
4. Untitled Lands
5. Inventories / Furnitures / Personal Properties
6. Heavy equipment and machinery
7. Shares of stock
8. Motor Vehicle
9. Sea vessel / aircraft
10. Intangibles
11. Net assets

**Note: If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.**

|                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                        | <b>SEC Iloilo Extension Office (SEC-IEO)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |                        |
| <b>Classification:</b>                                                                                                                                                                                                                                            | Highly Technical                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                        |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                       | G2B – Government to Business                                                                                                                                                                                                                                                                                                                                                                                                                                                |                        |
| <b>Who may avail:</b>                                                                                                                                                                                                                                             | Corporations duly registered at Securities and Exchange Commission                                                                                                                                                                                                                                                                                                                                                                                                          |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>WHERE TO SECURE</b> |
| <b>BASIC REQUIREMENTS</b>                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                        |
| <b>1. Cover sheet</b>                                                                                                                                                                                                                                             | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a>                                                                                                                                                                                                               |                        |
| <b>2. Certificate of Increase of Capital Stock</b>                                                                                                                                                                                                                | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                                                                                                                                                                                                                                    |                        |
| <b>3. Treasurer's Affidavit</b>                                                                                                                                                                                                                                   | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                                                                                                                                                                                                                                           |                        |
| <b>4. Directors' certificate</b>                                                                                                                                                                                                                                  | EO Public Assistance or Downloadable at SEC website through the following URL:<br>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a><br>Trustees' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf</a> |                        |
| <b>5. Amended Articles of Incorporation</b>                                                                                                                                                                                                                       | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |                        |
| <b>6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary</b> | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |                        |
| <b>7. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                     | EO Public Assistance or Downloadable at SEC website through the following URL:                                                                                                                                                                                                                                                                                                                                                                                              |                        |

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|                                                                                                                                                                                                                                                            | <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a>                                                                                   |
| <b>8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders</b>                                                                                                                                                          | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a> |
| <b>9. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***</b>                                                                                                                               | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a>                                                                                       |
| <b>10. Endorsement/Clearance, if applicable</b>                                                                                                                                                                                                            | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                                                                                                         |
| <b>11. Monitoring Clearance</b>                                                                                                                                                                                                                            | SEC Extension Office                                                                                                                                                                                                                                                                                        |
| <b>ADDITIONAL REQUIREMENTS depending on the mode of payment</b>                                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                             |
| <b>12. Conversion of Advances / Liabilities to Equity</b>                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                             |
| <b>12.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)</b>                                                                                                  | To be provided by the company                                                                                                                                                                                                                                                                               |
| <b>12.2 A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in item 12.1</b>                                                                                                     | For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a>                         |
| <b>12.3 Deed of Assignment of advances / liabilities</b>                                                                                                                                                                                                   | To be provided by the Company                                                                                                                                                                                                                                                                               |
| <b>13. Stock Dividends</b>                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                             |
| <b>13.1 List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary</b>                                                                             | To be provided by the Company                                                                                                                                                                                                                                                                               |
| <b>13.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC</b>                                                                                                                                                                | To be provided by the Company                                                                                                                                                                                                                                                                               |
| <b>13.3 Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting</b> | To be provided by the Company                                                                                                                                                                                                                                                                               |

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| approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct                                                                                                        |                                                                                                                                                                                                                                                                                                |
| <b>13.4 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings</b>                                                                                                                                   | To be provided by the Company                                                                                                                                                                                                                                                                  |
| <b>13.5 Reconciliation of Retained Earnings</b>                                                                                                                                                                                               | EO Public Assistance or refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf</a> |
| <b>14. Land, buildings / condominium units</b>                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                |
| <b>14.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively</b>                                                                                                                      | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.5 Deed of Assignment</b>                                                                                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property</b>                                                                       | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer</b>                                                                      | To be provided by the Applicant.                                                                                                                                                                                                                                                               |
| <b>14.8 Certification from the transferor stating that the improvements are existing and in good condition</b>                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                               |

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| <b>14.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                                                                                                                                                                                           | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>15. Untitled Lands</b>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                         |
| <b>15.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.2 Duplicate original or certified true copies of the tax declaration sheets</b>                                                                                                                                                                                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.3 Latest realty tax receipts</b>                                                                                                                                                                                                                                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.4 Affidavit by the transferor attesting continuous and open possession of the property is located</b>                                                                                                                                                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located</b>                                                                                                                                                                                                                                                                                             | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.6 Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated</b>                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.7 Affidavit executed by the transferor attesting to the:</b><br>a. Existence (or non-existence) of easements over the untitled property<br>b. Kind/description of the easement and its location<br>c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

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| <b>15.8 Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital</b>                                                                                                                                                                                        | To be provided by the Applicant. |
| <b>15.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following:</b><br>a. There is no other claimant to the untitled land<br>b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or<br>c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) | To be provided by the Applicant. |
| <b>15.10 Blue Print Survey of the Plan as approved by the Bureau of Lands</b>                                                                                                                                                                                                                                                                                                       | To be provided by the Applicant. |
| <b>15.11 Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)</b>                                                                                                                                                                 | To be provided by the Applicant. |
| <b>15.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>15.13 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                                                                                                                                                                    | To be provided by the Applicant. |
| <b>15.14 Deed of Assignment</b>                                                                                                                                                                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>15.15 Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application</b>                                                                                                                                                  | To be provided by the Applicant. |
| <b>16. Inventories / Furniture / Personal Properties</b>                                                                                                                                                                                                                                                                                                                            |                                  |
| <b>16.1 Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant</b>                                                                                                                                                                                                                  | To be provided by the Applicant. |



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| <b>16.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value</b>                                                                   | To be provided by the Applicant. |
| <b>16.3 Deed of Assignment</b>                                                                                                                                                                                   | To be provided by the Applicant. |
| <b>17. Heavy equipment and machinery</b>                                                                                                                                                                         |                                  |
| <b>17.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant</b>                                                                                 | To be provided by the Applicant. |
| <b>17.2 Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.</b>            | To be provided by the Applicant. |
| <b>17.3 Deed of Assignment</b>                                                                                                                                                                                   | To be provided by the Applicant. |
| <b>17.4 Certification from the transferor stating that the properties are existing and in good condition</b>                                                                                                     | To be provided by the Applicant. |
| <b>18. Shares of Stock</b>                                                                                                                                                                                       |                                  |
| <b>18.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant</b> | To be provided by the Applicant. |
| <b>18.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC</b>                                                                                              | To be provided by the Applicant. |
| <b>18.3 Deed of Assignment</b>                                                                                                                                                                                   | To be provided by the Applicant. |
| <b>18.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor</b>                                                                         | To be provided by the Applicant. |
| <b>18.5 Photocopy of the stock certificate (present original for verification)</b>                                                                                                                               | To be provided by the Applicant. |

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| <b>18.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)</b>                                    | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period</b>                                                                                                                       | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>19. Motor Vehicles</b>                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                         |
| <b>19.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)</b>                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.4 Deed of Assignment</b>                                                                                                                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                      | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>19.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition</b>                                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20. Sea Vessel / Aircraft</b>                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                         |
| <b>20.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant</b>                                                        | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.2 Certified true copy of the certificate of ownership</b>                                                                                                                                                                  | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

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| <b>20.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency</b>                                                                  | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.5 Deed of Assignment</b>                                                                                                                                  | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                     | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>21. Intangibles</b>                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                         |
| <b>21.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)</b>                                                                     | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights</b>                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.3 Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)</b> | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.4 Deed of Assignment</b>                                                                                                                                  | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period</b>                         | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>22. Net Assets</b>                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                         |
| <b>22.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC</b>                                  | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year</b>                 | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.3 Long-form audit report of item no. 22.2</b>                                                                                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |

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| <b>22.4 Deed of Assignment of the assets and liabilities</b>                                                                                                                                         | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.5 List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors</b> | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant</b>                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification)</b>                                                                                   | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.8 Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively</b>                                                                        | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.9 Photocopy of stock certificates (present original for verification)</b>                                                                                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.10 DTI Certificate of Registration (for single proprietorship)</b>                                                                                                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.11 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                         | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |

| CLIENT STEPS                                       | AGENCY ACTIONS                                  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                                                                        |
|----------------------------------------------------|-------------------------------------------------|-----------------|-----------------|---------------------------------------------------------------------------------------------------------------------------|
| 1. Secures a number through the queuing system     | 1. Calls the number and assists the client      | None            | 1 hour          | EO Frontline Staff                                                                                                        |
| 2. Submits the requirements to the Counter Officer | 2. Records the application for - pre-processing | None            | 4 hours         | EO Frontline Staff<br>SEC Administrative Asst. II<br>Securities Specialist II<br>Securities Counsel II<br>EO Director/OIC |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                          | FEES TO BE PAID | PROCESSING TIME                       | PERSON RESPONSIBLE       |
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|              | <p>2.1. For first time applicants, Assigns the application to a FAAD specialist</p> <p>2.1.1.If for compliance, records the date of submission and forwards the application to the assigned FAAD Specialist</p> <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1.the specialist prepares Final Report and submits it to the Assistant Director</p> |                 | <p>3 hours</p> <p>19 working days</p> | Securities Specialist II |

| CLIENT STEPS                                                                               | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                |
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|                                                                                            | <p>2.3.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant.<br/><i>Go to Step 1</i></p> <p>2.4. Reviews the final report</p> <p>2.4.1.If compliant, orders the FAAD Specialist to issue Payment Assessment Form (PAF)</p> <p>2.4.2.If not compliant, returns the application to the FAAD Specialist.<br/><i>Go to Step 2.3.2</i></p> |                 | 19 working days | Securities Counsel I                              |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer | 4. Receives the follow-up slip and forwards it to the assigned financial specialist                                                                                                                                                                                                                                                                                                                            | None            | 2 hours         | IEO Frontline Staff                               |
| 5. Receives the Payment Assessment Form                                                    | 5. Prepares and issues Payment Assessment Form (PAF) to the applicant                                                                                                                                                                                                                                                                                                                                          | None            | 2 hours         | Securities Specialist II<br>Securities Counsel II |

| CLIENT STEPS            | AGENCY ACTIONS                       | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|-------------------------|--------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| 6. Pays the filing fees | 6. Receives and acknowledges payment | <p>1. Amended Articles of Incorporation – PHP 1,010*</p> <p>Plus</p> <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the</p> | 2 hours         | IEO Cashier        |

| CLIENT STEPS                                               | AGENCY ACTIONS                                                | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE                             |
|------------------------------------------------------------|---------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------|
|                                                            |                                                               | <p>subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00</p> <p>4. Documentary Stamp tax of PHP 60.00</p> <p>*Inclusive of LRF of PHP 10.00</p> <p>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00</p> |                 |                                                |
| 7. Secures a number through the queuing system (Receiving) | 7. Calls the number through the system and assists the client | None                                                                                                                                                                                                                                                                                                                                                                                    | 2 hours         | IEO Frontline Staff<br>Administrative Asst. II |



| CLIENT STEPS                                                                                          | AGENCY ACTIONS                                                                                                          | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                            |
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| 8. Submits complete application requirements for processing together with the validated PAF in 4 sets | 8. Receives the complete application requirements and validated PAF and advises the client when to follow up its status | None            | 2 hours         | IEO Receiving Unit                                                            |
|                                                                                                       | 8.1. Encodes the details of the application in the system and forwards the application to the Support Staff             |                 | 3 working days  | Administrative Asst. II<br>Confidential Asst. III<br>Securities Specialist II |
|                                                                                                       | 8.2. Prepares Certificate                                                                                               |                 | 3 working days  | Administrative Asst. II                                                       |
|                                                                                                       | 8.3. Signs and approves the application                                                                                 |                 | 12 working days | Securities Specialist II<br>EO Director/OIC                                   |
|                                                                                                       | 8.4. Forwards the approved application to the Releasing Unit                                                            |                 | 1 working day   | Administrative Assistant II                                                   |
| 9. Secures a number through the queuing system (Releasing)                                            | 9. Calls the number through the system and assists the client                                                           | None            | 2 hours         | IEO Counter                                                                   |
| 10. Presents the Official Receipt to the Counter Officer                                              | 10. Receives the Official Receipt                                                                                       | None            | 2 hours         | IEO Counter                                                                   |
| 11. Receives the duly approved application                                                            | 11. Releases the duly approved application                                                                              | None            | 2 hours         | IEO Frontline Staff                                                           |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME                                                                                                                                 | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
| TOTAL        |                | <p>1. Amended Articles of Incorporation – PHP 1,010*</p> <p>Plus</p> <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the</p> | <p>1. 20 working days from Step 1 to 2.3</p> <p>2. 20 working days from Step 2.4 to Step 6</p> <p>3. 20 working days from Step 7 to Step 10</p> |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00</p> <p>4. Documentary Stamp tax of PHP 60.00</p> <p>*Inclusive of LRF of PHP 10.00</p> <p>***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00</p> |                 |                    |

## 5. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                             | <b>SEC Iloilo Extension Office (SEC-IEO)</b>                                                                                                                                                                                               |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Simple                                                                                                                                                                                                                                     |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                            | G2B – Government to Business                                                                                                                                                                                                               |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                  | All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations                                                                                                                                                      |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                       | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                     |
| <b>SEC FORM 2015-001 (1 Original)</b><br><br><b>Monitoring Clearance (1 photocopy)</b> <ul style="list-style-type: none"> <li>* Primary Licenses</li> <li>* Lending</li> <li>* Foundation</li> </ul><br><b>For Corporations with Secondary Licenses, attach the Articles of Incorporation or latest Amended Articles of Incorporation, if any</b><br><br><b>For Partnerships, attach the Articles of Partnership or latest Amended Articles of Partnership, if any</b> | <b>SEC EO</b><br><br><br><b>SEC EO</b><br>CGFD<br>CGFD<br><br>Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a><br><br>Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |

| CLIENT STEPS                           | AGENCY ACTIONS                             | FEES TO BE PAID                | PROCESSING TIME | PERSON RESPONSIBLE                                      |
|----------------------------------------|--------------------------------------------|--------------------------------|-----------------|---------------------------------------------------------|
| 1. Secures a queuing number in SEC EO  | 1. Calls the number and assists the client | None                           | 3 minutes       | EO Frontline Staff<br>Administrative Assistant I        |
| 2. Waits for the processing of request | 2. Receives application                    | Certification Fee –<br>PHP 500 | 2 minutes       | Administrative Assistant I<br>Administrative Officer IV |

| CLIENT STEPS                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                              | FEES TO BE PAID                   | PROCESSING TIME                                                                                                             | PERSON RESPONSIBLE |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------|
| 2.1. Receives the PAF and pays to the SEC Cashier. | <p>2.1. Evaluate attachments</p> <p>2.2. Verifies the status of corporation through CIS-URDB.</p> <p>2.2.1.If application is cleared, a Payment Assessment Form is issued to applicant with instruction to pay at the SEC Cashier.</p> <p>2.2.2.If not cleared in Certification Issuance System- Unified Reference Database (CIS-URDB), instructs the applicant to return to the department who encoded the infraction.</p> | Documentary Stamp<br>Tax – PHP 30 | <p>2 minutes</p> <p>5 minutes per document</p> <p>5 minutes per document</p> <p>5 minutes per document</p> <p>3 minutes</p> |                    |

| CLIENT STEPS                                                     | AGENCY ACTIONS                                                                                                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME                 | PERSON RESPONSIBLE                                                                                                                              |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                  | 2.3. Receives the machine validated Payment Assessment Form.<br><br>2.4. Prints the Certificate of No Derogatory Information through the CIS-URDB.<br><br>2.5. Reviews the application and signs the Certificate of No Derogatory Information. |                 | 5 minutes<br><br><br>10 minutes | Administrative Assistant I/<br>Administrative Officer IV<br><br>Administrative Assistant I/<br>Administrative Officer IV<br><br>EO Director/OIC |
| 3. Secures a queuing number in SEC EO and proceeds to EO Counter | 3. Calls the number                                                                                                                                                                                                                            | None            | 1 minute                        | EO Frontline Staff                                                                                                                              |
| 4. Receives the certification                                    | 4. Seals the Certificate of No Derogatory Information with the SEC logo<br>4.1. Releases the Certificate of No Derogatory Information (CNDI) to the applicant.                                                                                 | None            | 5 minutes                       | Administrative Assistant I/<br>Administrative Officer IV                                                                                        |
| TOTAL                                                            |                                                                                                                                                                                                                                                | PHP 530         | 47 minutes                      |                                                                                                                                                 |

## 6. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

|                                                        |                                           |                              |
|--------------------------------------------------------|-------------------------------------------|------------------------------|
| <b>Office or Division:</b>                             | <b>SEC IEO Extension Office (SEC-IEO)</b> |                              |
| <b>Classification:</b>                                 | Simple                                    |                              |
| <b>Type of Transaction:</b>                            | G2G – Government to Government            |                              |
| <b>Who may avail:</b>                                  | All Government Agencies                   |                              |
| <b>CHECKLIST OF REQUIREMENTS</b>                       |                                           | <b>WHERE TO SECURE</b>       |
| <b>Signed Letter Request (1 original, 1 photocopy)</b> |                                           | Requesting Government Agency |

| CLIENT STEPS                                                  | AGENCY ACTIONS                                                                                                                                                                                                                                                | FEES TO BE PAID                | PROCESSING TIME                                                     | PERSON RESPONSIBLE                                                                           |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
| 1. Submits the letter to the Office of the Director (OD) – EO | 1. Receives the letter request<br><br>1.1. Assigns and forwards to concerned EO staff                                                                                                                                                                         | None                           | 3 minutes                                                           | EO Frontline Staff                                                                           |
| 2. Waits to process the request                               | 2. Prepares the requested documents and forwards to the Confidential Assistant III<br><br>2.1. *If plain copy, prints the documents<br><br>2.2. **If authenticated copy, prints and stamps the documents<br><br>2.3. Prepares the letter reply and/or Payment | None<br><br>PHP 10.00 per page | 5 minutes per document<br><br>10 minutes per document<br>10 minutes | Confidential Assistant III<br>Administrative Officer II<br><br><br>Administrative Officer IV |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>Assessment Form (PAF) and forwards the same together with the documents to the EO Administrative Officer IV</p> <p>2.3.1. If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), and Government Service Insurance System (GSIS) and other profit-making agencies, issues the PAF</p> <p>2.4. For non-profit making agencies, do not issue a PAF</p> <p>2.5. Signs the letter and/or documents and forwards to the Administrative Assistant II</p> |                 | 5 minutes       | EO Director        |



| CLIENT STEPS                                                | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                             | FEES TO BE PAID | PROCESSING TIME      | PERSON RESPONSIBLE        |
|-------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|---------------------------|
|                                                             |                                                                                                                                                                                                                                                                                                                                                                            |                 |                      |                           |
| 3. Receives the transmittal letter with attached document/s | 4. Transmits the signed letter reply with attached documents<br><br>4.1. If the requesting party is nearby SEC Extension Office, personally call the requestor to receive the document/s<br><br>4.2. If the requesting party is outside Metro Manila, transmits by courier/express<br><br>4.3. Transmits the signed letter reply with attached PAF through courier/express | None            | 5 minutes per agency | Administrative Officer IV |
| TOTAL                                                       |                                                                                                                                                                                                                                                                                                                                                                            | P10.00 per page | 38 minutes           |                           |

## 7. Public Assistance and Complaint Action

This service details the assistance rendered to walk-in clients on their concerns and queries pertaining to SEC matters. This is also to provide advice and counseling on their complaints as well to refer clients to appropriate SEC Department, if applicable.

|                                  |                                              |                        |
|----------------------------------|----------------------------------------------|------------------------|
| <b>Office or Division:</b>       | <b>SEC Iloilo Extension Office (SEC-IEO)</b> |                        |
| <b>Classification:</b>           | Simple                                       |                        |
| <b>Type of Transaction:</b>      | G2C- Government to Citizen                   |                        |
| <b>Who may avail:</b>            | All                                          |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                              | <b>WHERE TO SECURE</b> |
| None                             |                                              | None                   |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                                                       | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                |
|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------------------------------|
| 1. Gets a number in the EO queuing system and proceeds to Public Assistance & Complaint Desk | 1. Presses the queuing button to call the number of the client                       | None            | 1 minute        | Securities Specialist II<br>Securities Counsel II |
| 2. Presents concern/s, query or complaint                                                    | 2. Renders advice depending                                                          | None            | 30 minutes      | EO Frontline Staff<br>Information Officer III     |
| 2.1. Presents written complaint                                                              | 2.1. On the nature of the concern/query; or                                          |                 | 5 minutes       | EO Frontline Staff<br>Information Officer III     |
|                                                                                              | 2.2. Hands out the requested checklist of requirements, guidelines, or sample forms; |                 |                 |                                                   |
|                                                                                              | 2.3. Refers to the appropriate EO staff                                              |                 | 5 minutes       | EO Frontline Staff<br>Information Officer III     |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                   |
|--------------|---------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------------------------------------------------|
|              | 2.4. Endorses written complaint to the Office of the Director and advises party to expect feedback within five (5) working days |                 | 5 minutes       | Information Officer III<br>Office of the EO Director |
| TOTAL        |                                                                                                                                 | None            | 46 minutes      |                                                      |

## 8. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

|                                                                                                       |                                       |                        |  |
|-------------------------------------------------------------------------------------------------------|---------------------------------------|------------------------|--|
| <b>Office or Division:</b>                                                                            | SEC Iloilo Extension Office (SEC-IEO) |                        |  |
| <b>Classification:</b>                                                                                | Simple                                |                        |  |
| <b>Type of Transaction:</b>                                                                           | G2C – Government to Business          |                        |  |
| <b>Who may avail:</b>                                                                                 | General Public                        |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                      |                                       | <b>WHERE TO SECURE</b> |  |
| If reports/reportorial requirements, bring 5 sets/copies.<br>Otherwise, no other requirements needed. |                                       |                        |  |

### Option 1 – Walk-in submission of reports/reportorial requirements

| CLIENT STEPS                                                                                                                                                                | AGENCY ACTIONS                                                                                                            | FEES TO BE PAID | PROCESSING TIME                | PERSON RESPONSIBLE                                                              |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------|---------------------------------------------------------------------------------|
| 1. Client proceeds to the receiving and releasing counter of any Extension Office; gets queue number and waits to be called<br><br>1.1. Presents 5 sets/copies of documents | 1. Calls on the client's number<br><br>1.1. Encodes document, prints barcode page, and attached barcode page to each copy | None            | 2 minutes<br><br>3 minutes/doc | Confidential Assistant III<br>Administrative Asst. II<br>Administrative Asst. I |
| 2. Claims 1 set for his file copy, including the acknowledgement receipt (barcode page)                                                                                     | 2. Retains 4 sets including original and returns 1 set to client                                                          |                 | 1 minute                       | -do-                                                                            |
| TOTAL                                                                                                                                                                       |                                                                                                                           | None            | 6 minutes                      |                                                                                 |

## 9. Registration of Corporations through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                             |                                                                                                                                                                                                                                                                                                         |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Office or Division:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | SEC Iloilo Extension Office (SEC-IEO)                       |                                                                                                                                                                                                                                                                                                         |  |
| Classification:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Simple                                                      |                                                                                                                                                                                                                                                                                                         |  |
| Type of Transaction:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                                                                                         |  |
| Who may avail:                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                                                                                         |  |
| CHECKLIST OF REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                             | WHERE TO SECURE                                                                                                                                                                                                                                                                                         |  |
| <ul style="list-style-type: none"><li>• Cover Sheet</li><li>• Articles of Partnership (for partnerships)</li><li>• Articles of Incorporation (for stock and non-stock corporations)</li><li>• Treasurer’s Affidavit (for stock corporation only)</li><li>• By-Laws (for stock and non-stock corporations)</li><li>• Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH</li><li>• Affidavit of Accuracy</li><li>• Affidavit of Correctness</li></ul> |                                                             | Company Registration System (CRS)                                                                                                                                                                                                                                                                       |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                             | SEC Extension Office                                                                                                                                                                                                                                                                                    |  |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |                                                             | <ul style="list-style-type: none"><li>• CRS website: <a href="http://crs.sec.gov.ph">crs.sec.gov.ph</a></li><li>• Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li></ul> |  |
| *Please be informed to arranged in accordance with the order in the checklist in 1 original and 2 photocopies                                                                                                                                                                                                                                                                                                                                                                                                              |                                                             |                                                                                                                                                                                                                                                                                                         |  |

| CLIENT STEPS                           | AGENCY ACTIONS                                               | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|----------------------------------------|--------------------------------------------------------------|-----------------|-----------------|----------------------|
| 1. Creates an email account in the CRS | 1. System sends verification confirmation to allow applicant | None            |                 | Applicant/Registrant |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME                    | PERSON RESPONSIBLE                                                                                                                                       |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                         | <p>to sign-in into the facilities therein.</p> <p>1.1. Email account created automatically expires within 90 calendar days if inactive.</p>                                                                                    |                 |                                    |                                                                                                                                                          |
| 2. Verifies, reserves or appeals the proposed company name with or without trade name/s | <p>2. System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019</p> <p>2.1. Reservation of proposed company name expires on the 4<sup>th</sup> day if in-forms are not filled up</p> | None            |                                    |                                                                                                                                                          |
| 3. Starts filling out company details and submit forms on-line                          | 3. Systems validates the company information encoded                                                                                                                                                                           | None            |                                    | Applicant/Registrant                                                                                                                                     |
| 4. Submits the hard copies of signed and notarized documents                            | <p>4. Receives the application documents and assigns to a processor</p> <p>4.1. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on</p>                                         |                 | <p>5 minutes</p> <p>20 minutes</p> | <p>Administrative Asst. II</p> <p>Confidential Asst. III</p> <p>Securities Specialist I</p> <p>Securities Specialist II</p> <p>Securities Counsel II</p> |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                       | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              | <p>Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations</p> <p>4.1.1. If compliant, processor issues a Payment Assessment Form (PAF)</p> <p>4.2. Required filing fees based on Memo Circular No. 3, series of 2017</p> <p>4.2.1. If non-compliant, application will be returned to the party</p> | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br/> <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue</p> | 5 minutes       |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00</p> <p><u>Company Name Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> <p><u>Documentary Stamp Tax:</u> PHP 30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)</p> |                 |                    |



| CLIENT STEPS                                                                                                         | AGENCY ACTIONS                                                                                                                                               | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                             |
|----------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------------------------------------------------------------------|
| 5. Submits the proof of payment and documents                                                                        | 5. Officially receives and stamps the hard copies of the registration application forwards to SEC EO for generation of the Certificate of Registration (COR) | None            | 5 minutes       | Administrative Asst. II<br>Securities Specialist I<br>Securities Specialist II |
|                                                                                                                      | 5.1. Enters company name in the EO Masterlist and prints Certificate                                                                                         |                 | 5 minutes       | Administrative Assistant II                                                    |
|                                                                                                                      | 5.2. Reviews and evaluates the application with supporting documents                                                                                         |                 | 10 minutes      | EO Director/OIC                                                                |
|                                                                                                                      | 5.2.1.If compliant, signing of the Certificate of Registration (COR)                                                                                         |                 |                 |                                                                                |
|                                                                                                                      | 5.2.2.If non-compliant, documents were returned to the processor, then to the party/client                                                                   |                 |                 |                                                                                |
| 6. Presents Official Receipt to secure the Certificate of Incorporation and signs the logbook as proof of receipt of | 6. Enters company name in the Masterlist and releases the Certificate together with registration application then                                            | None            | 5 minutes       | Administrative Asst. II                                                        |

| CLIENT STEPS                          | AGENCY ACTIONS                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| the Certificate of Registration (COR) | stamps release the official receipt |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                    |
| TOTAL                                 |                                     | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher | 55 minutes      |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000<br><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000<br><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00<br><u>Company Name Reservation:</u> PHP 100.00<br><u>Each additional trade name/s:</u> PHP 100.00<br><u>Documentary Stamp Tax:</u> PHP 30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |

## 10. Registration of Corporations through the CRS

This service details the procedure and documentary requirements for the registration and/or issuance of the primary licenses of a) ordinary stock corporations; b) issuance of secondary licenses or certificates of authority of lending and financing companies; and c) incorporation of non-stock, non-profit corporations. The process is done through the Company Registration System at [crs.sec.gov.ph](https://crs.sec.gov.ph), the online registration system of the SEC.

| <b>Office or Division:</b>                                                                                                                                                                          | <b>SEC Iloilo Extension Office (SEC-IEO)</b>                |                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------|
| <b>Classification:</b>                                                                                                                                                                              | Simple                                                      |                                |
| <b>Type of Transaction:</b>                                                                                                                                                                         | G2C – Government to Citizen                                 |                                |
| <b>Who may avail:</b>                                                                                                                                                                               | All natural and juridical persons and their representatives |                                |
| CHECKLIST OF REQUIREMENTS                                                                                                                                                                           |                                                             | WHERE TO SECURE                |
| For Stock corporation                                                                                                                                                                               |                                                             |                                |
| 1. Cover Sheet*                                                                                                                                                                                     |                                                             | CRS-generated                  |
| 2. Articles of Incorporation (AI)*                                                                                                                                                                  |                                                             |                                |
| 2.1. Tax Identification Numbers (TIN) of Filipino incorporators, directors, stockholders including corporate subscribers (to be written in the Articles of Incorporation and applicable document/s) |                                                             |                                |
| 2.2. Tax Identification Numbers (TIN) or passport numbers of foreign incorporators, directors and stockholders (to be written in the Articles of Incorporation and applicable document/s)           |                                                             |                                |
| 3. Treasurer's Affidavit* (in case not incorporated in the Articles of Incorporation)                                                                                                               |                                                             |                                |
| 4. By-Laws*                                                                                                                                                                                         |                                                             |                                |
| 5. Foreign Investments Act (FIA) Application Form (F-100),* if more than 40% foreign equity                                                                                                         |                                                             | CRS-generated                  |
| 6. Joint Affidavit of Undertaking to Change Name (in case not incorporated in the Articles of Incorporation)*                                                                                       |                                                             | CRS-generated<br>CRS-generated |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>7. Affidavit of Relinquishment (in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity*)</p> <p>8. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction (1 original, 2 photocopies)</p> <p>9. Endorsement/Clearance from other government agencies, if applicable (1 original, 2 photocopies)</p> <p>10. Endorsement/Clearance from other departments of the SEC, if applicable (1 original, 2 photocopies)</p> <p>11. Endorsement/Clearance from a) Philippine Economic Zone Authority (PEZA); b) Subic Bay Metropolitan Authority (SBMA) or Clark Development Corporation (CDC); and/or c) Cagayan Economic Zone Authority (CEZA), if applicable; (1 original, 2 photocopies)</p> <p>12. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of any corporate subscriber (1 photocopy)</p> <p>13. Proof of existence of foreign corporate subscriber/s (1 photocopy)</p> <p>14. Other requirement/s as may be required by the CRMD Director (1 original, or if applicable, 1 photocopy only)</p> <p><b>*3 sets of hard copies to be received by the CRMD Receiving Unit with <u>at least one set</u> in original form containing the original signatures of the required signatories and notary public.</b></p> | <p>Sample forms of Cover Sheet, Joint Affidavit of Undertaking to Change Name and Affidavit of Relinquishment available at the SEC website at <a href="http://www.sec.gov.ph">www.sec.gov.ph</a></p> <p>Parent Company of the Foreign Corporation and Philippine Embassy/Consulate</p> <p>Other requirements must be secured by the registrant from the appropriate government agency or SEC department, or to be supplied by the registrant, if applicable</p> <p>SEC-Registered Domestic Corporation</p> <p>Foreign Corporation abroad</p> |
| <p><b>For non-stock religious' aggregates</b></p> <p>1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder *not required if already part of the Articles of Incorporation</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | <p>Public Assistance and Complaint Desk/EO Counter</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

|                                                                                                                                                                                                                                                               |                                                                                                                                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| <b>For foundation</b><br>1. <b>Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00</b><br>2. <b>Statement of Willingness to allow the Commission to conduct an audit</b>                                    | Banks<br><br>Notary Public                                                                                                                 |
| <b>For federation</b><br>1. <b>List of Member-Associations certified by the Corporate Secretary</b>                                                                                                                                                           | Corporate Secretary                                                                                                                        |
| <b>For confederation</b><br>2. <b>List of Member-Federations certified by the Corporate Secretary</b>                                                                                                                                                         | Corporate Secretary                                                                                                                        |
| <b>For condominium corporation/association</b><br>1. <b>Notarized Copy of the Master Deed with primary entry of the Register of Deeds</b><br>2. <b>Certification that there is no existing similar condominium association within the condominium project</b> | Condominium Developer and Register of Deeds<br><br>Applicant Condominium Corporation/Association to be executed by the Corporate Secretary |

| CLIENT STEPS                                                                                                                                                                                                                   | AGENCY ACTIONS                                                                                                                                                                                  | FEES TO BE PAID | PROCESSING TIME                                                                 | PERSON RESPONSIBLE |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------------------------|--------------------|
| 1. Creates an account in the Company Registration System (CRS) by logging in at <a href="http://www.crs.gov.ph">www.crs.gov.ph</a><br><br>1.1. Verifies the created account through e-mail then log-in his/her account logs-in | 1. System sends verification confirmation to allow applicant to sign-in to the facilities therein.<br><br>1.1. *Email account created automatically expires within 90 calendar days if inactive | None            | 10 minutes (under normal circumstances, i.e. system is working)<br><br>1 minute | System-generated   |

| CLIENT STEPS                                                                                                      | AGENCY ACTIONS                                                                                                      | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE        |
|-------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------|
| 1.2. Verifies, reserves, or appeals the proposed company name including trade or business names, if applicable    | 1.2. System approves/denies the proposed company name in accordance with Memorandum Circular No. 13, series of 2019 |                 | 10 minutes      |                           |
| 1.2.1.If approved, proceed with the encoding of company information                                               | 1.3. System approves the proposed name/s                                                                            |                 |                 |                           |
|                                                                                                                   | 1.4. Approves the appeal                                                                                            |                 | 30 minutes      | Name Verification Officer |
| 1.2.2.*Reservation of proposed company name expires on the 4 <sup>th</sup> day if in-forms are not filled up      | 1.5. Denies the appeal                                                                                              |                 |                 |                           |
|                                                                                                                   | 1.6. None                                                                                                           |                 |                 |                           |
| 1.2.3.If denied, avails of online appeal of rejected names by uploading appeal letter and/or supporting documents | 1.7. System acknowledges submission of documents                                                                    |                 |                 |                           |

| CLIENT STEPS                                                                                                                                                                                                                                                                                                | AGENCY ACTIONS                                                                                                                                                                          | FEES TO BE PAID | PROCESSING TIME            | PERSON RESPONSIBLE                                                                                     |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|--------------------------------------------------------------------------------------------------------|
| 1.3. Encodes company information<br><br>1.4. Uploads and submits CRS-generated or non-CRS generated documents                                                                                                                                                                                               |                                                                                                                                                                                         |                 |                            |                                                                                                        |
| 2. Waits for the evaluation of submitted documents                                                                                                                                                                                                                                                          | 2. Evaluates uploaded documents                                                                                                                                                         | None            | 30 minutes per application | Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II<br>EO Director/EO-OIC |
| 3. Receives notification through email and CRS account<br><br>3.1. If for compliance, opens the compliance section in the CRS and complies the deficiencies or completes the requirements<br><br>3.2. If for payment, pays the filing fee online or on collection then uploads the documentary requirements | 3. System issues compliance e-mail alert if the documents are incomplete or with deficiencies<br><br>3.1. System issues payment e-mail alert if the documents are complete and in order | None            |                            |                                                                                                        |



| CLIENT STEPS                                                                                     | AGENCY ACTIONS                                                                | FEES TO BE PAID                                                   | PROCESSING TIME | PERSON RESPONSIBLE                                                               |
|--------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|-------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------|
| 3.3. If online, pays through GCash or Landbank then uploads documentary requirements through CRS |                                                                               |                                                                   |                 |                                                                                  |
| 3.4. If on collection, prints the Order of Payment                                               |                                                                               |                                                                   |                 |                                                                                  |
| 4. Presents the Order of Payment                                                                 | 4. Issues and prints out the Payment Assessment Form (PAF)                    | None                                                              | 5 minutes       | Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II |
| 4.1. If at Extension Office, presents the Order of Payment                                       | 4.1. Presents PAF to the assigned CRS processor for his/her initial/signature |                                                                   | 1 minute        |                                                                                  |
| 4.2. *Bring the documentary requirements                                                         |                                                                               |                                                                   |                 |                                                                                  |
| 4.3. If at any SEC-accredited Landbank branches, presents the Order of Payment                   | 4.2. Issues machine-validated Oncoll Payment Slip/s                           |                                                                   |                 |                                                                                  |
| 5. Presents the PAF at the SEC Cashier and pays the filing fees                                  | 5. Accepts payment and issues Official Receipt (O.R.) and                     | a) <u>Articles of Incorporation, Stock Corp., with par value:</u> | 5 minutes       | EO Cashier                                                                       |

| CLIENT STEPS | AGENCY ACTIONS                            | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              | machine-validated Payment Assessment Form | <p>1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) but not less than PHP 20.00.</p> <p><u>Stock corp., without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share of the subscription price of the subscribed capital stock, whichever is higher but not less than PHP 2,000.00 plus 1% LRF but not less than P20.00;</p> |                 |                    |

| CLIENT STEPS                                                                                                                                                        | AGENCY ACTIONS                                               | FEES TO BE PAID                                                                                                                                                                                                                                                                                                      | PROCESSING TIME | PERSON RESPONSIBLE                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------|
|                                                                                                                                                                     |                                                              | b) <u>By-Laws</u> : PHP 1,020.00, inclusive of LRF;<br>c) Name reservation: PHP 100.00 for each corporate name and trade name, if applicable;<br>d) Registration of Stock and Transfer Book: PHP 150.00<br>d) Documentary Stamp – PHP 30.00<br>e) Application under the Foreign Investments Act (FIA) – PHP 3,000.00 |                 |                                               |
| 6. Upon payment,<br><br>6.1. Proceeds to SEC-EO for the uploading of proof of payment and documentary requirements; or<br><br>6.2. Uploads the proof of payment and | 6. Uploads the proof of payment and documentary requirements | None                                                                                                                                                                                                                                                                                                                 | 2 minutes       | EO Frontline Staff<br>Information Officer III |

| CLIENT STEPS                                                                                                                                                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                           | FEES TO BE PAID | PROCESSING TIME           | PERSON RESPONSIBLE                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|----------------------------------------------------------------------------------|
| documentary requirements in CRS                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                          |                 |                           |                                                                                  |
| 7. Gets a queuing number in SEC-EO and proceeds to the Receiving Unit<br><br>7.1. Submits three (3) sets of documentary requirements (1 original; 2 photocopies) at the EO Counter | 7. Calls the number<br><br>7.1. Checks the completeness of the documents submitted to ensure that there is at least one original set of the application<br><br>7.2. Stamps receives and affixes initials on the submitted documents and advises registrant to wait for 3 working days for the release of the Certificate of Registration | None            | 1 minute<br><br>5 minutes | EO Frontline Staff<br><br>Information Officer III                                |
| 8. Waits for the release of the signed Certificate                                                                                                                                 | 8. Checks the uploaded proof of payment and documentary requirements<br><br>8.1. If complete and compliant, tags the application in CRS as "For Receiving"                                                                                                                                                                               | None            | 5 minutes                 | Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | FEES TO BE PAID | PROCESSING TIME                                    | PERSON RESPONSIBLE                                        |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------|-----------------------------------------------------------|
|              | <p>8.2. If incomplete and/or non-compliant, returns the application to the applicant through CRS</p> <p>8.3. Tags the application in CRS as "Received"</p> <p>8.4. Retrieves the hard copies of the application and forwards to the Administrative Assistant II</p> <p>8.5. Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory</p> <p>8.6. Reviews the application</p> <p>8.7. Signs the Certificate; or</p> |                 | <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p> | <p>Administrative Assistant II</p> <p>EO Director/OIC</p> |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                                                                                                    | FEES TO BE PAID                                                                                                                                                                                             | PROCESSING TIME        | PERSON RESPONSIBLE                            |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-----------------------------------------------|
|                                                                                              | 8.8. Returns the application for compliance.                                                                                      |                                                                                                                                                                                                             | 10 minutes             | Administrative Assistant II                   |
|                                                                                              | 8.9. Generates the Unified Registration Records (URRs) of the corporation and forwards the Certificate with URR to the EO Counter |                                                                                                                                                                                                             | 5 minutes              |                                               |
| 9. Gets a queuing number in SEC EO and proceeds to the Releasing Unit                        | 9. Calls the number                                                                                                               | None                                                                                                                                                                                                        | 1 minute               | EO Frontline Staff<br>Information Officer III |
| 9.1. Presents original proof of payment to the EO Counter and claims the Certificate and URR | 9.1. Releases Certificate and URR to the applicant                                                                                |                                                                                                                                                                                                             | 5 minutes              |                                               |
| TOTAL                                                                                        |                                                                                                                                   | a) <u>Articles of Incorporation, Stock Corp., with par value:</u><br>1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock, whichever is higher, but not less | 2 hours and 21 minutes |                                               |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>than PHP 2,000.00<br/>plus<br/>1% Legal Research<br/>Fee (LRF) but not<br/>less than PHP 20.00.</p> <p><u>Stock corp., without<br/>par value:</u> 1/5 of 1%<br/>of the authorized<br/>capital stock<br/>computed at PHP 100<br/>per share of the<br/>subscription price of<br/>the subscribed capital<br/>stock, whichever is<br/>higher but not less<br/>than PHP 2,000.00<br/>plus 1% LRF but not<br/>less than PHP 20.00;<br/><u>b) By-Laws:</u> PHP<br/>1,020.00, inclusive of<br/>LRF;<br/>c) Name reservation:<br/>PHP 100.00 for each<br/>corporate name and<br/>trade name, if<br/>applicable;</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                     | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | d) Registration of Stock and Transfer Book: PHP 150.00<br>d) Documentary Stamp – PHP 30.00<br>e) Application under the Foreign Investments Act (FIA) – PHP 3,000.00 |                 |                    |

### 11. Registration of Corporations with less than 5 Incorporators

This service details the procedure on registration of corporations consisting of less than five incorporators and/or with partnership association or corporations as incorporators pursuant to Section 10 of the Revised Corporation Code (RCC)

|                                                                                                                                                                                                                                                                                                                                                                                   |                                                             |                                                                                                                                                                                                                               |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                        | <b>SEC Iloilo Extension Office (SEC-IEO)</b>                |                                                                                                                                                                                                                               |  |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                            | Simple                                                      |                                                                                                                                                                                                                               |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                       | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                               |  |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                             | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                               |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                  |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                        |  |
| <ul style="list-style-type: none"> <li>Cover Sheet</li> <li>Articles of Incorporation (for stock and non-stock corporations)</li> <li>Treasurer's Affidavit (for stock corporation only, optional if Treasurer's Certificate in accordance with the RCC is incorporated in the Articles of Incorporation (AI))</li> <li>By-Laws (for stock and non-stock corporations)</li> </ul> |                                                             | SEC Extension Office                                                                                                                                                                                                          |  |
|                                                                                                                                                                                                                                                                                                                                                                                   |                                                             | <ul style="list-style-type: none"> <li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |  |



- **Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH**

**\*Please be informed to arranged in accordance with the order in the checklist in 1 original and 2 photocopies**

| CLIENT STEPS                                                     | AGENCY ACTIONS                                                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME             | PERSON RESPONSIBLE                                                                                  |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------|-----------------------------------------------------------------------------------------------------|
| 1. Fill-out Name Verification Slip for the proposed company name | 1. Verifies and reserves the proposed company name with or without trade name/s in accordance with Memorandum Circular No. 13 series of 2019<br><br>1.1. Reservation of proposed company name expires on the 30 <sup>th</sup> day | None            | 10 minutes                  | Securities Counsel II                                                                               |
| 2. Prepares necessary documents                                  | 2. None                                                                                                                                                                                                                           | None            |                             | Applicant/registrar                                                                                 |
| 3. Submits the hard copies of signed and notarized documents     | 3. Receives the application documents and assigns to a processor<br><br>3.1. Processes the submitted application in accordance with the Corporation Code of the                                                                   | None            | 5 minutes<br><br>20 minutes | Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II<br>EO Director/OIC |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              | <p>Philippines, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and SEC rules and regulations</p> <p>3.1.1.If compliant, processor issues a Payment Assessment Form (PAF)</p> <p>3.2. Required filing fees based on Memo Circular No. 13, series of 2019</p> <p>3.2.1.If non-compliant, application will be returned to the party</p> | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br/> <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue</p> | 5 minutes       |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00</p> <p><u>Company Name Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> <p><u>Documentary Stamp Tax:</u> PHP 30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)</p> |                 |                    |

| CLIENT STEPS                                                                                                       | AGENCY ACTIONS                                                                                                                                                                            | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                               |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------------------------------------------------------------------|
| 4. Submits the proof of payment and documents                                                                      | 4. Officially receives and stamps the hard copies of the registration application and forwards to the Administrative Assistant II for generation of the Certificate of Registration (COR) | None            | 5 minutes       | Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II |
|                                                                                                                    | 4.1. Enters company name in the EO Masterlist and prints Certificate                                                                                                                      |                 | 5 minutes       | Administrative Assistant II                                                      |
|                                                                                                                    | 4.2. Reviews and evaluates the application with supporting documents                                                                                                                      |                 | 10 minutes      | EO Director/OIC                                                                  |
|                                                                                                                    | 4.2.1.If compliant, signing of the Certificate                                                                                                                                            |                 |                 |                                                                                  |
|                                                                                                                    | 4.2.2.If non-compliant, documents returned to the processor, then to the party/client                                                                                                     |                 |                 |                                                                                  |
| 5. Presents Official Receipt to secure the Certificate of Incorporation and signs the e-tablet receiving portal as | 5. Enters company name in the Masterlist and releases the Certificate together with registration application then                                                                         | None            | 5 minutes       | Administrative Assistant II                                                      |

| CLIENT STEPS                                              | AGENCY ACTIONS                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|-----------------------------------------------------------|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| proof of receipt of the Certificate of Registration (COR) | stamps release the official receipt |                                                                                                                                                                                                                                                                                                                                                                                                                                                           |                 |                    |
| TOTAL                                                     |                                     | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher | 65 minutes      |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                               | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000<br><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000<br><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00<br><u>Company Name Reservation:</u> PHP 100.00<br><br><u>Each additional trade name/s:</u> PHP 100.00<br><u>Documentary Stamp Tax:</u> PHP 30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |

## 12. Registration of One Person Corporation (OPC)

This service details the procedure on registration of One Person Corporation (OPC) pursuant to Section 5, 115-132 of the Revised Corporation Code (R.A. No. 11232)

|                                                                                                                                                                                                                                                                                                        |                                                             |                                                                                                                                                                                                                                                             |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                             | <b>SEC Iloilo Extension Office (SEC-IEO)</b>                |                                                                                                                                                                                                                                                             |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                 | Simple                                                      |                                                                                                                                                                                                                                                             |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                            | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                                             |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                  | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                                             |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                       |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                      |
| <ul style="list-style-type: none"> <li>• Cover Sheet</li> <li>• Articles of Incorporation</li> <li>• Acceptance letter of the Nominee and Alternate Nominee</li> </ul> <p><b>*Please be informed to arranged in accordance with the order in the checklist in 1 original set and 2 photocopies</b></p> |                                                             | SEC Extension Office<br><br><ul style="list-style-type: none"> <li>• Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |

| CLIENT STEPS                                                     | AGENCY ACTIONS                                                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                               |
|------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------------------------------------------------------------------|
| 1. Fill-out Name Verification Slip for the proposed company name | 1. Verifies and reserves the proposed company name with or without trade name/s in accordance with Memorandum Circular No. 13 series of 2019<br><br>1.1. Reservation of proposed company name expires on the 30 <sup>th</sup> day | None            | 10 minutes      | Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II |

| CLIENT STEPS                                                               | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                       | FEES TO BE PAID                                                                                                                                                                                                           | PROCESSING TIME                                     | PERSON RESPONSIBLE                                                                                                |
|----------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|
| 2. Prepares necessary documents for OPC                                    | 2. None                                                                                                                                                                                                                                                                                                                                                                                                                                                              | None                                                                                                                                                                                                                      |                                                     | Applicant/registrant                                                                                              |
| 3. Submits the hard copies of signed and notarized documents at EO Counter | <p>3. Receives the application documents and assigns to a processor</p> <p>3.1. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations</p> <p>3.1.1.If compliant, processor issues a Payment Assessment Form (PAF)</p> <p>3.1.2.If non-compliant, application will be returned to the party</p> | <p>None</p> <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the</p> | <p>5 minutes</p> <p>20 minutes</p> <p>5 minutes</p> | <p>Administrative Officer II<br/> Securities Specialist I<br/> Securities Specialist II<br/> EO Director/ OIC</p> |



| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                          | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              | <p>3.2. Required filing fees based on Memo Circular No. 3, series of 2017</p> <p>3.2.1. If non-compliant, application will be returned to the party</p> | <p>subscribed capital stock whichever is higher</p> <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>Foreign Investments Act (FIA) Form 100:</u><br/> PHP 3,000.00<br/> <u>Company Name Reservation:</u> PHP 100.00<br/> <u>Each additional trade name/s:</u> PHP 100.00<br/> <u>Documentary Stamp Tax:</u> PHP 30.00<br/> <u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less</p> |                 |                    |

| CLIENT STEPS                                              | AGENCY ACTIONS                                                                                                                                                    | FEES TO BE PAID            | PROCESSING TIME | PERSON RESPONSIBLE                                                               |
|-----------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-----------------|----------------------------------------------------------------------------------|
|                                                           |                                                                                                                                                                   | than Ten Pesos (PHP 10.00) |                 |                                                                                  |
| 4. Submits the proof of payment and documents             | 4. Officially receives and stamps the hard copies of the registration application, forwards to SEC EO for the generation of the Certificate of Registration (COR) | None                       | 5 minutes       | Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II |
|                                                           | 4.1. Enters company name in the EO Masterlist and prints Certificate                                                                                              |                            | 5 minutes       | Administrative Assistant II                                                      |
|                                                           | 4.2. Reviews and evaluates the application and supporting documents                                                                                               |                            | 10 minutes      | EO Director/OIC                                                                  |
|                                                           | 4.2.1.If compliant, signing of the Certificate of Registration (COR)                                                                                              |                            |                 |                                                                                  |
|                                                           | 4.2.2.If non-compliant, documents returned to the processor, then to the party/client                                                                             |                            |                 |                                                                                  |
| 5. Presents Official Receipt to secure the Certificate of | 5. Enters company name in the Masterlist and releases the                                                                                                         | None                       | 5 minutes       | Confidential Asst. III<br>Administrative Asst. II                                |

| CLIENT STEPS                                                                                                       | AGENCY ACTIONS                                                                              | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| Incorporation and signs the e-tablet receiving portal as proof of receipt of the Certificate of Registration (COR) | Certificate together with registration application then stamps release the official receipt |                                                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                    |
| TOTAL                                                                                                              |                                                                                             | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br/> <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital</p> | 65 minutes      |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                          | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>stock whichever is higher</p> <p><u>Foreign Investments Act (FIA) Form 100:</u></p> <p>PHP 3,000.00</p> <p><u>Company Name Reservation:</u> PHP 100.00</p> <p><u>Each additional trade name/s:</u> PHP 100.00</p> <p><u>Documentary Stamp Tax:</u> PHP 30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)</p> |                 |                    |

### 13. Registration of Partnerships through the CRS

This service details the procedure and documentary requirements for the issuance of Certificates of Records. The process is done through the Company Registration System at [crs.sec.gov.ph](http://crs.sec.gov.ph), the online registration system of the SEC.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                             |                                                                                                                                                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <b>SEC Iloilo Extension Office (SEC-IEO)</b>                |                                                                                                                                                                                                                                                                       |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Simple                                                      |                                                                                                                                                                                                                                                                       |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | G2C – Government to Citizen                                 |                                                                                                                                                                                                                                                                       |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | All natural and juridical persons and their representatives |                                                                                                                                                                                                                                                                       |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                |
| <b>Cover Sheet (2 original; 1 photocopy)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                             | CRS-generated                                                                                                                                                                                                                                                         |
| <b>Signed &amp; notarized Articles of Partnership (1 original; 2 photocopies)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                             | CRS-generated                                                                                                                                                                                                                                                         |
| <ul style="list-style-type: none"> <li>• Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of Partnership and applicable document/s)</li> <li>• Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)</li> <li>• Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country)</li> <li>• Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures</li> <li>• Minimum paid-up</li> </ul> |                                                             | Bureau of Internal Revenue (BIR)<br><br>Bureau of Internal Revenue (BIR)<br><br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/01/Minimum-Paid-Up-Capital_Final1.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/01/Minimum-Paid-Up-Capital_Final1.pdf</a> |
| <b>If there are one (1) or more foreign partners Signed &amp; notarized F-105 (Foreign Investments Act Application Form)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                             | CRS-generated                                                                                                                                                                                                                                                         |

|                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                            |
|------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>If documents were signed in a foreign jurisdiction, Authenticated/Apostilled Articles of Partnership and/or F-105 (1 original; 2 photocopies)</b> | Philippine Embassy/Consulate                                                                                                                                                                                                                                                                                                                                                               |
| <b>If applicable, Endorsement/Clearance from other government agencies, if applicable (1 original, 2 photocopies)</b>                                | <p>BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES</p> <p>A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas</p> <p>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission</p> <p>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas</p> |

| CLIENT STEPS                                                                                                                                                                                                                   | AGENCY ACTIONS                                                                                                                                                                                         | FEES TO BE PAID | PROCESSING TIME                                                                                          | PERSON RESPONSIBLE |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------|--------------------|
| <p>1. Creates an account in the Company Registration System (CRS) by logging in at <a href="http://www.crs.gov.ph">www.crs.gov.ph</a></p> <p>1.1. Verifies the created account through e-mail then logs-in his/her account</p> | <p>1. System sends verification confirmation to allow applicant to sign-in in the facilities therein.</p> <p>1.1. *Email account created automatically expires within 90 calendar days if inactive</p> | None            | <p>10 minutes (under normal circumstances, i.e. system is working)</p> <p>1 minute</p> <p>10 minutes</p> | System-generated   |

| CLIENT STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------|
| <p>1.2. Verifies, reserves, or appeals the proposed company name including trade or business names, if applicable.</p> <p>1.2.1.If approved, proceeds with the encoding of company information</p> <p>1.2.2.*Reservation of proposed company name expires on the 4<sup>th</sup> day if in-forms are not filled up</p> <p>1.2.3.If denied, avails online appeal of rejected names by uploading appeal letter and/or supporting documents</p> | <p>1.2. System approves/denies the proposed company name in accordance with Memorandum Circular No. 13, series of 2019</p> <p>1.3. System approves the proposed name/s</p> <p>1.4. Approves the appeal</p> <p>1.5. Denies the appeal</p> <p>1.6. None</p> <p>1.7. System acknowledges submission of documents</p> |                 | 30 minutes      | Name Verification Officer |

| CLIENT STEPS                                                                                                                                                                                                                                                                                                 | AGENCY ACTIONS                                                                                                                                                                          | FEES TO BE PAID | PROCESSING TIME            | PERSON RESPONSIBLE                                                                                        |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|-----------------------------------------------------------------------------------------------------------|
| 1.3. Encodes company information<br><br>1.4. Uploads and submits CRS-generated or non-CRS generated documents                                                                                                                                                                                                |                                                                                                                                                                                         |                 |                            |                                                                                                           |
| 2. Waits for the evaluation of submitted documents                                                                                                                                                                                                                                                           | 2. Evaluates uploaded documents                                                                                                                                                         | None            | 30 minutes per application | Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II<br>Securities Counsel II |
| 3. Receives notification through email and CRS account<br><br>3.1. If for compliance, opens the compliance section in the CRS and complies the deficiencies and completes the requirements<br><br>3.2. If for payment, pays the filing fee online or on collection then uploads the documentary requirements | 3. System issues compliance e-mail alert if the documents are incomplete or with deficiencies<br><br>3.1. System issues payment e-mail alert if the documents are complete and in order | None            |                            |                                                                                                           |



| CLIENT STEPS                                                                                                                                                                                                                                         | AGENCY ACTIONS                                                                                                                                                                                             | FEES TO BE PAID                                                    | PROCESSING TIME                               | PERSON RESPONSIBLE    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------|-----------------------|
| 3.3. If online, pays through GCash or Landbank then uploads documentary requirements through CRS                                                                                                                                                     |                                                                                                                                                                                                            |                                                                    |                                               |                       |
| 3.4. If on collection, prints the Order of Payment                                                                                                                                                                                                   |                                                                                                                                                                                                            |                                                                    |                                               |                       |
| 4. Presents the Order of Payment<br>4.1. If at SEC Head Office or Extension Office, presents the Order of Payment<br>4.2. *Brings the documentary requirements<br><br>4.3. If at any SEC-accredited Landbank branches, presents the Order of Payment | 4. Issues and prints out the Payment Assessment Form (PAF)<br><br>4.1. Presents PAF to the assigned CRS processor for his/her initial/signature<br><br>4.2. Issues machine-validated Oncoll Payment Slip/s |                                                                    | 5 minutes<br><br><br><br><br><br><br>1 minute | Securities Counsel II |
| 5. Presents the PAF at the SEC Cashier and pays the filing fees                                                                                                                                                                                      | 5. Accepts payment and issues Official Receipt (O.R.) and                                                                                                                                                  | a) <u>Articles of Partnership</u> : 1/5 of 1% of the Partnership's | 5 minutes                                     | IEO Cashier           |

| CLIENT STEPS                                                                                                                                                        | AGENCY ACTIONS                                               | FEES TO BE PAID                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------|
|                                                                                                                                                                     | machine-validated Payment Assessment Form                    | capital but not less than PHP 2,000.00 plus<br>1% Legal Research Fee (LRF) of not less than PHP 20.00.<br>c) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable;<br>c) Documentary Stamp – PHP 30.00<br>d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00 |                 |                            |
| 6. Upon payment,<br><br>6.1. Proceeds to SEC-EO for the uploading of proof of payment and documentary requirements; or<br><br>6.2. Uploads the proof of payment and | 6. Uploads the proof of payment and documentary requirements | None                                                                                                                                                                                                                                                                                                            | 2 minutes       | Confidential Assistant III |

| CLIENT STEPS                                                                                                                                                             | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                       | FEES TO BE PAID | PROCESSING TIME           | PERSON RESPONSIBLE      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|-------------------------|
| documentary requirements in CRS                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                      |                 |                           |                         |
| 7. Gets a number and proceeds to the EO Counter<br><br>7.1. Submits three (3) sets of documentary requirements (1 original; 2 photocopies) at the CRMD Receiving Section | 7. Calls the number<br><br>7.1. Checks the completeness of the documents submitted to ensure that there is at least one original set of the application<br><br>7.2. Stamps receives and put initials on the submitted documents and advises registrant to wait for 3 working days for the release of the Certificate of Registration | None            | 1 minute<br><br>5 minutes | Confidential Asst. III  |
| 8. Waits for the release of the signed Certificate                                                                                                                       | 8. Checks the uploaded proof of payment and documentary requirements<br><br>8.1. If complete and compliant, tags the application in CRS as "For Receiving"                                                                                                                                                                           | None            | 5 minutes                 | Administrative Asst. II |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE          |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------------------|
|              | 8.2. If incomplete and/or non-compliant, returns the application to the applicant through CRS                                                                 |                 |                 |                             |
|              | 8.3. Tags the application in CRS as "Received"                                                                                                                |                 | 5 minutes       | Administrative Assistant II |
|              | 8.4. Retrieves the hard copies of the application and forwards to the Data Analyst                                                                            |                 | 5 minutes       |                             |
|              | 8.5. Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory |                 | 5 minutes       |                             |
|              | 8.6. Reviews the application                                                                                                                                  |                 | 10 minutes      | EO Director, EO-OIC         |
|              | 8.7. Signs the Certificate; or                                                                                                                                |                 |                 |                             |
|              | 8.8. Returns the application for compliance.                                                                                                                  |                 |                 |                             |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                                                                                                    | FEES TO BE PAID                                                                                                                                                                                                                                                    | PROCESSING TIME        | PERSON RESPONSIBLE                           |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|----------------------------------------------|
|                                                                                              | 8.9. Generates the Unified Registration Records (URRs) of the partnership and forwards the Certificate with URR to the EO Counter |                                                                                                                                                                                                                                                                    | 5 minutes              | Administrative Assistant II                  |
| 9. Gets a number and proceeds to the EO Counter                                              | 9. Calls the number                                                                                                               | None                                                                                                                                                                                                                                                               | 1 minute               | EO Frontline Staff<br>Administrative Asst. I |
| 9.1. Presents original proof of payment to the EO Counter and claims the Certificate and URR | 9.1. Releases Certificate and URR to the applicant                                                                                | None                                                                                                                                                                                                                                                               | 5 minutes              |                                              |
| TOTAL                                                                                        |                                                                                                                                   | a) <u>Articles of Partnership</u> : 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) of not less than PHP 20.00.<br>c) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable; | 2 hours and 21 minutes |                                              |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | c) Documentary Stamp – PHP 30.00<br>d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00 |                 |                    |

#### 14. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                               |                          |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------|--|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>SEC Iloilo Extension Office (SEC-IEO)</b>                                  |                          |  |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Simple                                                                        |                          |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | G2C – Government to Citizen                                                   |                          |  |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | All registered domestic corporations through their Authorized Representatives |                          |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                               | <b>WHERE TO SECURE</b>   |  |
| 1) Copy of the Latest due Financial Statements and any amendments thereto (duly stamped received by BIR and SEC)<br>2) Copy of the Latest due General Information Sheet and any amendments thereto (duly stamped received by SEC)<br>3) Copy of the Certificate of Incorporation and latest Certificate of filing of Amended Articles or By-laws (if any) together with copies of the latest Articles of Incorporation and By-laws<br>4) Copy of Registration of Stock and Transfer Book/Membership Book<br>5) Copy of the latest Confirmation of Payment (COP), if any<br>6) Other documents (per monitorer's instructions) such as: |                                                                               | To be provided by client |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                         |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|
| <ul style="list-style-type: none"> <li>• <b>Secretary's Certificate explaining the double filing of General Information Sheet;</b></li> <li>• <b>Secretary's Certificate of No Intra-Corporate Dispute;</b></li> <li>• <b>Secretary's Certificate (Clarification)</b></li> <li>• <b>Affidavit of the Corporate Secretary (Anti-Dummy Law/One and the Same/Auditor);</b></li> <li>• <b>General Form for Financial Statements when the gross revenue/total assets exceeds Five Million Pesos (P5,000,000)</b></li> <li>• <b>OGA's Acknowledgement on Functional Currency</b></li> </ul> | EO Public Assistance and Complaint Desk |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|

| CLIENT STEPS                                                                        | AGENCY ACTIONS                                                                                                                                                                                                                                                                              | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE     |
|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------------------|
| 1. Submits completely filled-up "Request for Monitoring" and the required documents | 1. Pre-evaluates required documents<br><br>1.1. If documents are not complete, the same are returned together with the checklist of the requirements;<br><br>1.2. If the documents are complete the request is accepted and issues an acknowledgement receipt indicating the date of return | None            | 10 minutes      | EO Frontline Staff/COS |

| CLIENT STEPS | AGENCY ACTIONS                                                                                   | FEES TO BE PAID                                                                                                                                                                                                                                                                                         | PROCESSING TIME                          | PERSON RESPONSIBLE       |
|--------------|--------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|--------------------------|
|              | 1.3. Prints system generated Document Index List (DIL)                                           |                                                                                                                                                                                                                                                                                                         |                                          |                          |
|              | 1.4. Assigns DIL with attached documents to a particular monitoring specialist (MS)              |                                                                                                                                                                                                                                                                                                         | 5 minutes                                | Monitoring Specialist    |
|              | 1.5. Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet (MSh) | Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements;<br>Memorandum Circular No. 8, series of 2009 (MC8-2009);<br>Amended rules governing the distribution of excess profits of corporation;<br>Memorandum Circular No. 8, Series of 1998 (MC8-1998); and | 2 minutes                                | Securities Specialist II |
|              |                                                                                                  |                                                                                                                                                                                                                                                                                                         | 30-45 minutes on average per corporation | Monitoring Specialists   |



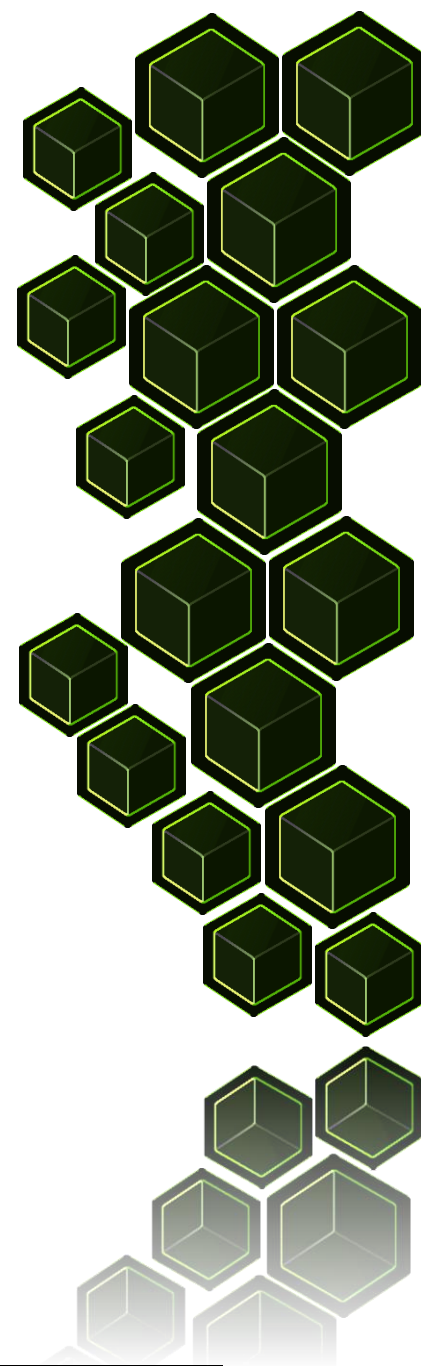
| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID                         | PROCESSING TIME | PERSON RESPONSIBLE                            |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|-----------------|-----------------------------------------------|
|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Office Order No. 298,<br>Series of 2010 |                 |                                               |
| 2. Returns on assigned day, and if is agreeable to the findings presented, signs the MS | 2. Presents the findings to the applicant<br><br>2.1. If there are no deficiencies, the MSh prepared by the Monitoring Staff will indicate such finding with computation of penalties and will be directly submitted to the EO Director/Officer-in-Charge for signing<br><br>2.2. Note: If applicable, clarification and further compliance may be required by the MS prior to the release of the MSh (with the approval of EO Director, a clarificatory conference with the parties may be called) | None                                    | 15 minutes      | Monitoring Specialists<br><br>EO Director/OIC |
|                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                         | 5 minutes       | Monitoring Specialists                        |

| CLIENT STEPS                                                                                                                                                                                                | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                          | FEES TO BE PAID | PROCESSING TIME                          | PERSON RESPONSIBLE                                                                |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------|-----------------------------------------------------------------------------------|
|                                                                                                                                                                                                             | 2.3. Prepares and issues the Payment Assessment Form (PAF)                                                                                                                                                                                                                                                                              |                 |                                          |                                                                                   |
| 3. Pays the assessed fines and penalties<br>Note: Applicant with request for reduction or payment in installment of fines, the procedure for reduction of fines or payment in installment will be followed. | 3. Receives payment of assessed fines and penalties and issues official receipt<br>The Decision shall be entered in the Book of Entry of Judgments (SEC Rules of Procedure, Part 4, Rule II, Section 2-4)                                                                                                                               | None            |                                          | Applicant                                                                         |
| 4. Presents machine-validated PAF                                                                                                                                                                           | 4. Receives the PAF together with the other documents and indicates date of the release of the Confirmation of Payment of Fines (COP)<br><br>4.1. Prepares the COP<br><br>4.2. Review and signs the COP or MS, if without penalty<br><br>4.3. If Upon review, there are determined deficiencies/corrections, it will be returned to the |                 | 5 minutes<br><br>5 minutes<br>10 minutes | EO Frontline Staff<br><br>Monitoring Specialists<br>EO Director/Officer-in-Charge |

| CLIENT STEPS                                                                          | AGENCY ACTIONS                                  | FEES TO BE PAID                       | PROCESSING TIME     | PERSON RESPONSIBLE |
|---------------------------------------------------------------------------------------|-------------------------------------------------|---------------------------------------|---------------------|--------------------|
|                                                                                       | applicant until the same has been complied with |                                       |                     |                    |
| 5. Returns on assigned day (should not exceed 7 working days from receipt of request) | 5. Releases the COP and MS                      |                                       | 2 minutes           | EO Frontline Staff |
| TOTAL                                                                                 |                                                 | Depends on assessed fines & penalties | 1 hour & 44 minutes |                    |

## **EXTENSION OFFICES CAGAYAN DE ORO CITY**

**SEC Building, Corner 14<sup>th</sup> and Tomasaco De Lara Streets,  
Cagayan De Oro City**



## 1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>SEC Cagayan De Oro Extension Office (SEC-CDOEO)</b>                        |                                                                                                                                                                                                                                                                                                                                                                                |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Complex                                                                       |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | G2B – Government to Business                                                  |                                                                                                                                                                                                                                                                                                                                                                                |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | All registered domestic corporations through their Authorized Representatives |                                                                                                                                                                                                                                                                                                                                                                                |
| CHECKLIST OF REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                               | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                                                |
| <p>Basic Requirements (STOCK OR NON-STOCK CORPORATIONS)<br/>-5 sets and at least 2 copies are original</p> <ol style="list-style-type: none"> <li>1. Amended Articles of Incorporation/By-laws</li> <li>2. Directors` or Trustees` Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names</li> <li>3. Notarized Secretary`s Certificate on no pending case of intra-corporate dispute</li> <li>4. Monitoring Clearance (Table 4)</li> </ol> <p>Additional Requirements</p> <ol style="list-style-type: none"> <li>1. Clearance from other SEC departments, if applicable</li> </ol> |                                                                               | <p>May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk at Table 1 or through the Commission's website at <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a></p> <p>SEC Extension Office</p> <p>Corporate Governance and Finance Department (CGFD)</p> |

-For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation (1 original copy)

-For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy)

2. Endorsement from other government agencies, if applicable (1 original copy)

If the provision to be amended is the corporate name, submit:

a. Name Verification Slip (1 original)

b. Affidavit of a director, trustees or officer undertaking to change corporate name.(Not required if already stated in the AI)

If the provision to be amended is to further increase of foreign equity participation to more than 40%, submit:

Markets and Securities Regulation Department (MSRD)

#### BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES

A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas

B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission

C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas

May secure copy from the Public Assistance and Complaint Desk

May secure copy from the Public Assistance and Complaint Desk

May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <http://www.sec.gov.ph/forms-and-fees/primary-registration/>

|                                                                                                                                                          |                                                                                                                                                                                                                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>e.) F-101</p> <p>If the provision to be amended is to further increase of foreign equity participation to more than 40%, submit:</p> <p>e.) F-102</p> | <p>May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLIENT STEPS                                                                                                                                                                                                                                         | AGENCY ACTIONS                                                                                                                             | FEES TO BE PAID                                    | PROCESSING TIME                                                         | PERSON RESPONSIBLE                                    |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------------------------------------------------------------------|-------------------------------------------------------|
| <p>1. If corporate name is for amendment:</p> <p>1.1. Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s)</p> <p>1.2. If name is rejected, registrant may appeal for the proposed corporate name</p> | <p>1. Approves or denies proposed name/s or trade name/s</p> <p>1.1. Approves or denies appeal for the proposed name/s or trade name/s</p> | <p>P100.00 per proposed corporate/trade name/s</p> | <p>10 minutes per application</p> <p>15 minutes per application</p>     | <p>Name Verification Officer</p>                      |
| <p>2. For pre-processing, secures queuing number from the EO queuing system and proceeds to EO Processor for presentation of documentary requirements</p>                                                                                            | <p>2. Verifies completeness of amendment requirements</p> <p>2.1. If documents are complete:</p>                                           | <p>None</p>                                        | <p>5-10 minutes per application</p> <p>5-10 minutes per application</p> | <p>EO Frontline Staff<br/>Information Officer III</p> |

| CLIENT STEPS                                                                               | AGENCY ACTIONS                                                                                                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME                                                                                | PERSON RESPONSIBLE                                                                                                                   |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                            | 2.2. If documents are incomplete:<br><br>2.3. Returns documents to clients for compliance                                                                                                                                                      |                 |                                                                                                |                                                                                                                                      |
| 3. Waits for the corporation's name to be called by the assigned EO processor              | 3. Advises the client when to follow up the application<br><br>3.1. Processes and evaluates application for amendment<br><br>3.2. If compliant, issues Payment Assessment Form<br><br>3.3. If non-compliant, issues a checklist for compliance | None            | 1-3 working days per application (depending on the complexity of the documentary requirements) | Supervising Administrative Officer<br>Securities Counsel I<br>Securities Specialist I<br>Securities Specialist II<br>EO Director/OIC |
| 4. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer | 4. Receives the follow-up slip and forwards it to the assigned SEC specialist                                                                                                                                                                  | None            | 30 minutes                                                                                     | EO Frontline Staff                                                                                                                   |
| 5. Receives the Payment Assessment Form                                                    | 5. Prepares and issues Payment Assessment Form (PAF) to the applicant                                                                                                                                                                          | None            | 30 minutes                                                                                     | Supervising Administrative Officer<br>Securities Counsel I<br>Securities Specialist II<br>Securities Specialist I                    |



| CLIENT STEPS           | AGENCY ACTIONS                                                                                                                                                                                                                                                                                            | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                          | PROCESSING TIME | PERSON RESPONSIBLE                         |
|------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------|
| 6. Pays the filing fee | <p>6. Issues the Official Receipt and machine-validated Payment Assessment Form</p> <p>6.1. Stamps paid the document and forward to the Receiving Officer</p> <p>6.2. Stamps received the documents and forward to the in-charge for the Certificate Amended Articles of Incorporation and/or By-laws</p> | <p>Filing Fees:</p> <p>Amendment of Articles of Inc. or By-laws : P1,040.00 (*+**+***)</p> <p>If Amendment of Articles of Inc. and By-laws: P2,080.00 (*+*+**+**+***+***)</p> <p>* Amendment of Articles of Incorporation – P1,000.00 Amendment of By-Laws – P1,000.00</p> <p>**Documentary Stamp Taxes - P30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (P10.00)</p> <p>**** Amendment with corporate/trade names, with additional P100.00</p> | 30 minutes      | SEC Cashier<br>Administrative Assistant II |

| CLIENT STEPS                                                                                                                                                             | AGENCY ACTIONS                                                                                                                                                                                                                                                   | FEES TO BE PAID                                                                                                             | PROCESSING TIME                                                                                        | PERSON RESPONSIBLE                                                                                                                                                          |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                          |                                                                                                                                                                                                                                                                  | per reserved corporate/trade name/s<br>*****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) |                                                                                                        |                                                                                                                                                                             |
| 7. Waits for the issuance of signed Certificate                                                                                                                          | 7. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws<br><br>7.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws<br><br>7.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws | None                                                                                                                        | 20 minutes per application<br><br><br>20 minutes per application<br><br><br>10 minutes per application | Supervising Administrative Officer<br>Securities Counsel I<br>Securities Specialist II<br>Securities Specialist I<br><br>EO Director/OIC<br><br>Administrative Assistant II |
| 8. Secures queuing number from the EO queuing system and proceeds to EO Counter for presentation of the original proof of payment and receives the signed Certificate of | 8. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws                                                                                                                                                                               | NONE                                                                                                                        | 10 minutes per application                                                                             | EO Frontline Staff<br>Information Officer III                                                                                                                               |

| CLIENT STEPS                                     | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                  | PROCESSING TIME               | PERSON RESPONSIBLE |
|--------------------------------------------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------|--------------------|
| Amended Articles of Incorporation and/or By-laws |                |                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                               |                    |
| TOTAL                                            |                | <p>Filing Fees:</p> <p>Amendment of Articles of Inc. or By-laws : P1,040.00 (*+**+***)</p> <p>If Amendment of Articles of Inc. and By-laws: P2,080.00 (*+*+**+**+***+***)</p> <p>* Amendment of Articles of Incorporation – P1,000.00 Amendment of By-Laws – P1,000.00</p> <p>**Documentary Stamp Taxes - P30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (P10.00)</p> <p>**** Amendment with corporate/trade names,</p> | 3 days, 1 hour and 45 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                      | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | with additional P100.00 per reserved corporate/trade name/s<br>***** Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) |                 |                    |

## 2. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnerships

| <b>Office or Division:</b>                                                | <b>SEC Cagayan De Oro Extension Office (SEC-CDOEO)</b>               |                                                                                                                                                                                                                                                                                                                                                            |  |
|---------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Classification:</b>                                                    | Simple                                                               |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Type of Transaction:</b>                                               | G2B – Government to Business; G2C- Government to Client              |                                                                                                                                                                                                                                                                                                                                                            |  |
| <b>Who may avail:</b>                                                     | All registered partnerships through their Authorized Representatives |                                                                                                                                                                                                                                                                                                                                                            |  |
| CHECKLIST OF REQUIREMENTS                                                 |                                                                      | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                            |  |
| Basic Requirements (5 sets and at least 2 copies are original)            |                                                                      | May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, Officer of the Day of the Corporate and Partnership Registration Division or through the Commission's website through URL <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a> |  |
| 1. Cover Sheet; and                                                       |                                                                      | Any of the partner                                                                                                                                                                                                                                                                                                                                         |  |
| 2. Amended Articles of Partnership                                        |                                                                      |                                                                                                                                                                                                                                                                                                                                                            |  |
| Additional Requirements                                                   |                                                                      |                                                                                                                                                                                                                                                                                                                                                            |  |
| 1. Endorsement from other government agencies, if applicable (1 original) |                                                                      | A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas                                                                                                                                                                                                                                            |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>If the provision to be amended is the partnership name, submit:</p> <ul style="list-style-type: none"> <li>a. Name Verification Slip (1 original)</li> <li>b. Affidavit of a partner to change partnership name. (Not required If already stated in the AP) (2 originals; 3 photocopies)</li> </ul> <p>If the provision to be amended is the change of partners, submit:</p> <ul style="list-style-type: none"> <li>e. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner. For change of partner/s, out-going partner/s must execute under oath allowing the remaining/new partners to continue the use of partnership name (2 originals; 3 photocopies)</li> </ul> <p>If provision for amendment is to have foreign equity of a registered partnership, submit:</p> <ul style="list-style-type: none"> <li>e.) F-106</li> </ul> <p>If provision for amendment is to further increase the foreign equity of a registered partnership, submit:</p> <ul style="list-style-type: none"> <li>e.) F-107</li> </ul> | <p>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission<br/>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas</p> <p>Name verification slip may be secured manually at Table 1;</p> <p>Assignee and Assignor Partners</p> <p>May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> <p>May secure copy from the Public Assistance and Complaint Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLIENT STEPS                                                                                                                                                                                                                                            | AGENCY ACTIONS                                                                                                                                                                                            | FEES TO BE PAID                               | PROCESSING TIME                                                         | PERSON RESPONSIBLE                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------|
| <p>1. If partnership name is for amendment:</p> <p>1.1. Fills out Name Verification Form (Verifies, reserves or company name with or without trade name/s)</p> <p>1.2. If name is rejected, registrant may appeal for the proposed partnership name</p> | <p>1. Approves or denies proposed name/s or trade name/s</p> <p>1.1. Approves or denies appeal for the proposed name/s or trade name/s</p>                                                                | P100.00 per proposed partnership/trade name/s | 10 minutes per application                                              | Name Verification Officer                     |
| <p>2. For pre-processing, secures queuing number from the EO queuing system and wait number to be called for presentment of documentary requirements</p>                                                                                                | <p>2. Verifies completeness of amendment requirements</p> <p>2.1. If documents are complete:</p> <p>2.1.1. Accepts documents for assignment to EO processors</p> <p>2.2. If documents are incomplete:</p> | None                                          | <p>5-10 minutes per application</p> <p>5-10 minutes per application</p> | EO Frontline Staff<br>Information Officer III |

| CLIENT STEPS                                                                               | AGENCY ACTIONS                                                                                                                                                                                                                                              | FEES TO BE PAID | PROCESSING TIME                                                                                            | PERSON RESPONSIBLE                                                                                  |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|
|                                                                                            | 2.2.1.Returns documents to clients for compliance                                                                                                                                                                                                           |                 |                                                                                                            |                                                                                                     |
| 3. Waits for the partnership's name to be called by the assigned EO processor              | 3. Advises the client when to follow up the application<br><br>3.1. Processes and evaluates application for amendment<br><br>3.2. If complete and compliant, issues Payment Assessment Form<br><br>3.3. If non-compliant, issues a checklist for compliance | None            | 30 minutes to 2 working days per application (depending on the complexity of the documentary requirements) | Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II<br>EO Director/OIC |
| 4. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer | 4. Receives the follow-up slip and forwards it to the assigned SEC specialist                                                                                                                                                                               | None            | 30 minutes                                                                                                 | EO Frontline Staff                                                                                  |
| 5. Receives the Payment Assessment Form                                                    | 5. Prepares and issues Payment Assessment                                                                                                                                                                                                                   | None            | 30 minutes                                                                                                 | Supervising Administrative Officer<br>Securities Counsel I                                          |

| CLIENT STEPS           | AGENCY ACTIONS                                                               | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE                                  |
|------------------------|------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------|
|                        | Form (PAF) to the applicant                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                 |                 | Securities Specialist II<br>Securities Specialist I |
| 6. Pays the filing fee | 6. Issues the Official Receipt and machine-validated Payment Assessment Form | <p>Filing Fees:</p> <p>Amendment of Articles Partnership: P2,050.00 (*+**+***)</p> <p>*Amended Articles of Partnership</p> <p>**Documentary Stamp Taxes - P30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (P20.00)</p> <p>**** Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s</p> <p>*****Amendment with Deed of Assignment of</p> | 5 minutes       | SEC Cashier                                         |



| CLIENT STEPS                                                                                                 | AGENCY ACTIONS                                                                                                                                                                                            | FEES TO BE PAID                                                                                                                                                                                                                                                | PROCESSING TIME                                                                                | PERSON RESPONSIBLE                                                                    |
|--------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                                                                                              |                                                                                                                                                                                                           | Partner's Interest – P2,000.00 per Deed<br>*****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than P2,000.00<br>*****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) |                                                                                                |                                                                                       |
| 7. Waits for the issuance of signed Certificate                                                              | 7. Prepares the Certificate of Amended Articles of Partnership<br><br>7.1. Signs the Certificate of Amended Articles of Partnership<br>7.2. Encodes signed Certificate of Amended Articles of Partnership | None                                                                                                                                                                                                                                                           | 20 minutes per application<br><br>20 minutes per application<br><br>10 minutes per application | Administrative Assistant II<br><br>EO Director/OIC<br><br>Administrative Assistant II |
| 8. Secures queuing number from the EO queuing system and proceeds to EO Releasing Counter for presentment of | 8. Releases signed Certificate of Amended Articles of Partnership                                                                                                                                         | None                                                                                                                                                                                                                                                           | 10 minutes per application                                                                     | EO Frontline Staff Information Officer III                                            |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|----------------------------------------------------------------------------------------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| original proof of payment and receives signed Certificate of Amended Articles of Partnership |                |                                                                                                                                                                                                                                                                                                                                                                                                                 |                 |                    |
| TOTAL                                                                                        |                | <p>Filing Fees:</p> <p>Amendment of Articles Partnership: P2,050.00 (*+**+***)</p> <p>*Amended Articles of Partnership</p> <p>**Documentary Stamp Taxes - P30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (P20.00)</p> <p>**** Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s</p> <p>*****Amendment with Deed of Assignment of</p> | 3 hours         |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | Partner's Interest –<br>P2,000.00 per Deed<br>*****Amendment of<br>Partnership with<br>Increase in Capital<br>– 1/5 of 1% of the<br>Partnership's<br>Capital but not less<br>than P2,000.00<br>*****Amendment<br>by increasing<br>foreign equity FIA<br>forms (P3,000.00<br>with LRF of P30.00) |                 |                    |

### 3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

|                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                     |                                                                                                                                                                                                                                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                     | <b>SEC Cagayan De Oro Extension Office (SEC-CDOEO)</b>                                                              |                                                                                                                                                                                                                                                                                     |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                         | Highly Technical                                                                                                    |                                                                                                                                                                                                                                                                                     |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                    | G2B – Government to Business                                                                                        |                                                                                                                                                                                                                                                                                     |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                          | All Partnerships and Corporations duly recorded and registered at Securities and Exchange Commission, respectively. |                                                                                                                                                                                                                                                                                     |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                     | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                              |
| <b>1. Duly accomplished request form</b>                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                     | Public Assistance and Complaint Desk/ EO Counter                                                                                                                                                                                                                                    |
| <b>2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital)</b>                                                                                                                                                                       |                                                                                                                     | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>3. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                                                                                                                                                                  |                                                                                                                     | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| <b>4. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR</b>                                                                                                                                                                                                                                                                                                             |                                                                                                                     | To be provided by the Applicant                                                                                                                                                                                                                                                     |
| <b>5. Audited Interim Financial Statements, in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock not covered by item 4, to be received by the EO after the application has been reviewed by the Securities Counsel I</b> |                                                                                                                     | External Auditor to be engaged by the Company                                                                                                                                                                                                                                       |
| <b>6. Monitoring Clearance</b>                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                     | SEC-TEO                                                                                                                                                                                                                                                                             |
| <b>Additional Requirement for Percentage of Ownership</b>                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                     |                                                                                                                                                                                                                                                                                     |
| <b>7. Stock and transfer book of the corporation (to be presented for verification)</b>                                                                                                                                                                                                                                                                                                                        |                                                                                                                     | To be provided by the Applicant                                                                                                                                                                                                                                                     |



| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|
|              | <p>submits it to the Securities Counsel I for review</p> <p>2.3.2.If application is for compliance, assigned EO staff prepares checklist of deficiencies and informs and returns it to the applicant. Go to Step 1*</p> <p>2.4. Evaluates the final report and recommends approval to the EO Director</p> <p>2.4.1.If compliant, forwards the application to the EO Director for final review and signature</p> <p>2.4.2.If not compliant, returns the application to the</p> |                 | 7 working days  | Securities Counsel I |

| CLIENT STEPS                                                                               | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                  | FEES TO BE PAID                                                           | PROCESSING TIME | PERSON RESPONSIBLE                                                      |
|--------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------|
|                                                                                            | <p>assigned EO staff.<br/>Go to Step 2.3.1</p> <p>2.5. Reviews the recommendation of the Securities Counsel I</p> <p>2.5.1.If approved for filing, orders the assigned EO staff to issue Payment Assessment Form (PAF)</p> <p>2.5.2.If not approved, returns the application to the assigned EO staff.<br/>Go to Step 2.3.1</p> |                                                                           | 7 working days  | EO Director                                                             |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer | 3. Receives the follow-up slip and forwards it to the assigned EO staff                                                                                                                                                                                                                                                         | None                                                                      | 1 hour          | Counter Officer                                                         |
| 4. Receives the Payment Assessment Form                                                    | 4. Prepares and issues Payment Assessment Form (PAF) to the applicant                                                                                                                                                                                                                                                           | None                                                                      | 1 hour          | Admin Officer IV<br>Securities Specialist I<br>Securities Specialist II |
| 5. Pays the corresponding filing fees                                                      | 5. Receives and acknowledges payment                                                                                                                                                                                                                                                                                            | <p>*PHP 1,040 per copy</p> <p>*Inclusive of Legal Research Fee of PHP</p> | 1 hour          | Cashier                                                                 |

| CLIENT STEPS                                                                                                                                                      | AGENCY ACTIONS                                                 | FEES TO BE PAID                                    | PROCESSING TIME | PERSON RESPONSIBLE                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|----------------------------------------------------|-----------------|-------------------------------------------------------------------------|
|                                                                                                                                                                   |                                                                | 10.00 and<br>Documentary Stamp<br>Tax of PHP 30.00 |                 |                                                                         |
| 6. Submits complete application requirements for processing together with the validated PAF                                                                       | 6. Receives complete application requirement and validated PAF | None                                               | 1 hour          | Admin Officer IV<br>Securities Specialist I<br>Securities Specialist II |
| 6.1 In case wherein the basis for certification is Audited Interim Financial Statements, submits the Audited Interim Financial Statements then proceeds to Step 6 | 6.1 Receives the Audited Interim Financial Statements          | None                                               | 1 hour          | EO Frontline Staff                                                      |
|                                                                                                                                                                   | 6.2 Advises the client when to follow up the application       |                                                    | 45 minutes      | EO Frontline Staff                                                      |
|                                                                                                                                                                   | 6.3 Prepares Certificate of Paid-up                            |                                                    | 2 working days  | Admin Officer IV/ Securities Specialist I/ Securities Specialist II     |
|                                                                                                                                                                   | 6.4 Initials the Certificate of Paid-up Capital                |                                                    | 2 working days  | EO Director                                                             |
|                                                                                                                                                                   | 6.5 Signs the Certificate of Paid-up Capital                   |                                                    | 2 days          | Admin Officer IV/ Securities Specialist I/ Securities Specialist II     |
|                                                                                                                                                                   | 6.6 Records the approved Certificates of Paid-up Capital       |                                                    | 45 minutes      |                                                                         |
| 7. Presents the Official Receipt to the Counter Officer                                                                                                           | 7. Receives the Official Receipt                               | None                                               | 45 minutes      | EO Frontline Staff/COS                                                  |



| CLIENT STEPS                                               | AGENCY ACTIONS                                        | FEES TO BE PAID     | PROCESSING TIME                                                                                                                                                | PERSON RESPONSIBLE     |
|------------------------------------------------------------|-------------------------------------------------------|---------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| 8. Receives the duly signed Certificate of Paid-up Capital | 8. Releases the signed Certificate of Paid-up Capital | None                | 45 minutes                                                                                                                                                     | EO Frontline Staff/COS |
| TOTAL                                                      |                                                       | PHP 1,040.00 / copy | 1. 7 working days counted from the Steps 1 to 2.3 –<br>2. 7 working days – Step 2.4 –<br>3. 7 working days – Step 2.5<br>4. 7 working days – from steps 3 to 8 |                        |

#### 4. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash

|                                                                                                                                                                                                                                                                   |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                        | <b>SEC Cagayan De Oro Extension Office (SEC-CDOEO)</b>             |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Classification:</b>                                                                                                                                                                                                                                            | Highly Technical                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                       | G2B – Government to Business                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>Who may avail:</b>                                                                                                                                                                                                                                             | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                  |                                                                    | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| <b>1. Cover sheet</b>                                                                                                                                                                                                                                             |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a>                                                                                                                                                                                                               |
| <b>2. Certificate of Increase of Capital Stock</b>                                                                                                                                                                                                                |                                                                    | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                                                                                                                                                                                                                                    |
| <b>3. Treasurer's Affidavit</b>                                                                                                                                                                                                                                   |                                                                    | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                                                                                                                                                                                                                                           |
| <b>4. Directors' certificate</b>                                                                                                                                                                                                                                  |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:<br>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a><br>Trustees' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf</a> |
| <b>5. Amended Articles of Incorporation</b>                                                                                                                                                                                                                       |                                                                    | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary</b> |                                                                    | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>7. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                     |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:                                                                                                                                                                                                                                                                                                                                                                                              |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a>                                                                                                                                                                       |
| <b>8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a>                                                                                     |
| <p><b>i. AUDITED FINANCIAL STATEMENTS</b> as of the last fiscal year stamped received by BIR and SEC.</p> <p><b>ii. SPECIAL AUDIT REPORT, if:</b></p> <ul style="list-style-type: none"> <li>a) listed companies;</li> <li>b) public companies defined in the Securities Regulation Code;</li> <li>c) companies that offer or sell securities to the public;</li> <li>d) companies with secondary license;</li> <li>e) Where payment to subscription to the increase is more than P50,000,000.00</li> </ul> <p><i>otherwise,</i></p> <p><b>iii. SUBSCRIPTION CONTRACT</b> executed under oath among stockholder/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for.</p> <p><i>Note: Per Memorandum Circular No. 11 Series of 2016</i></p> <p><b>iv. For RURAL BANKS:</b></p> <ul style="list-style-type: none"> <li>a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP</li> </ul> | <p>To be provided by the company</p> <p>For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br/><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a></p> <p>EO Public Assistance</p> <p>Bangko Sentral ng Pilipinas</p> |

|                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                       |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification |                                                                                                                                                                                                                       |
| 9. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***                                                                                                                                                                     | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a> |
| 10. Endorsement/Clearance, if applicable                                                                                                                                                                                                                                                  | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                   |
| 11. Monitoring Clearance                                                                                                                                                                                                                                                                  | SEC Extension Office                                                                                                                                                                                                  |
| 12. Others                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                       |

| CLIENT STEPS                                   | AGENCY ACTIONS                                                                                                                                                                                                                     | FEES TO BE PAID | PROCESSING TIME              | PERSON RESPONSIBLE                                                                                          |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------|-------------------------------------------------------------------------------------------------------------|
| 1. Secures a number through the queuing system | 1. Calls the number through the system and assists the client                                                                                                                                                                      | None            | 5-10 minutes per application | EO Frontline Staff<br>Information Officer III                                                               |
| 2. Submits the requirements to Table 1         | 2. Records the application for -pre-processing<br><br>2.1 For first time applicants, Assigns the application to an EO processor<br><br>2.1.1 If for compliance, records the date of submission and forwards the application to the | None            | 20 working days              | EO Frontline Staff<br><br>Securities Specialist II<br>Supervising Administrative Officer<br>EO Director/OIC |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                              | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>assigned EO processor</p> <p>2.1.2 Advises the client when to follow up the application</p> <p>2.2 Examines whether the documents submitted are complete in form and in substance.</p> <p>2.2.1 If application is complete and in order, the specialist prepares Final Report and submits it to Director for Review</p> <p>2.2.2 If application is for compliance, specialist prepares checklist of deficiencies and</p> |                 |                 |                    |

| CLIENT STEPS                                                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                                      | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                             |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------------------------------------------------|
|                                                                                    | <p>informs and returns it to the applicant. Go to Step 1</p> <p>2.3 Reviews the final report</p> <p>2.3.1 If compliant, orders the specialist to issue Payment Assessment Form (PAF)</p> <p>2.3.2 if not compliant, returns the application to the specialist. Go to Step 2.3.2</p> |                 |                 |                                                                |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Table 1 | 3. Receives the follow-up slip and forwards it to the assigned financial specialist                                                                                                                                                                                                 | None            | 30 minutes      | EO Frontline Staff                                             |
| 4. Receives the Payment Assessment Form                                            | 4. Prepares and issues Payment Assessment Form (PAF) to the applicant                                                                                                                                                                                                               | None            | 30 minutes      | Supervising Administrative Officer<br>Securities Specialist II |

| CLIENT STEPS            | AGENCY ACTIONS                                                                                                                                                                                                                                                    | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE                        |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------|
| 5. Pays the filing fees | <p>5. Receives and acknowledges payment</p> <p>5.1. Stamps paid the document and forward to the Receiving Officer</p> <p>5.2. Stamps received the documents and forward to the in-charge for the Certificate Amended Articles of Incorporation and/or By-laws</p> | <p>1. Amended Articles of Incorporation – P1,010*</p> <p>Plus</p> <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital</p> | 30 minutes      | EO Cashier<br>Administrative Assistant II |

| CLIENT STEPS | AGENCY ACTIONS                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE                 |
|--------------|-----------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------|
|              |                                                     | <p>stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00</p> <p>4. Documentary Stamp tax of P60.00</p> <p>*Inclusive of LRF of P10.00</p> <p>***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00</p> |                 |                                    |
|              | 5.3. Receives the complete application requirements | None                                                                                                                                                                                                                                                                                                                                               | 2 hours         | EO Receiving Unit                  |
|              | 5.4. Encodes the details of the Increase of         |                                                                                                                                                                                                                                                                                                                                                    | 20 minutes      | Supervising Administrative Officer |



| CLIENT STEPS                                               | AGENCY ACTIONS                                                                                    | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE          |
|------------------------------------------------------------|---------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------------------|
|                                                            | Capital Stock in the system and forwards the application to the Support Staff                     |                 |                 |                             |
|                                                            | 5.5. Prepares Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation |                 | 20 minutes      | Securities Specialist II    |
|                                                            | 5.6. Signs and approves the application                                                           |                 | 20 minutes      | EO Director/OIC             |
|                                                            | 5.7. Forwards the approved application to the Releasing Unit                                      |                 | 10 minutes      | Administrative Assistant II |
| 6. Secures a number through the queuing system (Releasing) | 6. Calls the number through the system and assists the client                                     | None            | 30 minutes      | Table 1                     |
| 7. Presents the Official Receipt to Table 1                | 7. Receives the Official Receipt                                                                  | None            | 30 minutes      | Table 1                     |

| CLIENT STEPS                                                                                                 | AGENCY ACTIONS                                                                                               | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                              | PROCESSING TIME                 | PERSON RESPONSIBLE |
|--------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------|--------------------|
| 8. Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation | 8. Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation | None                                                                                                                                                                                                                                                                                                                                         | 30 minutes                      | EO Frontline Staff |
| TOTAL                                                                                                        |                                                                                                              | 1. Amended Articles of Incorporation – P1,010*<br><br>Plus<br><br>2. Increase of Capital Stock -<br>**For corporation with par value –<br>1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher<br><br>**For corporation without par value – | 20 days, 3 hours and 20 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00</p> <p>4. Documentary Stamp tax of P60.00</p> <p>*Inclusive of LRF of P10.00</p> <p>***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00</p> |                 |                    |

## 5. Increase of Capital Stock through payment other than cash

This service details the procedure on application for increase of capital stock by way:

1. Conversion of advances/liabilities to equity
2. Stock Dividends
3. Land, building / condominium units
4. Untitled Lands
5. Inventories / Furnitures / Personal Properties
6. Heavy equipment and machinery
7. Shares of stock
8. Motor Vehicle
9. Sea vessel / aircraft
10. Intangibles
11. Net assets

**Note:** If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

|                                                    |                                                                    |                                                                                                                                                                                                                                                               |
|----------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                         | <b>SEC Cagayan De Oro Extension Office (SEC-CDOEO)</b>             |                                                                                                                                                                                                                                                               |
| <b>Classification:</b>                             | Highly Technical                                                   |                                                                                                                                                                                                                                                               |
| <b>Type of Transaction:</b>                        | G2B – Government to Business                                       |                                                                                                                                                                                                                                                               |
| <b>Who may avail:</b>                              | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                               |
| <b>CHECKLIST OF REQUIREMENTS</b>                   |                                                                    | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                        |
| <b>BASIC REQUIREMENTS</b>                          |                                                                    |                                                                                                                                                                                                                                                               |
| <b>1. Cover sheet</b>                              |                                                                    | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a> |
| <b>2. Certificate of Increase of Capital Stock</b> |                                                                    | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                      |
| <b>3. Treasurer's Affidavit</b>                    |                                                                    | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                             |

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| <b>4. Directors' certificate</b>                                                                                                                                                                                                                                  | EO Public Assistance or Downloadable at SEC website through the following URL:<br>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a><br>Trustees' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf</a> |
| <b>5. Amended Articles of Incorporation</b>                                                                                                                                                                                                                       | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary</b> | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| <b>7. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                     | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a>                                                                                                                                                                 |
| <b>8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders</b>                                                                                                                                                                 | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a>                                                                                                                                                                 |
| <b>9. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***</b>                                                                                                                                      | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a>                                                                                                                                                                                                                                                       |
| <b>10. Endorsement/Clearance, if applicable</b>                                                                                                                                                                                                                   | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>11. Monitoring Clearance</b>                                                                                                                                                                                                                                   | SEC Extension Office                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| <b>ADDITIONAL REQUIREMENTS depending on the mode of payment</b>                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>12. Conversion of Advances / Liabilities to Equity</b>                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>12.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC</b>                                                                                                                                                         | To be provided by the company                                                                                                                                                                                                                                                                                                                                                                                                                                               |

|                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>12.2 A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in item 12.1</b>                                                                                                                                                                                                                                            | For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a>              |
| <b>12.3 Deed of Assignment of advances / liabilities</b>                                                                                                                                                                                                                                                                                                                                          | To be provided by the Company                                                                                                                                                                                                                                                                    |
| <b>13. Stock Dividends</b>                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                  |
| <b>13.1 List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary</b>                                                                                                                                                                                                                    | To be provided by the Company                                                                                                                                                                                                                                                                    |
| <b>13.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC</b>                                                                                                                                                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                                    |
| <b>13.3 Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct</b> | To be provided by the Company                                                                                                                                                                                                                                                                    |
| <b>13.4 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings</b>                                                                                                                                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                                    |
| <b>13.5 Reconciliation of Retained Earnings</b>                                                                                                                                                                                                                                                                                                                                                   | CRMD Public Assistance or refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf</a> |
| <b>14. Land, buildings / condominium units</b>                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                  |
| <b>14.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant</b>                                                                                                                                                     | To be provided by the Applicant.                                                                                                                                                                                                                                                                 |

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| <b>14.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively</b>                                                                                                                                                                                                                                                                              | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                                                                                                                                                                        | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                                                                                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.5 Deed of Assignment</b>                                                                                                                                                                                                                                                                                                                                                                        | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property</b>                                                                                                                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer</b>                                                                                                                                                                                                                              | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.8 Certification from the transferor stating that the improvements are existing and in good condition</b>                                                                                                                                                                                                                                                                                        | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                                                                                                                                                                                           | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>15. Untitled Lands</b>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                         |
| <b>15.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

|                                                                                                                                                                                                                                                                                                                                                                                     |                                  |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>15.2 Duplicate original or certified true copies of the tax declaration sheets</b>                                                                                                                                                                                                                                                                                               | To be provided by the Applicant. |
| <b>15.3 Latest realty tax receipts</b>                                                                                                                                                                                                                                                                                                                                              | To be provided by the Applicant. |
| <b>15.4 Affidavit by the transferor attesting continuous and open possession of the property is located</b>                                                                                                                                                                                                                                                                         | To be provided by the Applicant. |
| <b>15.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located</b>                                                                                                                                                                                                                                                                           | To be provided by the Applicant. |
| <b>15.6 Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated</b>                                                                                                                                         | To be provided by the Applicant. |
| <b>15.7 Affidavit executed by the transferor attesting to the:</b><br>a. Existence (or non-existence) of easements over the untitled property<br>b. Kind/description of the easement and its location<br>c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements                                                                       | To be provided by the Applicant. |
| <b>15.8 Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital</b>                                                                                                                                                                                        | To be provided by the Applicant. |
| <b>15.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following:</b><br>a. There is no other claimant to the untitled land<br>b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or<br>c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) | To be provided by the Applicant. |
| <b>15.10 Blue Print Survey of the Plan as approved by the Bureau of Lands</b>                                                                                                                                                                                                                                                                                                       | To be provided by the Applicant. |
| <b>15.11 Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis</b>                                                                                                                                                                                                                                                   | To be provided by the Applicant. |



|                                                                                                                                                                                                                                    |                                  |
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| of transfer value (market value/ assessed value / zonal value or appraised value)                                                                                                                                                  |                                  |
| <b>15.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                    | To be provided by the Applicant. |
| <b>15.13 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                   | To be provided by the Applicant. |
| <b>15.14 Deed of Assignment</b>                                                                                                                                                                                                    | To be provided by the Applicant. |
| <b>15.15 Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application</b> | To be provided by the Applicant. |
|                                                                                                                                                                                                                                    |                                  |
| <b>16. Inventories / Furniture / Personal Properties</b>                                                                                                                                                                           |                                  |
| <b>16.1 Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant</b>                                                                 | To be provided by the Applicant. |
| <b>16.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value</b>                                                                                     | To be provided by the Applicant. |
| <b>16.3 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |
|                                                                                                                                                                                                                                    |                                  |
| <b>17. Heavy equipment and machinery</b>                                                                                                                                                                                           |                                  |
| <b>17.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant</b>                                                                                                   | To be provided by the Applicant. |
| <b>17.2 Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.</b>                              | To be provided by the Applicant. |
| <b>17.3 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |

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|                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                         |
| <b>17.4 Certification from the transferor stating that the properties are existing and in good condition</b>                                                                                                     | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                         |
| <b>18. Shares of Stock</b>                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                         |
| <b>18.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC</b>                                                                                              | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.3 Deed of Assignment</b>                                                                                                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor</b>                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.5 Photocopy of the stock certificate (present original for verification)</b>                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)</b>                    | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period</b>                                                                                                       | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
|                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                         |
| <b>19. Motor Vehicles</b>                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                         |
| <b>19.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor</b>                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

|                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                         |
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| number, certificate of registration number and market value certified by the company accountant                                                                           |                                                                                                                                                                                                                                                                                                                                         |
| <b>19.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)</b>                                  | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                          | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.4 Deed of Assignment</b>                                                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>19.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                               | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>19.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition</b>                                                  | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
|                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                         |
| <b>20. Sea Vessel / Aircraft</b>                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                         |
| <b>20.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.2 Certified true copy of the certificate of ownership</b>                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                          | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency</b>                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.5 Deed of Assignment</b>                                                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>20.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                               | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:                                                                                                                                                                      |

|                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                                                                                                      | <a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a>                                                                                                                                                                       |
| <b>21. Intangibles</b>                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                         |
| <b>21.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)</b>                                                                                                          | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights</b>                                                                           | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.3 Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)</b>                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.4 Deed of Assignment</b>                                                                                                                                                                       | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period</b>                                                              | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>22. Net Assets</b>                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                         |
| <b>22.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC</b>                                                                       | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year</b>                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.3 Long-form audit report of item no. 22.2</b>                                                                                                                                                  | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.4 Deed of Assignment of the assets and liabilities</b>                                                                                                                                         | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.5 List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors</b> | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |

|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>22.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant</b> | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification)</b>                                       | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.8 Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively</b>                            | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.9 Photocopy of stock certificates (present original for verification)</b>                                                                          | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.10 DTI Certificate of Registration (for single proprietorship)</b>                                                                                 | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.11 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>             | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |

| CLIENT STEPS                                   | AGENCY ACTIONS                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME              | PERSON RESPONSIBLE                                                                                      |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------|---------------------------------------------------------------------------------------------------------|
| 1. Secures a number through the queuing system | 1. Calls the number through the system and assists the client                                                                                                     | None            | 5-10 minutes per application | EO Frontline Staff<br>Information Officer III                                                           |
| 2. Submits the requirements to Table 1         | 2. Records the application for -pre-processing<br><br>2.1. For first time applicants, Assigns the application to an EO processor<br><br>2.1.1. If for compliance, | None            | 20 working days              | EO Frontline Staff<br>Supervising Administrative Officer<br>Securities Specialist II<br>EO Director/OIC |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>records the date of submission and forwards the application to the assigned EO processor</p> <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1. If application is complete and in order, the specialist prepares Final Report and submits it to Director for Review</p> |                 |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                          | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>2.3.2. if application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant.<br/><i>Go to Step 1</i></p> <p>2.4. Reviews the final report</p> <p>2.4.1. If compliant, orders the specialist to issue Payment Assessment Form (PAF)</p> <p>2.4.2. If not compliant, returns the application to the specialist.<br/><i>Go to Step 2.3.2</i></p> |                 |                 |                    |

| CLIENT STEPS                                                                       | AGENCY ACTIONS                                                                                                                                                                                | FEES TO BE PAID                                                                                                                                                                                                               | PROCESSING TIME | PERSON RESPONSIBLE                                             |
|------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------|
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Table 1 | 3. Receives the follow-up slip and forwards it to the assigned financial specialist                                                                                                           | None                                                                                                                                                                                                                          | 30 minutes      | EO Frontline Staff                                             |
| 4. Receives the Payment Assessment Form                                            | 4. Prepares and issues Payment Assessment Form (PAF) to the applicant                                                                                                                         | None                                                                                                                                                                                                                          | 30 minutes      | Supervising Administrative Officer<br>Securities Specialist II |
| 5. Pays the filing fees                                                            | 5. Receives and acknowledges payment<br>5.1 Stamps paid the document and forward to the Receiving Officer                                                                                     | 1. Amended Articles of Incorporation – P1,010*<br><br>Plus                                                                                                                                                                    | 30 minutes      | EO Cashier<br>Administrative Assistant II                      |
|                                                                                    | 5.2 Stamps received the documents and forward to the in-charge for the Certificate Amended Articles of Incorporation and/or By-laws<br><br>5.3 Receives the complete application requirements | 2. Increase of Capital Stock -<br>**For corporation with par value –<br>1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher | 30 minutes      | EO Receiving Unit                                              |



| CLIENT STEPS | AGENCY ACTIONS                                                                                                           | FEES TO BE PAID                                                                                                                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE                 |
|--------------|--------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------|
|              | 5.4 Encodes the details of the Increase of Capital Stock in the system and forwards the application to the Support Staff | **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher | 20 minutes      | Supervising Administrative Officer |
|              | 5.5 Prepares Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation                         |                                                                                                                                                                                                                    | 20 minutes      | Securities Specialist II           |
|              | 5.6 Signs and approves the application                                                                                   | 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00                                                                                                         | 20 minutes      | EO Director/OIC                    |
|              | 5.7 Forwards the approved application to the Releasing Unit                                                              | 4. Documentary Stamp tax of P60.00<br><br>*Inclusive of LRF of P10.00<br><br>***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of                                                     | 10 minutes      | Administrative Assistant II        |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                | FEES TO BE PAID                                                                                                                                                                                                                                                      | PROCESSING TIME     | PERSON RESPONSIBLE |
|---------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|
|                                                                     |                                                               | P30.00 and DST of P30.00                                                                                                                                                                                                                                             |                     |                    |
| 6. Secures a number through the queuing system ( <i>Releasing</i> ) | 6. Calls the number through the system and assists the client | None                                                                                                                                                                                                                                                                 | 30 minutes          | Table 1            |
| 7. Presents the Official Receipt to the Counter Officer             | 7. Receives the Official Receipt                              | None                                                                                                                                                                                                                                                                 | 30 minutes          | EO Counter         |
| 8. Receives the duly approved application                           | 8. Releases the duly approved application                     | None                                                                                                                                                                                                                                                                 | 30 minutes          | EO Frontline Staff |
| TOTAL                                                               |                                                               | 1. Amended Articles of Incorporation – P1,010*<br><br>Plus<br><br>2. Increase of Capital Stock -<br>**For corporation with par value –<br>1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital | 20 days and 5 hours |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>stock, whichever is higher</p> <p>**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00</p> <p>4. Documentary Stamp tax of P60.00</p> <p>*Inclusive of LRF of P10.00</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | ***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00 |                 |                    |

## 6. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

|                                                                                                                                    |                                                                                       |                                                                                    |  |
|------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                                                         | <b>SEC Cagayan De Oro Extension Office (SEC-CDOEO)</b>                                |                                                                                    |  |
| <b>Classification:</b>                                                                                                             | Simple                                                                                |                                                                                    |  |
| <b>Type of Transaction:</b>                                                                                                        | G2B – Government to Business                                                          |                                                                                    |  |
| <b>Who may avail:</b>                                                                                                              | All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations |                                                                                    |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                   |                                                                                       | <b>WHERE TO SECURE</b>                                                             |  |
| SEC FORM 2015-001 (1 Original)                                                                                                     |                                                                                       | SEC EO                                                                             |  |
| Monitoring Clearance (1 photocopy)                                                                                                 |                                                                                       |                                                                                    |  |
| * Primary Licenses                                                                                                                 |                                                                                       | SEC EO                                                                             |  |
| * Lending                                                                                                                          |                                                                                       | CGFD                                                                               |  |
| * Foundation                                                                                                                       |                                                                                       | CGFD                                                                               |  |
| For Corporations with Secondary Licenses, attach the Articles of Incorporation or latest Amended Articles of Incorporation, if any |                                                                                       | Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |  |

|                                                                                                        |                                                                                    |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| For Partnerships, attach the Articles of Partnership or latest Amended Articles of Partnership, if any | Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                 | FEES TO BE PAID                                               | PROCESSING TIME                                                                                                      | PERSON RESPONSIBLE                                                                 |
|----------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| 1. Secures a number from the guard on duty                                                   | 1. Calls the number and assists the client                                                                                                                                                                                                                                                                                                     | None                                                          | 3 minutes                                                                                                            | EO Frontline Staff/COS                                                             |
| 2. Waits for the processing of request<br>2.1. Receives the PAF and pays to the SEC Cashier. | 2. Receives application<br><br>2.1. Evaluate attachments<br><br>2.2. Verifies the status of corporation through CIS-URDB.<br><br>2.2.1.If application is cleared, a Payment Assessment Form is issued to applicant with instruction to pay at the SEC Cashier.<br><br>2.2.2.If not cleared in Certification Issuance System- Unified Reference | Certification Fee – PHP 500<br>Documentary Stamp Tax – PHP 30 | 2 minutes<br><br>2 minutes<br><br>5 minutes per document<br><br>5 minutes per document<br><br>5 minutes per document | EO Frontline Staff<br><br>Administrative Assistant I/<br>Administrative Officer IV |

| CLIENT STEPS                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME                                     | PERSON RESPONSIBLE                                                                  |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------|-------------------------------------------------------------------------------------|
|                                       | <p>Database (CIS-URDB), instructs the applicant to return to the department who encoded the infraction.</p> <p>2.3. Receives the machine validated Payment Assessment Form.</p> <p>2.4. Prints the Certificate of No Derogatory Information through the CIS-URDB.</p> <p>2.5. Reviews the application and signs the Certificate of No Derogatory Information.</p> |                 | <p>3 minutes</p> <p>5 minutes</p> <p>10 minutes</p> | <p>Administrative Assistant I/<br/>Administrative Officer IV</p> <p>EO Director</p> |
| 3. Waits for name/number to be called | 3. Calls the number                                                                                                                                                                                                                                                                                                                                               | None            | 1 minute                                            | EO Frontline Staff                                                                  |
| 4. Receives the certification         | <p>4. Seals the Certificate of No Derogatory Information with the SEC logo</p> <p>4.1. Releases the Certificate of No Derogatory</p>                                                                                                                                                                                                                              | None            | 5 minutes                                           | Administrative Assistant I/<br>Administrative Officer IV                            |

| CLIENT STEPS | AGENCY ACTIONS                       | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|--------------------------------------|-----------------|-----------------|--------------------|
|              | Information (CNDI) to the applicant. |                 |                 |                    |
| TOTAL        |                                      | PHP 530         | 47 minutes      |                    |

## 7. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

|                                                        |                                                        |                              |  |  |
|--------------------------------------------------------|--------------------------------------------------------|------------------------------|--|--|
| <b>Office or Division:</b>                             | <b>SEC Cagayan De Oro Extension Office (SEC-CDOEO)</b> |                              |  |  |
| <b>Classification:</b>                                 | Simple                                                 |                              |  |  |
| <b>Type of Transaction:</b>                            | G2G – Government to Government                         |                              |  |  |
| <b>Who may avail:</b>                                  | All Government Agencies                                |                              |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                       |                                                        | <b>WHERE TO SECURE</b>       |  |  |
| <b>Signed Letter Request (1 original, 1 photocopy)</b> |                                                        | Requesting Government Agency |  |  |

| CLIENT STEPS                                                               | AGENCY ACTIONS                                                                        | FEES TO BE PAID                | PROCESSING TIME        | PERSON RESPONSIBLE                                       |
|----------------------------------------------------------------------------|---------------------------------------------------------------------------------------|--------------------------------|------------------------|----------------------------------------------------------|
| 1. Submits the letter to the Office of the Director through the EO Counter | 1. Receives the letter request<br><br>1.1. Assigns and forwards to concerned EO staff | None                           | 3 minutes              | EO Frontline Staff                                       |
| 2. Waits to process the request                                            | 2. Prepares the requested documents and forwards to the Administrative Assistant II   | None<br><br>PHP 10.00 per page | 5 minutes per document | EPO Frontline Staff<br>COS<br>Confidential Assistant III |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | FEES TO BE PAID | PROCESSING TIME                                  | PERSON RESPONSIBLE                                              |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------|-----------------------------------------------------------------|
|              | <p>2.1. *If plain copy, prints the documents</p> <p>2.2. **If authenticated copy, prints and stamps the documents</p> <p>2.3. Prepares the letter reply and/or Payment Assessment Form (PAF) and forwards the same together with the documents to the Administrative Officer IV</p> <p>2.3.1.If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), and Government Service Insurance System (GSIS) and other profit-making agencies, issues the PAF</p> |                 | <p>10 minutes per document</p> <p>10 minutes</p> | <p>Confidential Assistant III<br/>Administrative Officer IV</p> |



| CLIENT STEPS                                                | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME      | PERSON RESPONSIBLE                                                          |
|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----------------------------------------------------------------------------|
|                                                             | <p>2.4. For non-profit making agencies, do not issue a PAF</p> <p>2.5. Signs the letter and/or documents and forwards to the Administrative Assistant II</p>                                                                                                                                                                                                                      |                 | 5 minutes            | EO Director                                                                 |
| 3. Receives the transmittal letter with attached document/s | <p>3. Transmits the signed letter reply with attached documents</p> <p>3.1. If the requesting party is nearby SEC Extension Office, personally call the requestor to receive the document/s</p> <p>3.2. If the requesting party is outside Metro Manila, transmits by courier/express</p> <p>3.3. Transmits the signed letter reply with attached PAF through courier/express</p> | None            | 5 minutes per agency | EO Frontline Staff/COS/Confidential Assistant III/Administrative Officer IV |
| TOTAL                                                       |                                                                                                                                                                                                                                                                                                                                                                                   | P10.00 per page | 38 minutes           |                                                                             |

## 8. Public Assistance and Complaint Action

This service details the assistance rendered to walk-in clients on their concerns and queries pertaining to SEC matters. This is also to provide advice and counseling on their complaints as well to refer clients to appropriate SEC Department, if applicable.

|                                  |                                                        |                        |
|----------------------------------|--------------------------------------------------------|------------------------|
| <b>Office or Division:</b>       | <b>SEC Cagayan De Oro Extension Office (SEC-CDOEO)</b> |                        |
| <b>Classification:</b>           | Simple                                                 |                        |
| <b>Type of Transaction:</b>      | G2C- Government to Citizen                             |                        |
| <b>Who may avail:</b>            | All                                                    |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                                        | <b>WHERE TO SECURE</b> |
| None                             |                                                        | None                   |

| CLIENT STEPS                                                                 | AGENCY ACTIONS                                                                                                                                                                                                            | FEES TO BE PAID | PROCESSING TIME                                               | PERSON RESPONSIBLE        |
|------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------------------|---------------------------|
| 1. Gets a number from the guard on duty and proceeds to EO Counter           | 1. Calls the number and assists the client                                                                                                                                                                                | None            | 1 minute                                                      | EO Frontline Staff<br>COS |
| 2. Presents concern/s, query or complaint<br>2.1. Presents written complaint | 2. Renders advice depending<br><br>2.1. On the nature of the concern/query; or<br><br>2.2. Hands out the requested checklist of requirements, guidelines, or sample forms;<br><br>2.3. Refers to the appropriate EO staff | None            | 30 minutes<br><br>5 minutes<br><br>5 minutes<br><br>5 minutes | EO Frontline Staff<br>COS |

|       |                                                                                                                                 |      |            |  |
|-------|---------------------------------------------------------------------------------------------------------------------------------|------|------------|--|
|       | 2.4. Endorses written complaint to the Office of the Director and advises party to expect feedback within five (5) working days |      |            |  |
| TOTAL |                                                                                                                                 | None | 46 minutes |  |

## 9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

|                                                                                                       |                                                        |                        |  |  |
|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------|------------------------|--|--|
| <b>Office or Division:</b>                                                                            | <b>SEC Cagayan De Oro Extension Office (SEC-CDOEO)</b> |                        |  |  |
| <b>Classification:</b>                                                                                | Simple                                                 |                        |  |  |
| <b>Type of Transaction:</b>                                                                           | G2C – Government to Business                           |                        |  |  |
| <b>Who may avail:</b>                                                                                 | General Public                                         |                        |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                      |                                                        | <b>WHERE TO SECURE</b> |  |  |
| If reports/reportorial requirements, bring 5 sets/copies.<br>Otherwise, no other requirements needed. |                                                        |                        |  |  |

### Option 1 – Walk-in submission of reports/reportorial requirements

| CLIENT STEPS                                                               | AGENCY ACTIONS                  | FEES TO BE PAID | PROCESSING TIME                | PERSON RESPONSIBLE                                |
|----------------------------------------------------------------------------|---------------------------------|-----------------|--------------------------------|---------------------------------------------------|
| 1. Client gets a number, proceeds to the EO Counter and waits to be called | 1. Calls on the client's number | None            | 2 minutes<br><br>3 minutes/doc | EO Frontline Staff/COS/Confidential Assistant III |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                     | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                |
|-----------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------------------------------|
| 1.1. Presents 5 sets/copies of documents                                                | 1.1. Encodes document, prints barcode page, and attached barcode page to each copy |                 |                 | EO Frontline Staff/COS/Confidential Assistant III |
| 2. Claims 1 set for his file copy, including the acknowledgement receipt (barcode page) | 2. Retains 4 sets including original and returns 1 set to client                   |                 | 1 minute        | EO Frontline Staff/COS/Confidential Assistant III |
| TOTAL                                                                                   |                                                                                    | None            | 6 minutes       |                                                   |

## 10. Registration of Corporations through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                             |                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <b>SEC Cagayan De Oro Extension Office (SEC-CDOEO)</b>      |                                                                                                                                                                                                                                                                                                            |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | Simple                                                      |                                                                                                                                                                                                                                                                                                            |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                                                                                            |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                                                                                            |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                     |
| <ul style="list-style-type: none"> <li>• Cover Sheet</li> <li>• Articles of Partnership (for partnerships)</li> <li>• Articles of Incorporation (for stock and non-stock corporations)</li> <li>• Treasurer's Affidavit (for stock corporation only)</li> <li>• By-Laws (for stock and non-stock corporations)</li> <li>• Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH</li> <li>• Affidavit of Accuracy</li> <li>• Affidavit of Correctness</li> </ul> |                                                             | Company Registration System (CRS)<br><br>SEC Extension Office                                                                                                                                                                                                                                              |
| *Please be informed to arranged in accordance with the order in the checklist in 1 original and 2 photocopies                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                             | <ul style="list-style-type: none"> <li>• CRS website: <a href="http://crs.sec.gov.ph">crs.sec.gov.ph</a></li> <li>• Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME                       | PERSON RESPONSIBLE                                                                                                      |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| 1. Creates an email account in the CRS                                                  | 1. System sends verification confirmation to allow applicant to sign-in into the facilities therein. Email account created automatically expires within 90 calendar days if inactive.                                                                          | None            |                                       | Applicant/registrant                                                                                                    |
| 2. Verifies, reserves or appeals the proposed company name with or without trade name/s | 2. System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019<br><br>Reservation of proposed company name expires on the 4 <sup>th</sup> day if in-forms are not filled up                                            | None            |                                       | Applicant/registrant                                                                                                    |
| 3. Starts filling out company details and submit forms on-line                          | 3. Systems validates the company information encoded                                                                                                                                                                                                           | None            |                                       | Applicant/registrant                                                                                                    |
| 4. Submits the hard copies of signed and notarized documents                            | 4. Receives the application documents and assigns to a processor<br><br>4.1 Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws |                 | 10 minutes<br><br>1 to 3 working days | SEC administrative assistant II<br><br>Administrative Officer II<br>Securities Specialist I<br>Securities Specialist II |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              | <p>and applicable SEC rules and regulations</p> <p>4.1.1 If compliant, processor issues a Payment Assessment Form (PAF)</p> <p>Required filing fees based on Memo Circular No. 3, series of 2017</p> <p>4.1.2 If non-compliant, application will be returned to the party</p> | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher<br/> <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher<br/> <u>By-Laws for both stock and non-stock corporations:</u> P 1,000<br/> <u>Articles of Incorporation for non-stock corporation:</u> P 1,000<br/> <u>Foreign Investments Act (FIA) Form 100:</u> P3,000.00<br/> <u>Company Name Reservation:</u> P100.00<br/> <u>Each additional trade name/s:</u> P100.00</p> | 10 minutes      |                    |

| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID                                                                                                                           | PROCESSING TIME                                                                                                | PERSON RESPONSIBLE                                                                                                                                       |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <u>Documentary Stamp Tax:</u><br>P30.00<br><u>Legal Research Fee (LRF):</u><br>1% of the Filing Fee but not less than Ten Pesos (P 10.00) |                                                                                                                |                                                                                                                                                          |
| 5. Submits the proof of payment and documents | 5. Officially receives and stamps the hard copies of the registration application and forwards to SECCDOEO Administrative Assitant II/Securities Specialist I for generation of the Certificate of Registration (COR)<br><br>5.1 Enters company name in the SEC EO Masterlist and prints Certificate<br><br>5.3 Reviews and evaluates the application with supporting documents<br><br>5.3.1 If compliant, signing of the Certificate of Registration (COR)<br><br>5.3.2 If non-compliant, documents were returned to the processor, then to the party/client | None                                                                                                                                      | 10 minutes<br><br><br><br><br><br><br><br><br><br>10 minutes<br><br><br><br><br><br><br><br><br><br>20 minutes | Administrative Assistant II<br><br><br><br><br><br><br><br><br><br>Administrative Assistant II<br><br><br><br><br><br><br><br><br><br>EO Director/EO OIC |



| CLIENT STEPS                                                                                                                                                                 | AGENCY ACTIONS                                                                                                                                        | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | PROCESSING TIME     | PERSON RESPONSIBLE                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------|
| 6. Presents Official Receipt to secure the Certificate of Incorporation and signs the e-tablet receiving portal as proof of receipt of the Certificate of Registration (COR) | 6. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10 minutes          | EO Frontline Staff Information Officer III |
| TOTAL                                                                                                                                                                        |                                                                                                                                                       | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher<br><u>By-Laws for both stock and non-stock corporations:</u> P 1,000<br><u>Articles of Incorporation for non-stock corporation:</u> P 1,000 | 1 to 3 working days |                                            |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>Foreign Investments Act (FIA)</u><br><u>Form 100: P3,000.00</u><br><u>Company Name Reservation:</u><br>P100.00<br><u>Each additional trade name/s:</u><br>P100.00<br><u>Documentary Stamp Tax:</u><br>P30.00<br><u>Legal Research Fee (LRF):</u><br>1% of the Filing Fee but not<br>less<br>than Ten Pesos (P 10.00) |                 |                    |

## 11. Registration of Corporations with less than five incorporators

This service details the procedure on registration of corporations consisting of less than five incorporators and/or with partnership association or corporations as incorporators pursuant to Section 10 of the Revised Corporation Code (RCC)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                             |                                                                                                                                                                                                                                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>SEC Cagayan De Oro Extension Office (SEC-CDOEO)</b>      |                                                                                                                                                                                                                                 |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | Simple                                                      |                                                                                                                                                                                                                                 |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                 |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                 |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>• Cover Sheet</li> <li>• Articles of Incorporation (for stock and non-stock corporations)</li> <li>• Treasurer's Affidavit (for stock corporation only, optional if Treasurer's Certificate in accordance with the RCC is incorporated in the Articles of Incorporation (AI))</li> <li>• By-Laws (for stock and non-stock corporations)</li> <li>• Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH</li> </ul> |                                                             | SEC Extension Office                                                                                                                                                                                                            |
| <p>*Please be informed to arranged in accordance with the order in the checklist in 1 original and 2 photocopies</p>                                                                                                                                                                                                                                                                                                                                                                                                           |                                                             | <ul style="list-style-type: none"> <li>• Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |



| CLIENT STEPS | AGENCY ACTIONS                                                                                                                          | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              | Required filing fees based on Memo Circular No. 13, series of 2019<br>3.1.2 If non-compliant, application will be returned to the party | <p><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> P 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> P 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> P3,000.00</p> <p><u>Company Name Reservation:</u> P100.00</p> <p><u>Each additional trade name/s:</u> P100.00</p> <p><u>Documentary Stamp Tax:</u> P30.00</p> |                 |                    |

| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | FEES TO BE PAID                                                                                | PROCESSING TIME                                       | PERSON RESPONSIBLE                                                                                                                                    |
|-----------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <u>Legal Research Fee (LRF):</u><br>1% of the Filing Fee but not less than Ten Pesos (P 10.00) |                                                       |                                                                                                                                                       |
| 4. Submits the proof of payment and documents | <p>4. Officially receives and stamps the hard copies of the registration application and forwards to SECCDOEO Administrative Assistant II/ Securities Specialist I for generation of the Certificate of Registration (COR)</p> <p>4.1 Encodes registration data in the CORES to generate Certificate of registration (COR)</p> <p>4.2 Reviews and evaluates the application with supporting documents</p> <p>4.2.1 If compliant, signing of the Certificate</p> <p>4.2.2 If non-compliant, documents returned to the processor, then to the party/client</p> | None                                                                                           | <p>10 minutes</p> <p>10 minutes</p> <p>20 minutes</p> | <p>Administrative Assistant II<br/>Securities Specialist I<br/>Securities Specialist II</p> <p>Administrative Assistant II</p> <p>EO Director/OIC</p> |

| CLIENT STEPS                                                                                                                                                                 | AGENCY ACTIONS                                                                                                                                        | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | PROCESSING TIME     | PERSON RESPONSIBLE                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------|
| 5. Presents Official Receipt to secure the Certificate of Incorporation and signs the e-tablet receiving portal as proof of receipt of the Certificate of Registration (COR) | 5. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 10 minutes          | EO Frontline Staff Information Officer III |
| TOTAL                                                                                                                                                                        |                                                                                                                                                       | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher<br/> <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher<br/> <u>By-Laws for both stock and non-stock corporations:</u> P 1,000<br/> <u>Articles of Incorporation for non-stock corporation:</u> P 1,000</p> | 1 to 3 working days |                                            |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                       | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>Foreign Investments Act (FIA)</u><br><u>Form 100: P3,000.00</u><br><u>Company Name Reservation:</u><br>P100.00<br><br><u>Each additional trade name/s:</u><br>P100.00<br><u>Documentary Stamp Tax:</u><br>P30.00<br><u>Legal Research Fee (LRF):</u><br>1% of the Filing Fee but not less than Ten Pesos (P 10.00) |                 |                    |



## 12. Registration of One Person Corporation (OPC)

This service details the procedure on registration of One Person Corporation (OPC) pursuant to Section 5, 115-132 of the Revised Corporation Code (R.A. No. 11232)

|                                                                                                                                                                  |                                                             |                                                                                                                                                                                                                               |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                       | <b>SEC Cagayan De Oro Extension Office (SEC-CDOEO)</b>      |                                                                                                                                                                                                                               |
| <b>Classification:</b>                                                                                                                                           | Simple                                                      |                                                                                                                                                                                                                               |
| <b>Type of Transaction:</b>                                                                                                                                      | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                               |
| <b>Who may avail:</b>                                                                                                                                            | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                               |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                 |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                        |
| <ul style="list-style-type: none"> <li>Cover Sheet</li> <li>Articles of Incorporation</li> <li>Acceptance letter of the Nominee and Alternate Nominee</li> </ul> |                                                             | SEC Extension Office                                                                                                                                                                                                          |
| <p><b>*Please be informed to arranged in accordance with the order in the checklist in 1 original set and 2 photocopies</b></p>                                  |                                                             | <ul style="list-style-type: none"> <li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |

| CLIENT STEPS                                                     | AGENCY ACTIONS                                                                                                                                                                                                                     | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                                                                                                                      |
|------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Fill-out Name Verification Slip for the proposed company name | <p>1. Verifies and reserves the proposed company name with or without trade name/s in accordance with Memorandum Circular No. 13 series of 2019</p> <p>Reservation of proposed company name expires on the 30<sup>th</sup> day</p> | None            |                 | <p>Administrative Assistant II<br/>Securities Specialist I</p> <p>(verification is with CRMD request sent through messenger/email average response is 1 to 2 weeks)</p> |

| CLIENT STEPS                                                              | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                              | PROCESSING TIME                                                | PERSON RESPONSIBLE                                                                                            |
|---------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|
| 2. Prepares necessary documents for OPC                                   | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | None                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                | <i>Applicant/registrant</i>                                                                                   |
| 3. Submits the hard copies of signed and notarized documents at Counter 6 | <p>3. Receives the application documents and assigns to a processor</p> <p>3.1 Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations</p> <p>3.1.1 If compliant, processor issues a Payment Assessment Form (PAF)</p> <p>Required filing fees based on Memo Circular No. 3, series of 2017</p> <p>3.1.2 If non-compliant, application will be returned to the party</p> | <p>None</p> <p><i>For stock corporation based on the authorized capital stock:</i><br/> <i>With par value:</i> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher<br/> <i>Without par value:</i> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the</p> | <p>10 minutes</p> <p>1 to 3 working days</p> <p>10 minutes</p> | <p>Administrative Officer<br/> Securities Specialist I<br/> Securities Specialist II<br/> EO Director/OIC</p> |

| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                                                                                                                                  | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE                                                                 |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------|
|                                               |                                                                                                                                                                                                                                 | subscribed capital stock<br>whichever is higher<br><u>Foreign Investments Act (FIA)</u><br><u>Form 100: P3,000.00</u><br><u>Company Name Reservation:</u><br>P100.00<br><u>Each additional trade name/s:</u><br>P100.00<br><u>Documentary Stamp Tax:</u><br>P30.00<br><u>Legal Research Fee (LRF):</u><br>1% of the Filing Fee but not<br>less than Ten Pesos (P 10.00) |                 |                                                                                    |
| 4. Submits the proof of payment and documents | 4. Officially receives and stamps the hard copies of the registration application, and forwards to the SECCDOEO Administrative Assistant II/Securities Specialist I for the generation of the Certificate of Registration (COR) | None                                                                                                                                                                                                                                                                                                                                                                    | 10 minutes      | Administrative Assistant II<br>Securities Specialist I<br>Securities Specialist II |
|                                               | 4.1 Waits for CRMD to encode initial data with NBOS before certificate can be processed in the CORES.                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                         | 10 minutes      | Administrative Assistant II                                                        |
|                                               |                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                         | 20 minutes      | EO Director/OIC                                                                    |

| CLIENT STEPS                                                                                                                                                                 | AGENCY ACTIONS                                                                                                                                                                                                                                     | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME     | PERSON RESPONSIBLE                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------------------------------|
|                                                                                                                                                                              | <p>4.2 Reviews and evaluates the application and supporting documents</p> <p>4.2.1 If compliant, signing of the Certificate of Registration (COR)</p> <p>4.2.2 If non-compliant, documents returned to the processor, then to the party/client</p> |                                                                                                                                                                                                                                                                                                                                                                                           |                     |                                            |
| 5. Presents Official Receipt to secure the Certificate of Incorporation and signs the e-tablet receiving portal as proof of receipt of the Certificate of Registration (COR) | 5. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt                                                                                              | None                                                                                                                                                                                                                                                                                                                                                                                      | 10 minutes          | EO Frontline Staff Information Officer III |
| TOTAL                                                                                                                                                                        |                                                                                                                                                                                                                                                    | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher<br/> <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or</p> | 1 to 3 working days |                                            |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>the issue value of the subscribed capital stock whichever is higher</p> <p><u>Foreign Investments Act (FIA)</u></p> <p><u>Form 100: P3,000.00</u></p> <p><u>Company Name Reservation:</u></p> <p>P100.00</p> <p><u>Each additional trade name/s:</u></p> <p>P100.00</p> <p><u>Documentary Stamp Tax:</u></p> <p>P30.00</p> <p><u>Legal Research Fee (LRF):</u></p> <p>1% of the Filing Fee but not less than Ten Pesos (P 10.00)</p> |                 |                    |

### 13. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

|                                                                                                                  |                                                                               |                          |  |
|------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|--------------------------|--|
| Office or Division:                                                                                              | SEC Cagayan De Oro Extension Office (SEC-CDOEO)                               |                          |  |
| Classification:                                                                                                  | Simple                                                                        |                          |  |
| Type of Transaction:                                                                                             | G2C – Government to Citizen                                                   |                          |  |
| Who may avail:                                                                                                   | All registered domestic corporations through their Authorized Representatives |                          |  |
| CHECKLIST OF REQUIREMENTS                                                                                        |                                                                               | WHERE TO SECURE          |  |
| 1) Copy of the Latest due Financial Statements and any amendments thereto (duly stamped received by BIR and SEC) |                                                                               | To be provided by client |  |
| 2) Copy of the Latest due General Information Sheet and any amendments thereto (duly stamped received by SEC)    |                                                                               |                          |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|
| 3) Copy of the Certificate of Incorporation and latest Certificate of filing of Amended Articles or By-laws (if any) together with copies of the latest Articles of Incorporation and By-laws<br>4) Copy of Registration of Stock and Transfer Book/Membership Book<br>5) Copy of the latest Confirmation of Payment (COP), if any<br>6) Other documents (per monitorer's instructions) such as: <ul style="list-style-type: none"> <li>Secretary's Certificate explaining the double filing of General Information Sheet;</li> <li>Secretary's Certificate of No Intra-Corporate Dispute;</li> <li>Secretary's Certificate (Clarification)</li> <li>Affidavit of the Corporate Secretary (Anti-Dummy Law/One and the Same/Auditor);</li> <li>General Form for Financial Statements when the gross revenue/total assets exceeds Five Million Pesos (P5,000,000)</li> <li>OGA's Acknowledgement on Functional Currency</li> </ul> | Public Assistance and Complaint Desk/EO Counter |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------|

| CLIENT STEPS                                                                        | AGENCY ACTIONS                                                                                                                                        | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE     |
|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------------------|
| 1. Submits completely filled-up "Request for Monitoring" and the required documents | 1. Pre-evaluates required documents<br><br>1.1. If documents are not complete, the same are returned together with the checklist of the requirements; | None            | 10 minutes      | EO Frontline Staff/COS |

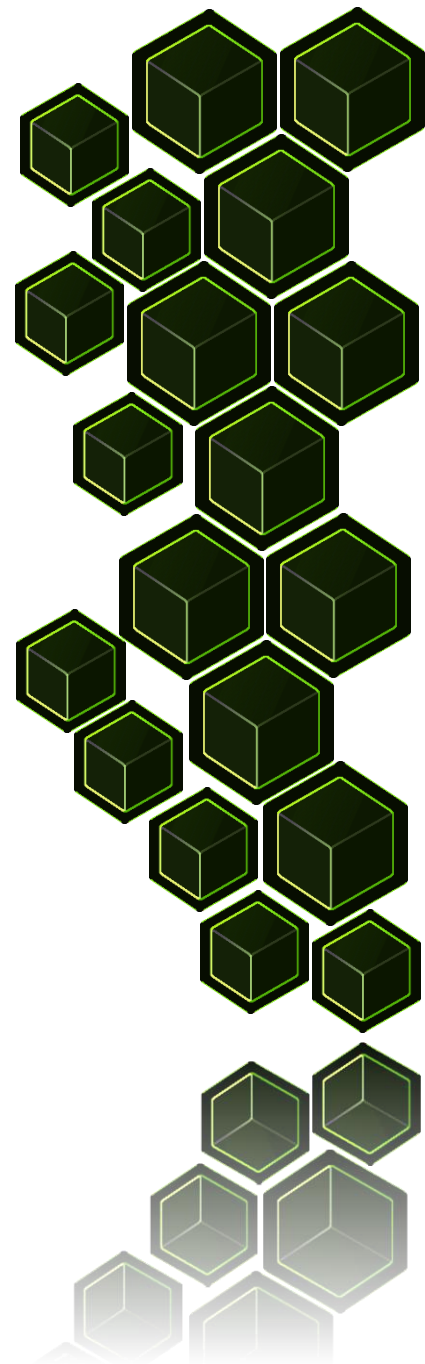
| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                                                            | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME                          | PERSON RESPONSIBLE                                                         |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|----------------------------------------------------------------------------|
|                                                                                         | <p>1.2. If the documents are complete the request is accepted and assigned to monitoring staff the proposed name/s</p> <p>1.3. Determines compliance, deficiencies and violations, and prepares the Monitoring Assessment Sheet (MSh)</p> | <p>Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010</p> | 30-40 minutes on average per corporation | Administrative Assistant I<br>Administrative Officer IV                    |
| 2. Returns on assigned day, and if is agreeable to the findings presented, signs the MS | 2. Presents the findings to the applicant                                                                                                                                                                                                 | None                                                                                                                                                                                                                                                                                                                                       | 15 minutes – 1 day                       | Administrative Assistant I<br>Administrative Officer IV<br>EO Director/OIC |

| CLIENT STEPS                             | AGENCY ACTIONS                                                                                                                                                                                                       | FEES TO BE PAID                       | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|-----------------|--------------------|
|                                          | 2.1. If there are no deficiencies, the MSh prepared by the Monitoring Staff will indicate such finding with computation of penalties and will be directly submitted to the EO Director/Officer-in-Charge for signing |                                       |                 |                    |
| 3. Pays the assessed fines and penalties | 3. Receives payment of assessed fines and penalties and issues official receipt                                                                                                                                      | None                                  | 5 minutes       | Cashier            |
| TOTAL                                    |                                                                                                                                                                                                                      | Depends on assessed fines & penalties | 1 day & 1 hour  |                    |



# **EXTENSION OFFICES DAVAO CITY**

**SDC Building, Purok 13, Maa Road,  
Barangay Maa, Davao City**



## 1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                               |                                                                                                                                                                                                                                                                                                                                                      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <b>SEC Extension Office – Davao Extension Office</b>                          |                                                                                                                                                                                                                                                                                                                                                      |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Highly Technical                                                              |                                                                                                                                                                                                                                                                                                                                                      |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | G2B – Government to Business; G2C – Government to Client                      |                                                                                                                                                                                                                                                                                                                                                      |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | All registered domestic corporations through their Authorized Representatives |                                                                                                                                                                                                                                                                                                                                                      |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                               | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                                                               |
| <p>Basic Requirements (2 sets original, 4 sets photocopies)</p> <ol style="list-style-type: none"> <li>Cover Sheet<br/>SEC Extension Offices – Davao Extension Office</li> <li>Amended Articles of Incorporation/By-laws</li> <li>Directors` or Trustees` Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names with documentary stamps on one original set</li> <li>Signed and notarized Secretary`s Certificate on no pending case of intra-corporate dispute with documentary stamps on one original set</li> <li>Monitoring Clearance (Monitoring Sheet)4</li> </ol> |                                                                               | <p>May secure Checklist of requirements and sample formats from the Public Assistance Desk or through the Commission's website at <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a></p> <p>Items 1-4 to be accomplished by applicant-corporation</p> <p>Extension Office</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>Additional Requirements</p> <ol style="list-style-type: none"> <li>1. Clearance from other SEC departments, if applicable<br/>-For Financing and Lending companies, and foundation (1 original copy)</li> <li>2. Endorsement from other government agencies, if applicable (1 original copy)</li> <li>3. If the provision to be amended is the corporate name, submit: <ol style="list-style-type: none"> <li>a. Letter of Intent to amend indicating desired new name (1 original)</li> <li>b. Affidavit of a director, trustee or officer undertaking to change corporate name (not required if already stated in the AI)</li> </ol> </li> <li>4. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101 signed and notarized with documentary stamps on one original set</li> <li>5. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102 signed and notarized with documentary stamps on one original set</li> </ol> | <p>Items 2-5 will be furnished by applicant-corporation</p> <p>Corporate Governance and Finance Department (CGFD)</p> <p>A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas<br/>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission<br/>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas</p> <p>May secure copy from the Public Assistance Desk or may download from SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLIENT STEPS                                                                                                                                                                                                                                        | AGENCY ACTIONS                                                                                                                                                                                  | FEES TO BE PAID                             | PROCESSING TIME                                                      | PERSON RESPONSIBLE                                     |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|----------------------------------------------------------------------|--------------------------------------------------------|
| 1. ** If corporate name is for amendment:<br><br>1.1. Presents letter of intent to amend (corporate name reserves company name with or without trade name/s)<br><br>1.2. If name is rejected, registrant may appeal for the proposed corporate name | 1. Approves or denies proposed name/s or trade name/s<br><br>1.1. Approves or denies appeal for the proposed name/s or trade name/s                                                             | P100.00 per proposed corporate/trade name/s | 10 minutes<br><br>15 minutes per application                         | Name Verification Officer (Confidential Assistant III) |
| 2. Secures number from guard on duty for the Legal Unit then secures number for the Records Unit for the retrieval of corporate file                                                                                                                | 2. Endorses corporate file/applicant to the Legal Unit                                                                                                                                          | None                                        | 30 minutes                                                           | Administrative Assistant II COS                        |
| 3. Waits for the number to be called by the assigned EO processor and presents amendment documents                                                                                                                                                  | 3. Processes and evaluates amendment documents<br><br>3.1. If compliant, client is directed to Cashier Unit for payment of fees<br><br>3.2. If non-compliant, issues a checklist for compliance | None                                        | 1 hour (depending on the complexity of the documentary requirements) | Securities Counsel II<br>Securities Counsel I          |
| 4. Pays the filing fee                                                                                                                                                                                                                              | 4. Issues the Official Receipt and Order of Payment                                                                                                                                             | a. Amendment of Articles of                 | 15 minutes                                                           | Cashier                                                |

| CLIENT STEPS                                                                                                    | AGENCY ACTIONS                                                          | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                              | PROCESSING TIME         | PERSON RESPONSIBLE       |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|--------------------------|
|                                                                                                                 |                                                                         | Incorporation – P1,000.00<br>b. Amendment of By-Laws – P1,000.00<br>c. Documentary Stamp Taxes - P30.00<br>d. Legal Research Fee - 1% of the Filing Fee for amendment (P10.00)<br>e. Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s<br>f. Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) |                         |                          |
| 5. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment | 5. Receives and verifies documentary requirements and proofs of payment | None                                                                                                                                                                                                                                                                                                                                                                         | 10 minutes for all sets | Computer Operator<br>COS |

| CLIENT STEPS                                                                                                | AGENCY ACTIONS                                                                                                                                                                                      | FEES TO BE PAID | PROCESSING TIME                                                                     | PERSON RESPONSIBLE                            |
|-------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------------------------|-----------------------------------------------|
| 6. Returns documents stamped as received to processor and receives information on when to claim Certificate | 6. Informs applicant to return within 4 hours for the Certificate                                                                                                                                   | None            | 5 minutes                                                                           | Securities Counsel II<br>Securities Counsel I |
|                                                                                                             | 6.1. Forwards corporate file and application documents to Records Unit for recording                                                                                                                |                 | 5 minutes                                                                           |                                               |
|                                                                                                             | 6.2. Forwards recorded corporate file and application documents to Office of the Director                                                                                                           |                 | 5 minutes                                                                           | Administrative Assistant II<br>COS            |
|                                                                                                             | 6.3. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws                                                                                                                   |                 | Within 4 hours from receipt of corporate file and amendment documents<br>25 minutes | Confidential Assistant III                    |
|                                                                                                             | 6.4. Reviews the application and the contents of the Certificate and if in order, signs the Certificate of Amended Articles of Incorporation and/or By-laws; otherwise, the application is returned |                 | (depending on the complexity of the documentary requirements)                       | Director                                      |

| CLIENT STEPS                                                                                                                                                                                                 | AGENCY ACTIONS                                                                                                                                                               | FEES TO BE PAID                                                                                                                                                                 | PROCESSING TIME        | PERSON RESPONSIBLE                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|------------------------------------|
|                                                                                                                                                                                                              | to processor or the certificate to the Confidential Assistant for correction of the certificate<br><br>6.5. Forwards signed Certificate and corporate file to Releasing Unit |                                                                                                                                                                                 | 5 minutes              | Confidential Assistant III         |
| 7. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws | 7. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws                                                                                           | None                                                                                                                                                                            | 10 minutes             | Administrative Assistant II<br>COS |
| TOTAL                                                                                                                                                                                                        |                                                                                                                                                                              | a. Amendment of Articles of Incorporation – P1,000.00<br>b. Amendment of By-Laws – P1,000.00<br>c. Documentary Stamp Taxes - P30.00<br>d. Legal Research Fee - 1% of the Filing | 7 hours and 15 minutes |                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                          | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | Fee for amendment (P10.00)<br>e. Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s<br>f. Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) |                 |                    |



## 2. Application for Amendment of Partnerships

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

| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b>SEC Extension Office – Davao Extension Office</b>                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Highly Technical                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | G2B – Government to Business; G2C- Government to Client              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | All registered partnerships through their Authorized Representatives |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| CHECKLIST OF REQUIREMENTS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                      | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <p>Basic Requirements (2 set original, 4 sets photocopies)</p> <ol style="list-style-type: none"> <li>1 Cover Sheet</li> <li>2 Signed and notarized Amended Articles of Partnership with documentary stamps on one original set</li> </ol> <p>Additional Requirements</p> <ol style="list-style-type: none"> <li>1 Endorsement from other government agencies, if applicable (1 original)</li> <li>2 if the provision to be amended is the partnership name, submit: <ol style="list-style-type: none"> <li>a. Letter of Intent to amend indicating desired new name (1 original)</li> </ol> </li> </ol> |                                                                      | <p>May secure Checklist of requirements and sample formats from the Public Assistance Desk or through the Commission's website through URL <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a></p> <p>Items 1 and 2 to be accomplished by applicant</p> <p>A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas<br/> B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission<br/> C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas</p> <p>Items 2-5 will be furnished by the applicant</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                   |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>b. Affidavit of a partner to change partnership name (not required if already stated in the AP)</p> <p>3</p> <p>. If the provision to be amended is the change of partners, submit:</p> <p>a. Notarized Deed of Assignment of partnership interest with documentary stamps on one original set or</p> <p>b. documents showing withdrawal, resignation, retirement and death of a partner</p> <p>4</p> <p>. If provision for amendment is to have foreign equity of a registered partnership, submit: F-106 signed and notarized with documentary stamps on one original set</p> <p>5</p> <p>. If provision for amendment is to further increase the foreign equity of a registered partnership, submit: F-107 signed and notarized on one original set</p> | <p>May secure copy from the Public Assistance Desk or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLIENT STEPS                                                                    | AGENCY ACTIONS                                        | FEES TO BE PAID                               | PROCESSING TIME | PERSON RESPONSIBLE                                     |
|---------------------------------------------------------------------------------|-------------------------------------------------------|-----------------------------------------------|-----------------|--------------------------------------------------------|
| 1. ** If partnership name is for amendment:                                     | 1. Approves or denies proposed name/s or trade name/s | P100.00 per proposed partnership/trade name/s | 10 minutes      | Name Verification Officer (Confidential Assistant III) |
| 1.1. Presents letter of intent to amend partnership name (reserves company name |                                                       |                                               | 15 minutes      |                                                        |

| CLIENT STEPS                                                                                                                            | AGENCY ACTIONS                                                                                                                                                                                        | FEES TO BE PAID                                                                     | PROCESSING TIME                                                             | PERSON RESPONSIBLE                            |
|-----------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------|
| with or without trade name/s)<br><br>1.2. If name is rejected, registrant may appeal for the proposed partnership name                  | 1.1. Approves or denies appeal for the proposed name/s or trade name/s                                                                                                                                |                                                                                     |                                                                             |                                               |
| 2. Secures number from guard on duty for the Legal Unit then secures number from the Records Unit for the retrieval of partnership file | 2. Endorses partnership records/applicant to the Legal Unit                                                                                                                                           | None                                                                                | 30 minutes                                                                  | Administrative Assistant II<br>COS            |
| 3. Waits for the number to be called by the assigned EO processor and presents amendment documents                                      | 3. Processes and evaluates application for amendment<br><br>3.1. If compliant, client is directed to Cashier Unit for payment of fees<br><br>3.2. If non-compliant, issues a checklist for compliance | None                                                                                | 30 minutes<br>(depending on the complexity of the documentary requirements) | Securities Counsel II<br>Securities Counsel I |
| 4. Pays the filing fee                                                                                                                  | 4. Issues the Official Receipt and Order of Payment                                                                                                                                                   | a. Amended Articles of Partnership – P2,000.00<br>b. Documentary Stamp Tax - P30.00 | 15 minutes                                                                  | Cashier                                       |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <ul style="list-style-type: none"> <li>c. Legal Research Fee-<br/>1% of the Filing Fee<br/>for amendment<br/>(P20.00)</li> <li>d. Amendment with<br/>partnership/trade<br/>names, with additional<br/>P100.00 per reserved<br/>corporate/trade<br/>name/s</li> <li>e. Amendment with<br/>Deed of Assignment<br/>of Partner's Interest –<br/>P2,000.00 per Deed</li> <li>f. Amendment of<br/>Partnership with<br/>Increase in Capital –<br/>1/5 of 1% of the<br/>Partnership's Capital<br/>but not less than<br/>P2,000.00</li> <li>g. Amendment by<br/>increasing foreign<br/>equity FIA forms<br/>(P3,000.00 with LRF<br/>of P30.00)</li> </ul> |                 |                    |

| CLIENT STEPS                                                                                                    | AGENCY ACTIONS                                                                              | FEES TO BE PAID | PROCESSING TIME                                   | PERSON RESPONSIBLE                            |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------|-----------------------------------------------|
| 5. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment | 5. Receives and verifies documentary requirements and proofs of payment                     | None            | 10 minutes for all sets                           | Computer Operator<br>COS                      |
| 6. Returns documents stamped as received to processor                                                           | 6. Informs applicant to return within 4 hours for the Certificate                           | None            | 5 minutes                                         | Securities Counsel II<br>Securities Counsel I |
|                                                                                                                 | 6.1. Forwards partnership file and application documents to Records Unit for recording      |                 | 5 minutes                                         | Administrative Assistant II<br>COS            |
|                                                                                                                 | 6.2. Forwards recorded partnership file and application documents to Office of the Director |                 |                                                   |                                               |
|                                                                                                                 | 6.3. Prepares the Certificate of Amended Articles of Partnership                            |                 | 5 minutes                                         | Confidential Assistant III                    |
|                                                                                                                 | 6.4. Reviews the application and the contents of the Certificate and if in order, signs the |                 | Within 4 hours from receipt of file and documents | Director                                      |

| CLIENT STEPS                                                                                                                                                           | AGENCY ACTIONS                                                                                                                                      | FEES TO BE PAID                                                                                                                                           | PROCESSING TIME                                                             | PERSON RESPONSIBLE                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|------------------------------------|
|                                                                                                                                                                        | Certificate; otherwise, the application is returned to processor or the certificate to the Confidential Assistant for correction of the certificate |                                                                                                                                                           | 15 minutes<br>(depending on the complexity of the documentary requirements) |                                    |
|                                                                                                                                                                        | 6.5. Forwards signed Certificate and corporate file to Releasing Unit                                                                               |                                                                                                                                                           | 5 minutes                                                                   | Confidential Assistant III         |
| 7. Presents original receipt to the Releasing Unit on assigned time, signs in logbook of documents released and receives the signed Certificate of Amended Partnership | 7. Releases signed Certificate of Amended Partnership                                                                                               | None                                                                                                                                                      | 10 minutes                                                                  | Administrative Assistant II<br>COS |
| TOTAL                                                                                                                                                                  |                                                                                                                                                     | a. Amended Articles of Partnership – P2,000.00<br>b. Documentary Stamp Tax - P30.00<br>c. Legal Research Fee- 1% of the Filing Fee for amendment (P20.00) | 6 hours and 35 minutes                                                      |                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                              | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | d. Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s<br>e. Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed<br>f. Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than P2,000.00<br>g. Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) |                 |                    |

### 3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership.

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                                                                                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <b>SEC Extension Office – Davao Extension Office</b>                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Highly Technical                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | G2B – Government to Business                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | All Partnerships and Corporations duly recorded and registered at Securities and Exchange Commission, respectively. |                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                     | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                            |
| <ol style="list-style-type: none"> <li>1. Duly accomplished request form</li> <li>2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital) with documentary stamps on one original set</li> <li>3. Signed and notarized Secretary's Certificate on non-existence of intra-corporate dispute with documentary stamps on one original set</li> <li>4. Monitoring Clearance (Monitoring Sheet)</li> </ol> <p><b>Additional Requirements</b></p> <ol style="list-style-type: none"> <li>1. Audited Interim Financial Statements, in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock not covered by item 4, to be received by the SEC after the application has been reviewed by the Specialist (1 original set)</li> </ol> |                                                                                                                     | <p>Records Unit<br/>Items 2 and 3 will be furnished by the applicant</p> <p>Downloadable at SEC website through the following URL:<br/><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a></p> <p>Extension Office</p> <p>External Auditor to be engaged by the Company</p> |



|                                                                                                                      |                                  |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------|
| <b>2. For Certificate of Percentage of Ownership - Stock and transfer book of the corporation (for verification)</b> | To be presented by the applicant |
|----------------------------------------------------------------------------------------------------------------------|----------------------------------|

| CLIENT STEPS                                                                                                                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                             | FEES TO BE PAID | PROCESSING TIME        | PERSON RESPONSIBLE                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------|------------------------------------|
| 1. Fills up request form and secures number from the Records Unit for the retrieval of corporate file                                                                 | 1. Retrieves the corporate and checks the reports submitted:<br><br>1.1. If reports are not current or there is no monitoring clearance of latest reports, advises client to submit lacking reports first and undergo regular monitoring of domestic corporations<br><br>1.2. For corporations with updated monitoring clearance and there is no need for submission of Interim Audited FS, client is directed to Cashier for the payment of fees (step 4) | None            | 30 minutes             | Administrative Assistant II<br>COS |
| 2. In case wherein the basis for certification is Audited Interim Financial Statements, proceeds to Receiving Unit to submit the Interim Audited Financial Statements | 2. Receives and verifies documentary requirements and proof of payment                                                                                                                                                                                                                                                                                                                                                                                     | None            | 5 minutes per document | Computer Operator<br>COS           |
| 3. Forwards received Interim Audited Financial Statement to Records Unit                                                                                              | 3. Accepts Interim Audited Financial Statement stamped received and forwards the same to Securities Specialist for review                                                                                                                                                                                                                                                                                                                                  | None            | 5 minutes              | Administrative Assistant II<br>COS |

| CLIENT STEPS                                              | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                       | FEES TO BE PAID                                                                                          | PROCESSING TIME                                                                                                  | PERSON RESPONSIBLE                                         |
|-----------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
|                                                           | 3.1. Examines Interim Audited Financial Statement and if in order, endorses the corporate records to Records Unit for payment of fees by client (step 4)                                                                                                                                                                                                                                             |                                                                                                          | Within 1 day from submission by client of interim audited financial statement                                    | Securities Specialist II<br>Securities Specialist I        |
| 4. Pays the corresponding filing fees                     | 4. Issues the Official Receipt                                                                                                                                                                                                                                                                                                                                                                       | a. Certification – P1,000.00<br>b. Legal Research Fee of P10.00<br>c. Documentary Stamp Tax of PHP 30.00 | 15 minutes                                                                                                       | Cashier                                                    |
| 5. Returns Cashier-validated request form to Records Unit | 5. Advises client to return within 4 hours for the Certificate<br><br>5.1. Prints Certificate of Paid-Up Capital or Certificate of Capital Structure or Certificate of Percentage of Ownership<br><br>5.2. Forwards Certificate and corporate file to Office of Director<br><br>5.3. Evaluates the corporate records as pertaining to the request and if in order, signs the Certificate. Otherwise, | None                                                                                                     | 5 minutes<br><br>Within 4 hours from receipt of validated request from client<br><br>5 minutes<br><br>25 minutes | Administrative Assistant II<br>COS<br><br><br><br>Director |

| CLIENT STEPS                                                                                            | AGENCY ACTIONS                                                                                                                     | FEES TO BE PAID                                                                                          | PROCESSING TIME                                                                     | PERSON RESPONSIBLE                 |
|---------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|------------------------------------|
|                                                                                                         | the certificate is returned for correction.<br><br>5.4. Forwards signed Certificate and corporate file to Records Unit for release |                                                                                                          | 5 minutes                                                                           | Confidential Assistant III         |
| 6. Presents the Official Receipt to the Releasing Officer and signs in logbook of released certificates | 6. Receives the Official Receipt and releases the signed Certificate                                                               | None                                                                                                     | 10 minutes                                                                          | Administrative Assistant II<br>COS |
| TOTAL                                                                                                   |                                                                                                                                    | a. Certification – P1,000.00<br>b. Legal Research Fee of P10.00<br>c. Documentary Stamp Tax of PHP 30.00 | No Interim AFS: 5 hours, 35 minutes<br>With Interim AFS: 1 day, 5 hours, 45 minutes |                                    |

#### 4. Highly Technical Registration of Corporations through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

|                                                                                                                                                                                                                                                                                                                                                             |                                                             |                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                  | <b>SEC Extension Office – Davao Extension Office</b>        |                                                                                                                                                                                                                                                                                                            |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                      | Highly Technical                                            |                                                                                                                                                                                                                                                                                                            |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                 | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                                                                                            |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                       | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                                                                                            |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                            |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                     |
| <b>Basic Requirements (2 sets original, 1 set photocopy)</b>                                                                                                                                                                                                                                                                                                |                                                             | Company Registration System (CRS)                                                                                                                                                                                                                                                                          |
| <ul style="list-style-type: none"> <li>• Cover Sheet (for stock and non-stock corporations)</li> <li>• Articles of Incorporation (for stock and non-stock corporations)</li> <li>• By-Laws (for stock and non-stock corporations)</li> <li>• Treasurer's Affidavit (for stock corporation only)</li> <li>• Affidavits (Accuracy and Correctness)</li> </ul> |                                                             | SEC Extension Office                                                                                                                                                                                                                                                                                       |
| <b>Additional Requirements</b>                                                                                                                                                                                                                                                                                                                              |                                                             | <ul style="list-style-type: none"> <li>• CRS website: <a href="http://crs.sec.gov.ph">crs.sec.gov.ph</a></li> <li>• Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |
| 1. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH                                                                                                                                                                                                                                |                                                             |                                                                                                                                                                                                                                                                                                            |
| 2. For Foundations, notarized Bank Certificate of at least P1M and Notarized Statement of Willingness to be Audited                                                                                                                                                                                                                                         |                                                             |                                                                                                                                                                                                                                                                                                            |

### 3. Endorsement from concerned agencies

| CLIENT STEPS                                                                                                                                                                                                                               | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                               | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|
| <p>1. Creates an email account in the CRS</p> <p>1.1. Verifies, reserves or appeals the proposed company name with or without trade name/s</p> <p>1.2. Starts filling out company details and submit forms on-line (must achieve 100%)</p> | <p>1. System sends verification confirmation to allow applicant to sign-in into the facilities therein.</p> <p>1.1. (Email account created automatically expires within 90 calendar days if inactive)</p> <p>1.2. System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019</p> <p>1.3. (Reservation of proposed company name expires on the 4<sup>th</sup> day if in-forms are not filled up)</p> | None            |                 | Applicant/Registrant |

| CLIENT STEPS                                                                                   | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE                            |
|------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------|
|                                                                                                | 1.4. Systems validates the company information encoded                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                 |                 |                                               |
| 2. Brings 3 sets of signed and notarized hard copies to SEC, secures number for the legal unit | <p>2. Calls the applicant and processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations</p> <p>2.1. If compliant, processor approves for payment and/or for receiving</p> <p>2.2. If non-compliant, application will be returned to the party</p> |                                                                                                                                                 | 45 minutes      | Securities Counsel II<br>Securities Counsel I |
| 3. Client presents approved registration documents and pays the corresponding fees             | 3. Issues official receipt and Order of Payment                                                                                                                                                                                                                                                                                                                                                                     | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value: 1/5 of 1% of the authorized capital stock but not</u> | 10 minutes      | Cashier                                       |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value</u>: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations</u>: P 1,000</p> <p><u>Articles of Incorporation for non-stock corporation</u>: P 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100</u>: P3,000.00</p> <p><u>Company Name Reservation</u>: P100.00</p> <p><u>Each additional trade name/s</u>: P100.00</p> <p><u>Documentary Stamp Tax</u>: P30.00</p> |                 |                    |

| CLIENT STEPS                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | FEES TO BE PAID                                                                              | PROCESSING TIME                                                                                                                | PERSON RESPONSIBLE                                                                 |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <u>Legal Research Fee (LRF)</u> : 1% of the Filing Fee but not less than Ten Pesos (P 10.00) |                                                                                                                                |                                                                                    |
| 4. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment | <p>4. Officially receives and stamps the hard copies of the registration application.</p> <p>4.1. Informs the client to follow-up within 1 day and bring Stock and Transfer Book or Membership Book.</p> <p>4.2. Forwards to Office of the Director for generation of the Certificate of Registration (COR)</p> <p>4.3. Prints Certificate of Registration and enters company details in the SEC EO Masterlist</p> <p>4.4. Reviews the application and the contents of the Certificate and if in</p> | None                                                                                         | <p>10 minutes for all sets</p> <p>5 minutes</p> <p>Within 4 hours from receipt of registration documents</p> <p>20 minutes</p> | <p>Computer Operator<br/>COS</p> <p>Confidential Assistant III</p> <p>Director</p> |



| CLIENT STEPS                                                                                                                                                             | AGENCY ACTIONS                                                                                                                                                                                                                                                           | FEES TO BE PAID                                                                                                                                                                   | PROCESSING TIME     | PERSON RESPONSIBLE                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------|
|                                                                                                                                                                          | <p>order, signs the Certificate of Registration; otherwise, the application is returned to processor or the certificate to the Confidential Assistant for correction of the certificate</p> <p>4.5. Forwards signed Certificate and corporate file to Releasing Unit</p> |                                                                                                                                                                                   | 5 minutes           | Confidential Assistant III         |
| 5. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Registration | <p>5. Registers Stock and Transfer book or Membership Book</p> <p>5.1. Releases signed Certificate of Registration</p>                                                                                                                                                   | None                                                                                                                                                                              | 10 minutes          | Administrative Assistant II<br>COS |
| TOTAL                                                                                                                                                                    |                                                                                                                                                                                                                                                                          | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the</p> | 5 hours, 45 minutes |                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> P 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> P 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> P3,000.00</p> <p><u>Company Name Reservation:</u> P100.00</p> <p><u>Each additional trade name/s:</u> P100.00</p> <p><u>Documentary Stamp Tax:</u> P30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                           | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------|-----------------|--------------------|
|              |                | Fee but not less than Ten Pesos (P 10.00) |                 |                    |

### 5. Highly Technical Registration of Corporations with 2-4 Incorporators Through Interim System

This service details the procedure on registration of corporations consisting of 2-4 incorporators pursuant to Section 10 of the Revised Corporation Code (RCC).

|                                                                                                                                                                                                                                        |                                                             |                                                                                                                                                                                                                                                                                                                                                              |  |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                                                                                                                                                             | <b>SEC Extension Office – Davao Extension Office</b>        |                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Classification:</b>                                                                                                                                                                                                                 | Highly Technical                                            |                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Type of Transaction:</b>                                                                                                                                                                                                            | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>Who may avail:</b>                                                                                                                                                                                                                  | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                                                                                                                                              |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                       |                                                             | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                                                                       |  |
| <b>Basic Requirements (2 sets original, 2 sets photocopy)</b>                                                                                                                                                                          |                                                             | Extension Office                                                                                                                                                                                                                                                                                                                                             |  |
| <b>1. Cover Sheet</b><br><b>2. Articles of Incorporation</b><br><b>3. By-Laws</b><br><b>4. Treasurer's Affidavit (for stock corporation only)</b><br><b>5. Affidavits (Accuracy and Correctness)</b><br><b>Additional Requirements</b> |                                                             | <ul style="list-style-type: none"> <li>Interim System: <a href="https://apps004.sec.gov.ph:8001/application">https://apps004.sec.gov.ph:8001/application</a></li> <li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |  |

|                                                                                                                                                                                          |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>1. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH</b><br><br><b>2. Endorsement from concerned agencies</b> |  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

| CLIENT STEPS                                                                                                                                  | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | FEES TO BE PAID | PROCESSING TIME      | PERSON RESPONSIBLE                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----------------------------------------------|
| 1. Logs on to website to submit the proposed company name and input details of the articles of incorporation and submits the said application | 1. Processor will review the application and will be advised of the status through the email address indicated in the application<br><br>1.1. If status is disapproved, applicant has to fill-out the application form again following the modification requirements set forth by the reviewing officer indicated on the disapproval notice<br><br>1.2. If status of application form is approved, applicant is directed to pay the registration fees specified on the payment assessment form, and submit proof of payment, signed and notarized hard copies of the registration documents to the | None            | Within 1 working day | Securities Counsel II<br>Securities Counsel I |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE   |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|
|                                                                                         | selected SEC Office within thirty (30) calendar days from the date of payment of registration fees. |                                                                                                                                                                                                                                                                                                                                                                                                            |                 |                      |
| 2. Prepares necessary documents containing the same information as the inputted details | 2. None                                                                                             | None                                                                                                                                                                                                                                                                                                                                                                                                       | None            | Applicant/Registrant |
| 3. Pays for the registration fee as indicated in the payment assessment form            | 3. Accepts the payment assessment form and issues the OR                                            | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value:</u><br/> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue</p> | 10 minutes      | Cashier              |

| CLIENT STEPS                                                                                                                                          | AGENCY ACTIONS                                                                                                                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                               | PROCESSING TIME | PERSON RESPONSIBLE                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------|
|                                                                                                                                                       |                                                                                                                                                     | value of the<br>subscribed capital<br>stock whichever is<br>higher<br><u>By-Laws: P 1,000</u><br><u>Foreign</u><br><u>Investments Act</u><br><u>(FIA) Form 100:</u><br>P3,000.00<br><u>Company Name</u><br><u>Reservation:</u><br>P100.00<br><u>Each additional</u><br><u>trade name/s:</u><br>P100.00<br><u>Documentary</u><br><u>Stamp Tax:</u><br>P30.00<br><u>Legal Research</u><br><u>Fee (LRF):</u> 1% of<br>the Filing Fee but<br>not less than Ten<br>Pesos (P 10.00) |                 |                                               |
| 4. Presents the 4 sets of signed and notarized registration documents and proof of payment (within 30 days from date of payment of registration fees) | 4. Compares physical registration documents to details encoded by applicant/registrant in the system and inputs payment details in the CoRes system | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 15 minutes      | Securities Counsel II<br>Securities Counsel I |

| CLIENT STEPS                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                             | FEES TO BE PAID | PROCESSING TIME                                                   | PERSON RESPONSIBLE                               |
|-----------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------------------|--------------------------------------------------|
|                                                                                                                 | <p>4.1. If documents are found to be proper, client proceeds to receiving unit</p> <p>4.2. If there are discrepancies in the physical document and in the details in the system, the client is requested to make the necessary corrections before endorsing to receiving unit</p>                                                                                                                                          |                 |                                                                   |                                                  |
| 5. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment | <p>7. Officially receives and stamps the hard copies of the registration application.</p> <p>7.1. Informs the client to follow-up within 1 day and bring Stock and Transfer Book.</p> <p>7.2. Forwards to Office of the Director for generation of the Certificate of Registration (COR)</p> <p>7.3. Reviews the application and if in order, approves the printing of the Certificate of Registration; otherwise, the</p> | None            | <p>10 minutes for all sets</p> <p>5 minutes</p> <p>20 minutes</p> | <p>Computer Operator<br/>COS</p> <p>Director</p> |

| CLIENT STEPS                                                                                                                                                             | AGENCY ACTIONS                                                                                                                                                                                                                                                               | FEES TO BE PAID                                                                                                                                                                               | PROCESSING TIME                                                                                | PERSON RESPONSIBLE                                                                  |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                                                                                                                                                          | <p>application is returned to processor for correction</p> <p>7.4. Prints Certificate of Registration and enters company details in the SEC EO Masterlist</p> <p>7.5. Signs the certificate</p> <p>7.6. Forwards signed Certificate and corporate file to Releasing Unit</p> |                                                                                                                                                                                               | <p>Within 4 hours from receipt of registration documents</p> <p>3 minutes</p> <p>5 minutes</p> | <p>Confidential Assistant III</p> <p>Director</p> <p>Confidential Assistant III</p> |
| 8. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Registration | <p>8. Registers Stock and Transfer book or Membership Book</p> <p>8.1. Releases signed Certificate of Registration</p>                                                                                                                                                       | None                                                                                                                                                                                          | 10 minutes                                                                                     | Administrative Assistant II<br>COS                                                  |
| TOTAL                                                                                                                                                                    |                                                                                                                                                                                                                                                                              | <p><u>For stock corporation based on the authorized capital stock:</u><br/><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription</p> | 1 day, 5 hours, 18 minutes                                                                     |                                                                                     |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | price of the<br>subscribed capital<br>stock whichever is<br>higher<br><u>Without par value:</u><br>1/5 of 1% of the<br>authorized capital<br>stock computed at<br>P100 per share<br>but not less than P<br>2,000 or the issue<br>value of the<br>subscribed capital<br>stock whichever is<br>higher<br><u>By-Laws:</u> P 1,000<br><u>Foreign</u><br><u>Investments Act</u><br><u>(FIA) Form 100:</u><br>P3,000.00<br><u>Company Name</u><br><u>Reservation:</u><br>P100.00<br><u>Each additional</u><br><u>trade name/s:</u><br>P100.00 |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>Documentary Stamp Tax:</u><br>P30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00) |                 |                    |

## 6. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash only.

|                                  |                                                                    |                        |
|----------------------------------|--------------------------------------------------------------------|------------------------|
| <b>Office or Division:</b>       | SEC Extension Office – Davao Extension Office                      |                        |
| <b>Classification:</b>           | Highly Technical                                                   |                        |
| <b>Type of Transaction:</b>      | G2B – Government to Business                                       |                        |
| <b>Who may avail:</b>            | Corporations duly registered at Securities and Exchange Commission |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                                                    | <b>WHERE TO SECURE</b> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
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| <p><b>Basic requirements (2 sets original, 4 sets photocopies)</b></p> <ol style="list-style-type: none"> <li><b>1. Cover sheet</b></li> <li><b>2. Signed and notarized Director's Certificate with documentary stamps on one original set</b></li> <li><b>3. Signed and notarized Secretary's Certificate on non-existence of intra-corporate dispute with documentary stamps on one original set</b></li> <li><b>4. Signed and notarized Application for Increase of Capital Stock</b> <ol style="list-style-type: none"> <li><b>a. Signed and Notarized Treasurer's Affidavit with documentary stamps on one original set</b></li> <li><b>b. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary with documentary stamps on one original set</b></li> <li><b>c. Signed and notarized Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders with documentary stamps on one original set</b></li> </ol> </li> <li><b>5. Amended Articles of Incorporation</b></li> </ol> <p>Additional Requirements</p> | <p>May secure Checklist of requirements and sample formats from the Public Assistance Desk or through the Commission's website through URL <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a></p> <p>Downloadable at SEC website through the following URL: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a></p> <p>No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)</p> <p>To be provided by the applicant</p> <p>EO Public Assistance or Downloadable at SEC website through the following URL: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a></p> |
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|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Endorsement from other government agencies, if applicable (1 original)</li> <br/> <li>2. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101 signed and notarized with documentary stamps on one original set</li> <br/> <li>3. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102 signed and notarized with documentary stamps on one original set</li> <br/> <li>4. Special Audit Report <ol style="list-style-type: none"> <li>a. For companies with secondary licenses</li> <li>b. Where payment to subscription to the increase is more than P50,000,000.00 <i>otherwise</i>, Subscription contract executed under oath among stockholder/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for with documentary stamps on one original set</li> </ol> </li> <br/> <li><i>Note: Per Memorandum Circular No. 11 Series of 2016</i></li> <br/> <li>5. For RURAL BANKS:</li> </ol> | <ol style="list-style-type: none"> <li>A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas</li> <li>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission</li> <li>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas</li> </ol><br><p>May secure copy from the Public Assistance Desk or may download from SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p><br><br><br><br><p>For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a></p> <p>For guidance, refer to Memorandum Circular No. 6 series of 2012</p><br><br><br><br><p>Bangko Sentral ng Pilipinas</p> |
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a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP

b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification

| CLIENT STEPS                                                                                                                                        | AGENCY ACTIONS                                                                                                                                                                                                                                           | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                 |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------------------------------|
| 1. Fills up request form and secures number from the Records Unit for the retrieval of corporate file. Submits application and amendment documents. | 1. Receives applications and Retrieves the corporate file and checks the reports submitted<br><br>1.1. For corporations with updated reports, client is advised when to follow-up application.<br><br>1.2. If reports are not current, client is advised | None            | 30 minutes      | Administrative Assistant II<br>COS |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | FEE TO BE PAID | PROCESSING TIME                                                                                             | PERSON RESPONSIBLE                                                                                                                              |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------|-------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
|              | <p>to submit lacking reports first before application may be forwarded to a Securities Specialist</p> <p>1.3. The application, amendment and corporate file are forwarded to a Securities Specialist</p> <p>1.4. Securities Specialist examines whether the reports and application submitted are complete in form and in substance.</p> <p>1.5. The Securities Counsel checks the amendment documents forwarded by the Securities Specialist in coordination with the latter's examination of the reports and application.</p> |                | <p>5 minutes</p> <p>Within 16 working days</p> <p>1 hour (depending on the complexity of the amendment)</p> | <p>Administrative Officer IV<br/>Securities Specialist II<br/>Securities Specialist I</p> <p>Securities Counsel II<br/>Securities Counsel I</p> |

| CLIENT STEPS                                                                                  | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                                                                                |
|-----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------------------------------------------------------------------------------------------------------------------------|
|                                                                                               | 1.6. If there are deficiencies, the specialist/counsel contacts the client and sets an appointment for the discussion of the deficiencies                                                                                                                                                                                                                                                                                                                                                                       |                 |                 |                                                                                                                                   |
| 2. Returns on assigned date (whether as informed by AAII/COS or as set by specialist/counsel) | <p>2. If reports, application and amendment are complete and in order, the Securities Specialist issues a Monitoring Sheet and approves the application for payment while the Securities Counsel approves the amendment and directs the client to the Cashier for the payment of fees for the application and amendment, and the payment of penalty, if any</p> <p>2.1. If application is for compliance, specialist and/or counsel prepares checklist of deficiencies and informs the applicant to comply.</p> | None            | 20 minutes      | Administrative Officer IV<br>Securities Specialist II<br>Securities Specialist I<br>Securities Counsel II<br>Securities Counsel I |

| CLIENT STEPS                                | AGENCY ACTIONS                 | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| 3. Pays the filing fees and penalty, if any | 3. Issues the Official Receipt | <p>For the amendment:</p> <p>a. Amended Articles of Incorporation – P1,000.00</p> <p>b. LRF of P10.00</p> <p>For the increase:</p> <p>a. For corporation with par value<br/>1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>b. For corporation without par value<br/>1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>c. Legal Research Fee - equivalent to 1% of the computed filing fee for</p> | 15 minutes      | Cashier            |



| CLIENT STEPS                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                          | FEES TO BE PAID                                                                                                                                                                                        | PROCESSING TIME         | PERSON RESPONSIBLE                                                                                                                                                                                                        |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                 |                                                                                                                                                                                                                                                                         | Increase of Capital Stock but not less than P10.00<br>d. Documentary Stamp tax of P60.00<br>e. For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00 |                         |                                                                                                                                                                                                                           |
| 4. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment | 4. Receives and verifies documentary requirements and proofs of payment                                                                                                                                                                                                 | None                                                                                                                                                                                                   | 20 minutes for all sets | Computer Operator<br>COS                                                                                                                                                                                                  |
| 5. Returns documents stamped as received to processor                                                           | 5. Receives the complete application requirements and Order of Payment and advises the client to return within 5 hours for the Certificates<br><br>5.1. Prepares the report on application for increase in capital and forwards all application and amendment documents | None                                                                                                                                                                                                   | 5 minutes<br><br>1 hour | Administrative Officer IV<br>Securities Specialist II<br>Securities Specialist I<br>Securities Counsel II<br>Securities Counsel I<br><br>Administrative Officer IV<br>Securities Specialist II<br>Securities Specialist I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                               | FEES TO BE PAID | PROCESSING TIME                                     | PERSON RESPONSIBLE                 |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------|------------------------------------|
|              | and corporate file to Records Unit for recording                                                                                                                                                                                                                             |                 |                                                     |                                    |
|              | 5.2. Forwards recorded corporate file and application documents to Office of the Director                                                                                                                                                                                    |                 | 5 minutes                                           | Administrative Assistant II<br>COS |
|              | 5.3. Prepares the Certificate of Amended Articles of Incorporation and Increase of Capital Stock                                                                                                                                                                             |                 | Within 4 hours of receipt from Records Unit         | Confidential Assistant III         |
|              | 5.4. Evaluates the final report, reviews the application and the contents of the Certificate and if in order, signs the Certificates; otherwise, the application is returned to processor or the certificate to the Confidential Assistant for correction of the certificate |                 | 35 minutes (depending on complexity of application) | Director                           |

| CLIENT STEPS                                                                                                                                                                                                                   | AGENCY ACTIONS                                                                                                | FEES TO BE PAID                                                                                                                                                                                                                                                 | PROCESSING TIME              | PERSON RESPONSIBLE                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|------------------------------------|
|                                                                                                                                                                                                                                | 5.5. Forwards the certificates and corporate file to the Releasing Unit                                       |                                                                                                                                                                                                                                                                 | 5 minutes                    | Confidential Assistant III         |
| 6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Amended Articles of Incorporation and/or Increase of Capital Stock | 6. Releases signed Certificate of Amended Articles of Incorporation, Certificate of Increase of Capital Stock | None                                                                                                                                                                                                                                                            | 10 minutes                   | Administrative Assistant II<br>COS |
| TOTAL                                                                                                                                                                                                                          |                                                                                                               | For the amendment:<br>a. Amended Articles of Incorporation – P1,000.00<br>b. LRF of P10.00<br>For the increase:<br>c. For corporation with par value<br>1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the | 16 days, 8 hours, 30 minutes |                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>subscribed capital stock, whichever is higher</p> <p>d. For corporation without par value<br/>1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>e. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00</p> <p>f. Documentary Stamp tax of P60.00</p> <p>g. For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00</p> |                 |                    |

## 7. Increase of Capital Stock through payment other than cash

This service details the procedure on application for increase of capital stock by way:

1. Conversion of advances/liabilities to equity
2. Stock Dividends
3. Land, building / condominium units
4. Untitled Lands
5. Inventories / Furnitures / Personal Properties
6. Heavy equipment and machinery
7. Shares of stock
8. Motor Vehicle
9. Sea vessel / aircraft
10. Intangibles
11. Net assets

|                                                                                                                                         |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office or Division:                                                                                                                     | SEC Extension Office – Davao Extension Office                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Classification:                                                                                                                         | Highly Technical                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Type of Transaction:                                                                                                                    | G2B – Government to Business                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Who may avail:                                                                                                                          | Corporations duly registered at Securities and Exchange Commission |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| CHECKLIST OF REQUIREMENTS                                                                                                               |                                                                    | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Basic requirements (2 sets original, 4 sets photocopies)                                                                                |                                                                    | May secure Checklist of requirements and sample formats from the Public Assistance Desk or through the Commission’s website through URL<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a><br><br>Downloadable at SEC website through the following URL:<br><a 2"="" href="http://www.sec.gov.ph/wp-&lt;/a&gt;&lt;/td&gt;&lt;/tr&gt;&lt;tr&gt;&lt;td colspan=">1. Cover sheet</a> |
| 2. Signed and notarized Director’s Certificate with documentary stamps on one original set                                              |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 3. Signed and notarized Secretary’s Certificate on non-existence of intra-corporate dispute with documentary stamps on one original set |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| 4. Signed and notarized Application for Increase of Capital Stock                                                                       |                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

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| <p>a. <b>Signed and Notarized Treasurer's Affidavit with documentary stamps on one original set</b></p> <p>b. <b>List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary with documentary stamps on one original set</b></p> <p>c. <b>Signed and notarized Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders with documentary stamps on one original set</b></p> | <p>content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</p> <p>No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)</p> <p>To be provided by the applicant</p>                                                                                                                                                                                                                                                                                                                                                            |
| <p><b>5. Amended Articles of Incorporation</b></p> <p>Additional Requirements</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | <p>EO Public Assistance or Downloadable at SEC website through the following URL: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a></p> <p>A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas<br/> B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission<br/> C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas</p> |

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                      |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ol style="list-style-type: none"> <li>1. Endorsement from other government agencies, if applicable (1 original)</li> <br/> <li>2. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101 signed and notarized with documentary stamps on one original set</li> <br/> <li>3. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102 signed and notarized with documentary stamps on one original set</li> <br/> <li><i>Note: Per Memorandum Circular No. 11 Series of 2016</i></li> <br/> <li>6. For RURAL BANKS:             <ol style="list-style-type: none"> <li>a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP</li> <li>b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective subscription and payment as presented and approved by BSP annexed to the notarized certification</li> </ol> </li> </ol> | <p>May secure copy from the Public Assistance Desk or may download from SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a></p><br><p>Bangko Sentral ng Pilipinas</p> |
| <p><b>ADDITIONAL REQUIREMENTS</b><br/>depending on the mode of payment</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                      |
| <p><b>7. Conversion of Advances / Liabilities to Equity</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                      |

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|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>7.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)</b>                                                                                                                                                                                                                                         | To be provided by the company                                                                                                                                                                                                                                                       |
| <b>7.2 A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in AFS</b>                                                                                                                                                                                                                                                  | For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a> |
| <b>7.3 Deed of Assignment of advances / liabilities</b>                                                                                                                                                                                                                                                                                                                                          | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>8. Stock Dividends</b>                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                     |
| <b>8.1 List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary</b>                                                                                                                                                                                                                    | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>8.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC</b>                                                                                                                                                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>8.3 Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct</b> | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>8.4 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings</b>                                                                                                                                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>8.5 Reconciliation of Retained Earnings</b>                                                                                                                                                                                                                                                                                                                                                   | Refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf</a>              |
| <b>9. Land, buildings / condominium units</b>                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                     |
| <b>9.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant</b>                                                                                                                                                     | To be provided by the Applicant.                                                                                                                                                                                                                                                    |



|                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                         |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>9.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively</b>                                                                                                                                                                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>9.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                                                                                                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>9.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                                                                                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>9.5 Deed of Assignment</b>                                                                                                                                                                                                                                                                                                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>9.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property</b>                                                                                                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>9.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer</b>                                                                                                                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>9.8 Certification from the transferor stating that the improvements are existing and in good condition</b>                                                                                                                                                                                                                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>9.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                                                                                                                                                                                            | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>10. Untitled Lands</b>                                                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                                                                                                                                                                                         |
| <b>10.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>10.2 Duplicate original or certified true copies of the tax declaration sheets</b>                                                                                                                                                                                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

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| <b>10.3 Latest realty tax receipts</b>                                                                                                                                                                                                                                                                                                                                              | To be provided by the Applicant. |
| <b>10.4 Affidavit by the transferor attesting continuous and open possession of the property is located</b>                                                                                                                                                                                                                                                                         | To be provided by the Applicant. |
| <b>10.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located</b>                                                                                                                                                                                                                                                                           | To be provided by the Applicant. |
| <b>10.6 Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated</b>                                                                                                                                         | To be provided by the Applicant. |
| <b>10.7 Affidavit executed by the transferor attesting to the:</b><br>a. Existence (or non-existence) of easements over the untitled property<br>b. Kind/description of the easement and its location<br>c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements                                                                       | To be provided by the Applicant. |
| <b>10.8 Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital</b>                                                                                                                                                                                        | To be provided by the Applicant. |
| <b>10.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following:</b><br>a. There is no other claimant to the untitled land<br>b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or<br>c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) | To be provided by the Applicant. |
| <b>10.10 Blue Print Survey of the Plan as approved by the Bureau of Lands</b>                                                                                                                                                                                                                                                                                                       | To be provided by the Applicant. |
| <b>10.11 Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of</b>                                                                                                                                                                                                                                                | To be provided by the Applicant. |

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| transfer value (market value/ assessed value / zonal value or appraised value)                                                                                                                                                     |                                  |
| <b>10.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                    | To be provided by the Applicant. |
| <b>10.13 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                   | To be provided by the Applicant. |
| <b>10.14 Deed of Assignment</b>                                                                                                                                                                                                    | To be provided by the Applicant. |
| <b>10.15 Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application</b> | To be provided by the Applicant. |
| <b>11. Inventories / Furniture / Personal Properties</b>                                                                                                                                                                           |                                  |
| <b>11.1 Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant</b>                                                                 | To be provided by the Applicant. |
| <b>11.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value</b>                                                                                     | To be provided by the Applicant. |
| <b>11.3 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>12. Heavy equipment and machinery</b>                                                                                                                                                                                           |                                  |
| <b>12.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant</b>                                                                                                   | To be provided by the Applicant. |
| <b>12.2 Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.</b>                              | To be provided by the Applicant. |
| <b>12.3 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>12.4 Certification from the transferor stating that the properties are existing and in good condition</b>                                                                                                                       | To be provided by the Applicant. |

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| <b>13. Shares of Stock</b>                                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                         |
| <b>13.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant</b>                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC</b>                                                                                                              | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13.3 Deed of Assignment</b>                                                                                                                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor</b>                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13.5 Photocopy of the stock certificate (present original for verification)</b>                                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)</b>                                    | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>13.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period</b>                                                                                                                       | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>14. Motor Vehicles</b>                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                         |
| <b>14.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)</b>                                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

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| <b>14.4 Deed of Assignment</b>                                                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                               | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>14.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition</b>                                                  | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15. Sea Vessel / Aircraft</b>                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                         |
| <b>15.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.2 Certified true copy of the certificate of ownership</b>                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.3 Appraisal report by authorized appraiser (not more than 6 month old)</b>                                                                                          | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency</b>                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.5 Deed of Assignment</b>                                                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>15.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                               | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>16. Intangibles</b>                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                         |
| <b>16.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)</b>                                                                               | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>16.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights</b>                                                | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |

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| <b>16.3 Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)</b>                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>16.4 Deed of Assignment</b>                                                                                                                                                                       | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>16.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period</b>                                                              | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>17. Net Assets</b>                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                         |
| <b>17.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC</b>                                                                       | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>17.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year</b>                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>17.3 Long-form audit report of item no. 22.2</b>                                                                                                                                                  | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>17.4 Deed of Assignment of the assets and liabilities</b>                                                                                                                                         | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>17.5 List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors</b> | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>17.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant</b>                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>17.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification)</b>                                                                                   | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>17.8 Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively</b>                                                                        | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>17.9 Photocopy of stock certificates (present original for verification)</b>                                                                                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>17.10 DTI Certificate of Registration (for single proprietorship)</b>                                                                                                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |



| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | FEES TO BE PAID | PROCESSING TIME                                       | PERSON RESPONSIBLE                                                                                                                |
|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|
|                                                                                              | 1.5. The Securities Counsel checks the amendment documents forwarded by the Securities Specialist in coordination with the latter's examination of the reports and application.                                                                                                                                                                                                                                                                                                                                 |                 | Within 16 working days                                | Administrative Officer IV<br>Securities Specialist II<br>Securities Specialist I                                                  |
|                                                                                              | 1.6. If there are deficiencies, the specialist/counsel contacts the client and sets an appointment for the discussion of the deficiencies                                                                                                                                                                                                                                                                                                                                                                       |                 | 1 hour (depending on the complexity of the amendment) | Securities Counsel II<br>Securities Counsel I                                                                                     |
| 2. Returns on assigned date (whether as informed by AAI/COS or as set by specialist/counsel) | <p>2. If reports, application and amendment are complete and in order, the Securities Specialist issues a Monitoring Sheet and approves the application for payment while the Securities Counsel approves the amendment and directs the client to the Cashier for the payment of fees for the application and amendment, and the payment of penalty, if any</p> <p>2.1. If application is for compliance, specialist and/or counsel prepares checklist of deficiencies and informs the applicant to comply.</p> | None            | 20 minutes                                            | Administrative Officer IV<br>Securities Specialist II<br>Securities Specialist I<br>Securities Counsel II<br>Securities Counsel I |



| CLIENT STEPS                                | AGENCY ACTIONS                 | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE |
|---------------------------------------------|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| 3. Pays the filing fees and penalty, if any | 3. Issues the Official Receipt | <p>For the amendment:</p> <p>a. Amended Articles of Incorporation – P1,000.00</p> <p>b. LRF of P10.00</p> <p>For the increase:</p> <p>c. For corporation with par value<br/>1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>d. For corporation without par value</p> | 15 minutes      | Cashier            |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>e. e. Legal Research Fee - equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00</p> <p>f. Documentary Stamp tax of P60.00</p> <p>g. For Corporations with FIA</p> |                 |                    |

| CLIENT STEPS                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                           | FEES TO BE PAID                                                               | PROCESSING TIME                          | PERSON RESPONSIBLE                                                                                                                                                                                                                                           |
|-----------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                          | Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00 |                                          |                                                                                                                                                                                                                                                              |
| 4. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment | 4. Receives and verifies documentary requirements and proofs of payment                                                                                                                                                                                                                                                  | None                                                                          | 20 minutes for all sets                  | Computer Operator<br>COS                                                                                                                                                                                                                                     |
| 5. Returns documents stamped as received to processor                                                           | 5. Receives the complete application requirements and Order of Payment and advises the client to return within 5 hours for the Certificates<br><br>5.1. Prepares the report on application for increase in capital and forwards all application and amendment documents and corporate file to Records Unit for recording | None                                                                          | 5 minutes<br><br>1 hour<br><br>5 minutes | Administrative Officer IV<br>Securities Specialist II<br>Securities Specialist I<br>Securities Counsel II<br>Securities Counsel I<br><br>Administrative Officer IV<br>Securities Specialist II<br>Securities Specialist I<br><br>Administrative Assistant II |

| CLIENT STEPS                                                                                                                                 | AGENCY ACTIONS                                                                                                                                                                                                                                                               | FEES TO BE PAID | PROCESSING TIME                             | PERSON RESPONSIBLE                 |
|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------|------------------------------------|
|                                                                                                                                              | 5.2. Forwards recorded corporate file and application documents to Office of the Director                                                                                                                                                                                    |                 | Within 4 hours of receipt from Records Unit | COS                                |
|                                                                                                                                              | 5.3. Prepares the Certificate of Amended Articles of Incorporation and Increase of Capital Stock                                                                                                                                                                             |                 | 35 minutes                                  | Confidential Assistant III         |
|                                                                                                                                              | 5.4. Evaluates the final report, reviews the application and the contents of the Certificate and if in order, signs the Certificates; otherwise, the application is returned to processor or the certificate to the Confidential Assistant for correction of the certificate |                 | 5 minutes                                   | EO Director/OIC                    |
|                                                                                                                                              | 5.5. Forwards the certificates and corporate file to the Releasing Unit                                                                                                                                                                                                      |                 |                                             | Confidential Assistant III         |
| 6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed | 6. Releases signed Certificate of Amended Articles of Incorporation, Certificate of Increase of Capital Stock                                                                                                                                                                | NONE            | 10 minutes                                  | Administrative Assistant II<br>COS |

| CLIENT STEPS                                                                      | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                               | PROCESSING TIME              | PERSON RESPONSIBLE |
|-----------------------------------------------------------------------------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|--------------------|
| Certificate of Amended Articles of Incorporation and/or Increase of Capital Stock |                |                                                                                                                                                                                                                                                                                                               |                              |                    |
| TOTAL                                                                             |                | For the amendment:<br>a. Amended Articles of Incorporation – P1,000.00<br>b. LRF of P10.00<br>For the increase:<br>c. For corporation with par value<br>1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher | 16 days, 8 hours, 30 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>d. For corporation without par value<br/>1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>e. e. Legal Research Fee - equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                  | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | f. Documentary Stamp tax of P60.00<br>g. For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00 |                 |                    |

## 8. Issuance of Certificate of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information.

|                                  |                                                                                       |
|----------------------------------|---------------------------------------------------------------------------------------|
| <b>Office or Division:</b>       | <b>SEC Extension Office – Davao Extension Office</b>                                  |
| <b>Classification:</b>           | Simple                                                                                |
| <b>Type of Transaction:</b>      | G2B – Government to Business                                                          |
| <b>Who may avail:</b>            | All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations |
| <b>CHECKLIST OF REQUIREMENTS</b> | <b>WHERE TO SECURE</b>                                                                |
| <b>Monitoring Clearance</b>      | EO                                                                                    |

| CLIENT STEPS                                                                                           | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                        | FEES TO BE PAID                | PROCESSING TIME | PERSON RESPONSIBLE                 |
|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|-----------------|------------------------------------|
| 1. Fills up request form and secures number from the Records Unit for the retrieval of corporate file. | 1. Receives request, checks status of entity in the SEC database and index card, and retrieves the corporate file.<br><br>1.1. If monitoring clearance is available, directs client to Cashier for payment of fees<br><br>1.2. If there is no monitoring clearance, client is advised to go through procedure for monitoring of domestic corporations | None                           | 30 minutes      | Administrative Assistant II<br>COS |
| 2. Presents the request form to Cashier and pays the filing fee                                        | 2. Issues the official receipt                                                                                                                                                                                                                                                                                                                        | a. Certification Fee – P500.00 | 10 minutes      | Cashier                            |



| CLIENT STEPS                                                   | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | FEES TO BE PAID                   | PROCESSING TIME                 | PERSON RESPONSIBLE                                                          |
|----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------------|-----------------------------------------------------------------------------|
|                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | b. Documentary Stamp Tax – P30.00 |                                 |                                                                             |
| 3. Presents the Cashier-validated request form to Records Unit | <p>3. Receives the cashier-validated request form and advises the client to follow-up certification within 2 days</p> <p>3.1. Encodes the request in the Certification Issuance System-Unified Reference Database (CIS-URDB)</p> <p>3.2. Endorses request form and corporate records to Administrative Officer IV.</p> <p>3.3. Receives request and verifies the status of corporation in CIS-URDB.</p> <p>3.4. If not cleared in CIS-URDB, contacts the applicant to comply with deficiency or directive of department who encoded the said deficiency or directive.</p> | None                              | <p>30 minutes</p> <p>1 hour</p> | <p>Administrative Assistant II<br/>COS</p> <p>Administrative Officer IV</p> |

| CLIENT STEPS                                                                                                                                                                     | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID                | PROCESSING TIME                                                                            | PERSON RESPONSIBLE                                                                           |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------|
|                                                                                                                                                                                  | <p>3.5. If cleared, approves the request for printing of certificate and returns records to Records Unit.</p> <p>3.6. Prints the Certificate of No Derogatory Information through the CIS-URDB and forwards certification and corporate records to the Office of the Director</p> <p>3.7. Reviews the records and signs the Certificate of No Derogatory Information.</p> <p>3.8. Forwards the signed certification and corporate records to Records Unit</p> |                                | <p>Within 1 day from receipt of clearance from AOIV</p> <p>10 minutes</p> <p>5 minutes</p> | <p>Administrative Assistant II<br/>COS</p> <p>Director</p> <p>Confidential Assistant III</p> |
| 4. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of No Derogatory Record | 4. Releases signed Certificate of No Derogatory Record                                                                                                                                                                                                                                                                                                                                                                                                        | NONE                           | 10 minutes                                                                                 | Administrative Assistant II<br>COS                                                           |
| TOTAL                                                                                                                                                                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                               | a. Certification Fee – P500.00 | 1 day, 2 hours, 35 minutes                                                                 |                                                                                              |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                   | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------|-----------------|--------------------|
|              |                | b. Documentary Stamp Tax – P30.00 |                 |                    |

## 9. Issuance of Certification as to Status of a Registered Corporation

This service details the procedure on Issuance of Certification as to Status of a Registered Corporation.

|                                  |                                                                                       |                        |  |  |
|----------------------------------|---------------------------------------------------------------------------------------|------------------------|--|--|
| <b>Office or Division:</b>       | <b>SEC Extension Office – Davao Extension Office</b>                                  |                        |  |  |
| <b>Classification:</b>           | Simple                                                                                |                        |  |  |
| <b>Type of Transaction:</b>      | G2B – Government to Business                                                          |                        |  |  |
| <b>Who may avail:</b>            | All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations |                        |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                                                                       | <b>WHERE TO SECURE</b> |  |  |
| <b>Monitoring Clearance</b>      |                                                                                       | EO                     |  |  |

| CLIENT STEPS                                                                                           | AGENCY ACTIONS                                                                                                                                                                                                     | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                 |
|--------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------------------------------|
| 1. Fills up request form and secures number from the Records Unit for the retrieval of corporate file. | 1. Receives request, checks status of entity in the SEC database and index card, and retrieves the corporate file.<br><br>1.1. If monitoring clearance is available, directs client to Cashier for payment of fees | None            | 30 minutes      | Administrative Assistant II<br>COS |

| CLIENT STEPS                                                    | AGENCY ACTIONS                                                                                                              | FEES TO BE PAID                                                     | PROCESSING TIME                                  | PERSON RESPONSIBLE                 |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------|------------------------------------|
|                                                                 | 1.2. If there is no monitoring clearance, client is advised to go through procedure for monitoring of domestic corporations |                                                                     |                                                  |                                    |
| 2. Presents the request form to Cashier and pays the filing fee | 2. Issues the official receipt                                                                                              | a. Certification Fee – P500.00<br>b. Documentary Stamp Tax – P30.00 | 10 minutes                                       | Cashier                            |
| 3. Presents the Cashier-validated request form to Records Unit  | 3. Receives the cashier-validated request form and advises the client to follow-up certification within 2 days              | None                                                                | 5 minutes                                        | Administrative Assistant II<br>COS |
|                                                                 | 3.1. Prints the Certification as to Status and forwards certification and corporate records to the Office of the Director   |                                                                     | Within 1 day from receipt of clearance from AOIV | Administrative Assistant II<br>COS |
|                                                                 | 3.2. Reviews the records and signs the Certificate of No Derogatory Information.                                            |                                                                     | 10 minutes                                       | Director                           |
|                                                                 |                                                                                                                             |                                                                     | 5 minutes                                        | Confidential Assistant III         |

| CLIENT STEPS                                                                                                                                                            | AGENCY ACTIONS                                                               | FEES TO BE PAID                                                     | PROCESSING TIME           | PERSON RESPONSIBLE                 |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------|---------------------------------------------------------------------|---------------------------|------------------------------------|
|                                                                                                                                                                         | 3.3. Forwards the signed certification and corporate records to Records Unit |                                                                     |                           |                                    |
| 4. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certification as to Status | 4. Releases signed Certification as to Status                                | None                                                                | 10 minutes                | Administrative Assistant II<br>COS |
| TOTAL                                                                                                                                                                   |                                                                              | a. Certification Fee – P500.00<br>b. Documentary Stamp Tax – P30.00 | 1 day, 1 hour, 10 minutes |                                    |

## 10. Issuance of Negative Certification

This service details the procedure on Issuance of Negative Certification.

|                                  |                                                                                       |
|----------------------------------|---------------------------------------------------------------------------------------|
| <b>Office or Division:</b>       | <b>SEC Extension Office – Davao Extension Office</b>                                  |
| <b>Classification:</b>           | Simple                                                                                |
| <b>Type of Transaction:</b>      | G2B – Government to Business                                                          |
| <b>Who may avail:</b>            | All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations |
| <b>CHECKLIST OF REQUIREMENTS</b> | <b>WHERE TO SECURE</b>                                                                |
| <b>Monitoring Clearance</b>      | EO                                                                                    |

| CLIENT STEPS                                                                                           | AGENCY ACTIONS                                                                                                                                                                                             | FEES TO BE PAID                                                     | PROCESSING TIME             | PERSON RESPONSIBLE                 |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------|-----------------------------|------------------------------------|
| 1. Fills up request form and secures number from the Records Unit for the retrieval of corporate file. | 1. Receives request, checks status of entity in SEC database and index card.<br><br>1.1. Advises client to follow-up certification within 2 days<br><br>1.2. Directs client to Cashier for payment of fees | None                                                                | 30 minutes                  | Administrative Assistant II<br>COS |
| 2. Presents the request form to Cashier and pays the filing fee                                        | 2. Issues the official receipt<br><br>2.1. Forwards the cashier-validated request form to Records Unit                                                                                                     | a. Certification Fee – P500.00<br>b. Documentary Stamp Tax – P30.00 | 10 minutes<br><br>5 minutes | Cashier                            |

| CLIENT STEPS                                                                                                                                                                     | AGENCY ACTIONS                                                                                                    | FEES TO BE PAID                   | PROCESSING TIME           | PERSON RESPONSIBLE                 |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-----------------------------------|---------------------------|------------------------------------|
|                                                                                                                                                                                  | 2.2. Prints negative certification and forwards certification and corporate records to the Office of the Director |                                   | Within 1 day from payment | Administrative Assistant II<br>COS |
|                                                                                                                                                                                  | 2.3. Reviews the records and signs the Certificate of No Derogatory Information.                                  |                                   | 10 minutes                | Director                           |
|                                                                                                                                                                                  | 2.4. Forwards the signed certification and corporate records to Records Unit                                      |                                   |                           | Confidential Assistant III         |
| 3. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of No Derogatory Record | 3. Releases signed Certificate of No Derogatory Record                                                            | NONE                              | 10 minutes                | Administrative Assistant II<br>COS |
| TOTAL                                                                                                                                                                            |                                                                                                                   | a. Certification Fee –<br>P500.00 | 1 day, 1 hour, 10 minutes |                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                   | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------|-----------------|--------------------|
|              |                | b. Documentary Stamp Tax – P30.00 |                 |                    |

## 11. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

|                                  |                                                           |                        |  |  |
|----------------------------------|-----------------------------------------------------------|------------------------|--|--|
| <b>Office or Division:</b>       | <b>SEC Extension Office – Davao Extension Office</b>      |                        |  |  |
| <b>Classification:</b>           | Simple                                                    |                        |  |  |
| <b>Type of Transaction:</b>      | G2B – Government to Business; G2C – Government to Citizen |                        |  |  |
| <b>Who may avail:</b>            | All Government Agencies                                   |                        |  |  |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                                           | <b>WHERE TO SECURE</b> |  |  |
| None                             |                                                           |                        |  |  |

| CLIENT STEPS                                                      | AGENCY ACTIONS                                                                                                                                                                  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                 |
|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------------------------------|
| 1. Fills up request form and secures number from the Records Unit | 1. Receives request, checks availability of requested documents in database and corporate records available<br><br>1.1. Advises client to follow-up certification within 2 days | None            | 30 minutes      | Administrative Assistant II<br>COS |



| CLIENT STEPS                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                            | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                     | PROCESSING TIME                                                                     | PERSON RESPONSIBLE                                                                  |
|-----------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                                                 | 1.2. Directs client to Cashier for payment of fees                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                                                     |                                                                                     |
| 2. Presents the request form to Cashier and pays the filing fee | 2. Issues the official receipt<br><br>2.1. Forwards the cashier-validated request form to Records Unit<br><br>2.2. Prepares the requested documents<br><br>2.3. *If plain copy, prints the documents<br><br>2.4. **If authenticated copy, prints and stamps the documents | For CTC/set:<br>a. Articles of Incorporation – P200<br>By-Laws – P200<br>Articles of Partnership – P200<br>Amended Articles of Incorporation – P200<br>Amended By-Laws – P200<br>Amended Articles of Partnership – P200<br>Increase in Capital Stock – P200<br>GIS – P100<br>FS – number of pages x P10.00 plus service fee P50<br>Certificate of Registration – P50<br>b. Documentary Stamp Tax – P30/set<br><br>For Ordinary Copy | 10 minutes<br><br><br>Within 1 hour for ordinary copy<br><br>Within 4 hours for CTC | Cashier<br><br><br>Administrative Assistant II<br>COS<br>Confidential Assistant III |

| CLIENT STEPS                                                                                                                                               | AGENCY ACTIONS                          | FEES TO BE PAID                                                                                                                                                                                                                                                                          | PROCESSING TIME                                                           | PERSON RESPONSIBLE                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|------------------------------------|
|                                                                                                                                                            |                                         | c. Articles of Incorporation – P100<br>By-Laws – P100<br>Articles of Partnership – P100<br>Amended Articles of Incorporation – P100<br>Amended By-Laws – P100<br>Amended Articles of Partnership – P100<br>Increase in Capital Stock – P70<br>GIS – P25<br>FS – number of pages x P10.00 |                                                                           |                                    |
| 3. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the CTC or ordinary copy | 3. Releases signed CTC or ordinary copy | None                                                                                                                                                                                                                                                                                     | 10 minutes                                                                | Administrative Assistant II<br>COS |
| TOTAL                                                                                                                                                      |                                         | For CTC/set:<br>a. Articles of Incorporation – P200<br>By-Laws – P200<br>Articles of Partnership – P200                                                                                                                                                                                  | For CTC: 4 hours, 50 minutes<br><br>For Ordinary Copy: 1 hour, 50 minutes |                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>Amended Articles of Incorporation – P200</p> <p>Amended By-Laws – P200</p> <p>Amended Articles of Partnership – P200</p> <p>Increase in Capital Stock – P200</p> <p>GIS – P100</p> <p>FS – number of pages x P10.00 plus service fee P50</p> <p>Certificate of Registration – P50</p> <p>b. Documentary Stamp Tax – P30/set</p> <p>For Ordinary Copy</p> <p>c. Articles of Incorporation – P100</p> <p>By-Laws – P100</p> <p>Articles of Partnership – P100</p> <p>Amended Articles of Incorporation – P100</p> <p>Amended By-Laws – P100</p> <p>Amended Articles of</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | Partnership – P100<br>Increase in Capital<br>Stock – P70<br>GIS – P25<br>FS – number of pages<br>x P10.00 |                 |                    |

## 12. Issuance of Plain/Authenticated Copies of Documents for Other Government Offices

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission.

|                                           |                                                      |                              |  |  |
|-------------------------------------------|------------------------------------------------------|------------------------------|--|--|
| <b>Office or Division:</b>                | <b>SEC Extension Office – Davao Extension Office</b> |                              |  |  |
| <b>Classification:</b>                    | Simple                                               |                              |  |  |
| <b>Type of Transaction:</b>               | G2G – Government to Government                       |                              |  |  |
| <b>Who may avail:</b>                     | All Government Agencies                              |                              |  |  |
| <b>CLIENT STEPS</b>                       |                                                      | <b>AGENCY ACTIONS</b>        |  |  |
| <b>Signed Letter Request (1 original)</b> |                                                      | Requesting Government Agency |  |  |

| CLIENT STEPS                                        | AGENCY ACTIONS                                                         | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                         |
|-----------------------------------------------------|------------------------------------------------------------------------|-----------------|-----------------|--------------------------------------------|
| 1. Submits the letter to the Office of the Director | 1. Receives the letter request and forwards the letter to the Director | None            | 5 minutes       | Confidential Assistant III<br><br>Director |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | FEES TO BE PAID | PROCESSING TIME                                                                                          | PERSON RESPONSIBLE                                                                        |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------|
|              | <p>1.1. Endorses letter request to Records Unit for compliance within 2 days</p> <p>1.2. Prepares the requested documents</p> <p>1.3. *If plain copy, prints the documents</p> <p>1.4. **If authenticated copy, prints and stamps the documents</p> <p>1.5. Forwards the requested documents to the Office of the Director</p> <p>1.6. Prepares and signs the letter reply and forwards the same together with the documents to the Confidential Assistant for recording purposes</p> |                 | <p>5 minutes per document</p> <p>10 minutes per document</p> <p>Within 2 days from receipt of letter</p> | <p>Administrative Assistant II<br/>COS<br/>Confidential Assistant III</p> <p>Director</p> |

| CLIENT STEPS                                                         | AGENCY ACTIONS                                                                                                                                                                                             | FEES TO BE PAID | PROCESSING TIME       | PERSON RESPONSIBLE         |
|----------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------|----------------------------|
|                                                                      | 1.7. Letter transmitted to Administrative Assistant I for transmittal                                                                                                                                      |                 |                       |                            |
| 2. Receives the transmittal letter with requested document/s, if any | 2. Delivers requested documents to requesting agency if office is within Davao City<br><br>2.1. Transmits requested documents through courier or mail if office of requesting agency is outside Davao City | None            | 25 minutes per agency | Administrative Assistant I |
| TOTAL                                                                |                                                                                                                                                                                                            | NONE            | 2 days, 45 minutes    |                            |

### 13. Public Assistance

This service refers to the assistance provided to walk-in clients regarding their concerns/inquiries on the various services of the Commission. It includes the procedure on responding to customer complaints and referral of clients to appropriate SEC Department, if applicable.

|                                  |                                               |                        |
|----------------------------------|-----------------------------------------------|------------------------|
| <b>Office or Division:</b>       | SEC Extension Office – Davao Extension Office |                        |
| <b>Classification:</b>           | Simple                                        |                        |
| <b>Type of Transaction:</b>      | G2C- Government to Citizen                    |                        |
| <b>Who may avail:</b>            | All                                           |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                               | <b>WHERE TO SECURE</b> |
| None                             |                                               | None                   |

| CLIENT STEPS                                                                                         | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                           | FEES TO BE PAID | PROCESSING TIME                                                                                                                  | PERSON RESPONSIBLE                                                                                                                                                                          |
|------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Informs information officer/guard on duty the concern and/or unit he/she wishes to be directed to | 1. Directs to examining unit and informs to wait to be called for concerns pertaining to examination and monitoring of reports<br><br>1.1. Gives priority number for legal unit for concerns pertaining to registration, amendments, scams and other legal issues<br><br>1.2. Directs to administrative unit for issues pertaining to personnel behavior | None            | 5 minutes                                                                                                                        | Information Officer<br>Guard on Duty                                                                                                                                                        |
| 2. Presents verbal concern, query or complaint<br><br>2.1. Presents written complaint                | 2. Renders advice depending on the nature of the concern/query; or hands out the requested checklist of requirements, guidelines, or sample forms<br><br>2.1. Endorses written complaint to the Office of the Director and advises party to expect feedback within three (3) working days<br><br>2.2. Prepares and signs answer to the complaint         | None            | 30 minutes (depending on complexity of issue raised)<br><br>5 minutes<br><br>Within 2 1/2 days from receipt of written complaint | Concerned Personnel (Director)<br>(Securities Counsels)<br>(Administrative Officer IV)<br>(Securities Specialists)<br><br>Information Officer<br>Confidential Assistant III<br><br>Director |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                           | FEES TO BE PAID | PROCESSING TIME                                                    | PERSON RESPONSIBLE         |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------------|----------------------------|
|              | 2.3. Endorses signed answer to Administrative Assistant I for personal delivery or for mailing through postal service or courier service |                 | 5 minutes                                                          | Confidential Assistant III |
| TOTAL        |                                                                                                                                          | NONE            | For verbal: 35 minutes<br>For written: 2 days, 4 hours, 15 minutes |                            |



**14. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)**

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

|                                                                                                        |                                                      |                        |
|--------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------------------|
| <b>Office or Division:</b>                                                                             | <b>SEC Extension Office – Davao Extension Office</b> |                        |
| <b>Classification:</b>                                                                                 | Simple                                               |                        |
| <b>Type of Transaction:</b>                                                                            | G2B – Government to Business                         |                        |
| <b>Who may avail:</b>                                                                                  | General Public                                       |                        |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                       |                                                      | <b>WHERE TO SECURE</b> |
| <b>If reports/reportorial requirements, 4 sets/copies ( if filer wants to retain a copy, submit 5)</b> |                                                      |                        |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                   | FEES TO BE PAID | PROCESSING TIME        | PERSON RESPONSIBLE       |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------|------------------------|--------------------------|
| 1. Presents 5 sets/copies of documents to Receiving Officer                             | 1. Encodes document, prints barcode page, and attached barcode page to each copy | None            | 5 minutes per document | Computer Operator<br>COS |
| 2. Claims 1 set for his file copy, including the acknowledgement receipt (barcode page) | 2. Retains 4 sets including original and returns 1 set to client                 | None            | 1 minute               | Computer Operator<br>COS |
| <b>TOTAL</b>                                                                            |                                                                                  | <b>NONE</b>     | 6 minutes per document |                          |

### 15. Registration of One Person Corporations Through Interim System (Without Secondary License during of pandemic)

This service details the manual processing of registration of partnerships without secondary licenses for the duration of the public health emergency undertaken as safety precaution for the DEO staff.

|                                                                                                       |                                                             |                                                                                                                                                                                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office or Division:                                                                                   | SEC Extension Office – Davao Extension Office               |                                                                                                                                                                                                                                                                                                                                                           |
| Classification:                                                                                       | Simple                                                      |                                                                                                                                                                                                                                                                                                                                                           |
| Type of Transaction:                                                                                  | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                                                                                                                                           |
| Who may avail:                                                                                        | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                                                                                                                                           |
| CHECKLIST OF REQUIREMENTS                                                                             |                                                             | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                           |
| Basic Requirements (2 sets original, 2 sets photocopy)                                                |                                                             | SEC Extension Office                                                                                                                                                                                                                                                                                                                                      |
| 1. Cover Sheet                                                                                        |                                                             | <ul style="list-style-type: none"><li>Interim System: <a href="https://apps004.sec.gov.ph:8001/application">https://apps004.sec.gov.ph:8001/application</a></li><li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li></ul> |
| 2. Articles of Incorporation                                                                          |                                                             |                                                                                                                                                                                                                                                                                                                                                           |
| 3. Acceptance of Nominee and Alternate Nominee                                                        |                                                             |                                                                                                                                                                                                                                                                                                                                                           |
| Additional Requirements                                                                               |                                                             |                                                                                                                                                                                                                                                                                                                                                           |
| 1. Foreign Investments Act Form 100 (with more than 40% foreign equity) whose paid-up capital is CASH |                                                             |                                                                                                                                                                                                                                                                                                                                                           |

| CLIENT STEPS                                                                                   | AGENCY ACTIONS                                                                                                                    | FEES TO BE PAID | PROCESSING TIME      | PERSON RESPONSIBLE                            |
|------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----------------------------------------------|
| 1. Logs on to website to submit the proposed company name and input details of the articles of | 1. Processor will review the application and will be advised of the status through the email address indicated in the application | None            | Within 1 working day | Securities Counsel II<br>Securities Counsel I |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | FEE TO BE PAID                                                                                                               | PROCESSING TIME | PERSON RESPONSIBLE   |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|
| incorporation and submits the said application                                          | <p>1.1. If status is disapproved, applicant has to fill-out the application form again following the modification requirements set forth by the reviewing officer indicated on the disapproval notice</p> <p>1.2. If status of application form is approved, applicant may pay the registration fees specified on the payment assessment form, and submit proof of payment, signed and notarized hard copies of the registration documents to the selected SEC Office within thirty (30) calendar days from the date of payment of registration fees.</p> |                                                                                                                              |                 |                      |
| 2. Prepares necessary documents containing the same information as the inputted details | 2. None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | None                                                                                                                         |                 | Applicant/Registrant |
| 3. Pays for the registration fee as indicated in the payment assessment form            | <p>3. Accepts the PAF and issues the OR</p> <p>3.1. Required filing fees based on Memo Circular No. 13, series of 2019</p>                                                                                                                                                                                                                                                                                                                                                                                                                                | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u><br/> 1/5 of 1% of the</p> | 10 minutes      | Cashier              |

| CLIENT STEPS | AGENCY ACTIONS | FEEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value:</u><br/>1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>Foreign Investments Act (FIA) Form 100:</u><br/>P3,000.00</p> <p><u>Company Name Reservation:</u><br/>P100.00</p> |                 |                    |

| CLIENT STEPS                                                                                                                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                               | FEES TO BE PAID                                                                                                                                                                           | PROCESSING TIME                                                             | PERSON RESPONSIBLE                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------|-----------------------------------------------|
|                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | <u>Each additional trade name/s:</u><br>P100.00<br><u>Documentary Stamp Tax:</u><br>P30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00) |                                                                             |                                               |
| 4. Submits the hard copies of signed and notarized documents and proof of payment through a dropbox located at the main entrance of the DEO office | 4. Gets the application documents from the dropbox and distributes the applications among themselves<br><br>4.1. Compares submitted documents to details in the system and inputs payment details in the CoRes system<br><br>4.2. If documents are found to be proper, counsel will be the one to do item 5 and will inform the client when to claim certificate<br><br>4.3. If there are discrepancies in the physical document and in the details in the system the client | None                                                                                                                                                                                      | 1 day after dropbox retrieval (for disinfecting purposes)<br><br>15 minutes | Securities Counsel II<br>Securities Counsel I |

| CLIENT STEPS                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | FEEES TO BE PAID | PROCESSING TIME                                                                                                                                 | PERSON RESPONSIBLE                                                                                 |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------|
|                                                                                                                 | will be requested to come to the office on a specific date and time to make the necessary corrections before endorsing to receiving unit                                                                                                                                                                                                                                                                                                                                                                                                                                          |                  |                                                                                                                                                 |                                                                                                    |
| 5. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment | <p>5. Officially receives and stamps the hard copies of the registration application.</p> <p>5.1. Informs the client to follow-up within 1 day.</p> <p>5.2. Forwards to Office of the Director for generation of the Certificate of Registration (COR)</p> <p>5.3. Reviews the application and if in order, approves the printing of the Certificate of Registration; otherwise, the application is returned to processor for correction</p> <p>5.4. Prints Certificate of Registration and enters company details in the SEC EO Masterlist</p> <p>5.5. Signs the certificate</p> | None             | <p>10 minutes for all sets</p> <p>5 minutes</p> <p>20 minutes</p> <p>Within 4 hours from receipt of registration documents</p> <p>3 minutes</p> | <p>Computer Operator<br/>COS</p> <p>Director</p> <p>Confidential Assistant III</p> <p>Director</p> |

| CLIENT STEPS                                                                                                                                                             | AGENCY ACTIONS                                                        | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                         | PROCESSING TIME             | PERSON RESPONSIBLE                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------|
|                                                                                                                                                                          | 5.6. Forwards signed Certificate and corporate file to Releasing Unit |                                                                                                                                                                                                                                                                                                                                                         | 5 minutes                   | Confidential Assistant III         |
| 6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Registration | 6. Releases signed Certificate of Registration                        | None                                                                                                                                                                                                                                                                                                                                                    | 10 minutes                  | Administrative Assistant II<br>COS |
| TOTAL                                                                                                                                                                    |                                                                       | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u><br>1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u><br>1/5 of 1% of the authorized capital stock computed at P100 per share | 2 days, 5 hours, 18 minutes |                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>Foreign Investments Act (FIA) Form 100:</u><br/>P3,000.00</p> <p><u>Company Name Reservation:</u><br/>P100.00</p> <p><u>Each additional trade name/s:</u><br/>P100.00</p> <p><u>Documentary Stamp Tax:</u><br/>P30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00)</p> |                 |                    |



## 16. Registration of Partnerships through the Company Registration System (CRS) (Without Secondary License during of pandemic)

This service details the manual processing of registration of partnerships without secondary licenses for the duration of the public health emergency undertaken as safety precaution for the DEO staff.

|                                                       |                                                             |                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office or Division:                                   | SEC Extension Office – Davao Extension Office               |                                                                                                                                                                                                                                                                                                     |
| Classification:                                       | Simple                                                      |                                                                                                                                                                                                                                                                                                     |
| Type of Transaction:                                  | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                                                                                     |
| Who may avail:                                        | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                                                                                     |
| CHECKLIST OF REQUIREMENTS                             |                                                             | WHERE TO SECURE                                                                                                                                                                                                                                                                                     |
| Basic Requirements (2 sets original, 1 set photocopy) |                                                             | Company Registration System (CRS)                                                                                                                                                                                                                                                                   |
| 1. Cover Sheet                                        |                                                             | SEC Extension Office                                                                                                                                                                                                                                                                                |
| 2. Articles of Partnership                            |                                                             | <ul style="list-style-type: none"><li>CRS website: <a href="http://crs.sec.gov.ph">crs.sec.gov.ph</a></li><li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li></ul> |
| 3. Affidavits (Accuracy and Correctness)              |                                                             |                                                                                                                                                                                                                                                                                                     |
| Additional Requirements                               |                                                             |                                                                                                                                                                                                                                                                                                     |
| 1. Foreign Investments Act Form F105                  |                                                             |                                                                                                                                                                                                                                                                                                     |
| 2. Endorsement from concerned agencies                |                                                             |                                                                                                                                                                                                                                                                                                     |

| CLIENT STEPS                           | AGENCY ACTIONS                                     | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|----------------------------------------|----------------------------------------------------|-----------------|-----------------|----------------------|
| 1. Creates an email account in the CRS | 1. System sends verification confirmation to allow | None            |                 | Applicant/Registrant |

| CLIENT STEPS                                                                                                                                                                                 | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                          | FEES TO BE PAID | PROCESSING TIME                                                 | PERSON RESPONSIBLE                                    |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------|-------------------------------------------------------|
| <p>1.1. Verifies, reserves or appeals the proposed company name with or without trade name/s</p> <p>1.2. Starts filling out company details and submit forms on-line (must achieve 100%)</p> | <p>applicant to sign-in into the facilities therein.</p> <p>1.1. (Email account created automatically expires within 90 calendar days if inactive)</p> <p>1.2. System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019</p> <p>1.3. (Reservation of proposed company name expires on the 4<sup>th</sup> day if in-forms are not filled up)</p> <p>1.4. Systems validates the company information encoded</p> |                 |                                                                 |                                                       |
| <p>2. Submits the hard copies of signed and notarized documents though a dropbox located at the main entrance of the DEO office</p>                                                          | <p>2. Gets the application documents from the dropbox and distributes the</p>                                                                                                                                                                                                                                                                                                                                                                           |                 | <p>1 day after dropbox retrieval (for disinfecting purpose)</p> | <p>Securities Counsel II<br/>Securities Counsel I</p> |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>applications among themselves</p> <p>2.1. Processes the submitted application in accordance with applicable rules on partnerships under the Civil Code and SEC issuances on names.</p> <p>2.2. If the documents submitted are complete and in order, the processor will approve the application for payment or for receiving and will contact the entity representative to inform him/her of the status of application</p> <p>2.3. If the documents are incomplete or are for correction, the Reviewing processor shall call or e-mail the</p> |                 | 30 minutes      |                    |

| CLIENT STEPS                                                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                          | FEES TO BE PAID                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                    | contact person to inform of the deficiencies/lacking documents and set a date and time for appointment with the applicant for the latter to bring the lacking documents and/or effect corrections on the application documents. Once corrected and/or complied with, the processor will approve the application either for payment or for receiving (proceed to item 5) |                                                                                                                                                                        |                 |                    |
| 3. Client presents approved registration documents and pays the corresponding fees | 3. Issues official receipt and Order of Payment                                                                                                                                                                                                                                                                                                                         | a) <u>Articles of Partnership</u> : 1/5 of 1% of the Partnership's capital but not less than P2,000.00 plus<br>b) 1% Legal Research Fee (LRF) of not less than P20.00. | 10 minutes      | Cashier            |

| CLIENT STEPS                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                        | FEES TO BE PAID                                                                                                                                                                                                      | PROCESSING TIME                                                                                       | PERSON RESPONSIBLE                                         |
|-----------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------|
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                       | c) Name reservation:<br>P100.00 for each<br>partnership name and<br>trade name, if<br>applicable;<br>c) Documentary<br>Stamp – P30.00<br>d) Application under<br>the Foreign<br>Investments Act (FIA)<br>– P3,000.00 |                                                                                                       |                                                            |
| 4. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment | 4. Officially receives and stamps the hard copies of the registration application.<br><br>4.1. Informs the client to follow-up within 1 day<br><br>4.2. Forwards to Office of the Director for generation of the Certificate of Registration (COR)<br><br>4.3. Prints Certificate of Registration and enters company details in the SEC EO Masterlist | None                                                                                                                                                                                                                 | 10 minutes for all sets<br><br>5 minutes<br><br>Within 4 hours from receipt of registration documents | Computer Operator<br>COS<br><br>Confidential Assistant III |

| CLIENT STEPS                                                                                                                                                             | AGENCY ACTIONS                                                                                                                                                                                                                                                  | FEES TO BE PAID            | PROCESSING TIME                                         | PERSON RESPONSIBLE                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|---------------------------------------------------------|------------------------------------|
|                                                                                                                                                                          | 4.4. Reviews the application and the contents of the Certificate and if in order, signs the Certificate of Registration; otherwise, the application is returned to processor or the certificate to the Confidential Assistant for correction of the certificate |                            | 20 minutes                                              | Director                           |
|                                                                                                                                                                          | 4.5. Forwards signed Certificate and corporate file to Releasing Unit                                                                                                                                                                                           |                            | 5 minutes                                               | Confidential Assistant III         |
| 5. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Registration | 5. Releases signed Certificate of Registration                                                                                                                                                                                                                  | 10 minutes                 | None                                                    | Administrative Assistant II<br>COS |
| TOTAL                                                                                                                                                                    |                                                                                                                                                                                                                                                                 | 1 day, 5 hours, 30 minutes | a) <u>Articles of Partnership</u> :<br>1/5 of 1% of the |                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME                                                                                                                                                                                                                                                                                                   | PERSON RESPONSIBLE |
|--------------|----------------|-----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|
|              |                |                 | Partnership's capital but not less than P2,000.00 plus<br>b) 1% Legal Research Fee (LRF) of not less than P20.00.<br>c) Name reservation: P100.00 for each partnership name and trade name, if applicable;<br>c) Documentary Stamp – P30.00<br>d) Application under the Foreign Investments Act (FIA) – P3,000.00 |                    |

## 17. Registration of Partnerships through the Company Registration System (CRS) (For Issuance of Certificate of Records of Partnerships)

This service details the procedure and documentary requirements for the issuance of Certificates of Records of Partnerships. The process is done through the Company Registration System at [crs.sec.gov.ph](http://crs.sec.gov.ph), the online registration system of the SEC.

|                                                       |                                                             |                                                                                                                                                                                                                                                                                                     |
|-------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office or Division:                                   | SEC Extension Office – Davao Extension Office               |                                                                                                                                                                                                                                                                                                     |
| Classification:                                       | Simple                                                      |                                                                                                                                                                                                                                                                                                     |
| Type of Transaction:                                  | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                                                                                     |
| Who may avail:                                        | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                                                                                     |
| CHECKLIST OF REQUIREMENTS                             |                                                             | WHERE TO SECURE                                                                                                                                                                                                                                                                                     |
| Basic Requirements (2 sets original, 1 set photocopy) |                                                             | Company Registration System (CRS)                                                                                                                                                                                                                                                                   |
| 1. Cover Sheet                                        |                                                             | SEC Extension Office                                                                                                                                                                                                                                                                                |
| 2. Articles of Partnership                            |                                                             | <ul style="list-style-type: none"><li>CRS website: <a href="http://crs.sec.gov.ph">crs.sec.gov.ph</a></li><li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li></ul> |
| 3. Affidavits (Accuracy and Correctness)              |                                                             |                                                                                                                                                                                                                                                                                                     |
| Additional Requirements                               |                                                             |                                                                                                                                                                                                                                                                                                     |
| 1. Foreign Investments Act Form F105                  |                                                             |                                                                                                                                                                                                                                                                                                     |
| 2. Endorsement from concerned agencies                |                                                             |                                                                                                                                                                                                                                                                                                     |



| CLIENT STEPS                                                                                                                                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                            |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------------------------------------|
| 1. Creates an email account in the CRS<br>1.1. Verifies, reserves or appeals the proposed company name with or without trade name/s<br><br>1.2. Starts filling out company details and submit forms on-line (must achieve 100%) | 1. System sends verification confirmation to allow applicant to sign-in into the facilities therein.<br><br>1.1. (Email account created automatically expires within 90 calendar days if inactive)<br><br>1.2. System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019<br><br>1.3. (Reservation of proposed company name expires on the 4 <sup>th</sup> day if in-forms are not filled up)<br><br>1.4. Systems validates the company information encoded | None            | None            | Applicant/Registrant                          |
| 2. Brings 3 sets of signed and notarized hard copies to SEC, secures number for the legal unit                                                                                                                                  | 2. Calls the applicant and processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and                                                                                                                                                                                                                                                                                    |                 | 30 minutes      | Securities Counsel II<br>Securities Counsel I |

| CLIENT STEPS                                                                       | AGENCY ACTIONS                                                                                                                                                                                    | FEES TO BE PAID                                                                                                                                                                                                                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                    | <p>applicable SEC rules and regulations</p> <p>2.1. If compliant, processor approves for payment and/or for receiving</p> <p>2.2. If non-compliant, application will be returned to the party</p> |                                                                                                                                                                                                                                                                                                                    |                 |                    |
| 3. Client presents approved registration documents and pays the corresponding fees | 3. Issues official receipt and Order of Payment                                                                                                                                                   | <p>a) <u>Articles of Partnership</u>: 1/5 of 1% of the Partnership's capital but not less than P2,000.00 plus</p> <p>b) 1% Legal Research Fee (LRF) of not less than P20.00.</p> <p>c) Name reservation: P100.00 for each partnership name and trade name, if applicable;</p> <p>c) Documentary Stamp – P30.00</p> | 10 minutes      | Cashier            |

| CLIENT STEPS                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | FEES TO BE PAID                                                    | PROCESSING TIME                                                                                                                | PERSON RESPONSIBLE                                                                 |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
|                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | d) Application under the Foreign Investments Act (FIA) – P3,000.00 |                                                                                                                                |                                                                                    |
| 4. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment | <p>4. Officially receives and stamps the hard copies of the registration application.</p> <p>4.1. Informs the client to follow-up within 1 day</p> <p>4.2. Forwards to Office of the Director for generation of the Certificate of Registration (COR)</p> <p>4.3. Prints Certificate of Registration and enters company details in the SEC EO Masterlist</p> <p>4.4. Reviews the application and the contents of the Certificate and if in order, signs the Certificate of Registration; otherwise, the application is returned to processor or the certificate to the Confidential</p> | None                                                               | <p>10 minutes for all sets</p> <p>5 minutes</p> <p>Within 4 hours from receipt of registration documents</p> <p>20 minutes</p> | <p>Computer Operator<br/>COS</p> <p>Confidential Assistant III</p> <p>Director</p> |

| CLIENT STEPS                                                                                                                                                             | AGENCY ACTIONS                                                                                                           | FEES TO BE PAID                                                                                                                                                                                                                  | PROCESSING TIME     | PERSON RESPONSIBLE                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------|
|                                                                                                                                                                          | Assistant for correction of the certificate<br><br>4.5. Forwards signed Certificate and corporate file to Releasing Unit |                                                                                                                                                                                                                                  | 5 minutes           | Confidential Assistant III         |
| 5. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Registration | 5. Releases signed Certificate of Registration                                                                           | None                                                                                                                                                                                                                             | 10 minutes          | Administrative Assistant II<br>COS |
| TOTAL                                                                                                                                                                    |                                                                                                                          | a) <u>Articles of Partnership</u> : 1/5 of 1% of the Partnership's capital but not less than P2,000.00 plus<br>b) 1% Legal Research Fee (LRF) of not less than P20.00.<br>c) Name reservation: P100.00 for each partnership name | 5 hours, 30 minutes |                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                       | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | and trade name, if applicable;<br>c) Documentary Stamp – P30.00<br>d) Application under the Foreign Investments Act (FIA) – P3,000.00 |                 |                    |

## 18. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

|                                                                                                                      |  |                                                                               |  |
|----------------------------------------------------------------------------------------------------------------------|--|-------------------------------------------------------------------------------|--|
| <b>Office or Division:</b>                                                                                           |  | <b>SEC Extension Office – Davao Extension Office</b>                          |  |
| <b>Classification:</b>                                                                                               |  | Highly Technical                                                              |  |
| <b>Type of Transaction:</b>                                                                                          |  | G2B – Government to Business                                                  |  |
| <b>Who may avail:</b>                                                                                                |  | All registered domestic corporations through their Authorized Representatives |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                     |  | <b>WHERE TO SECURE</b>                                                        |  |
| <b>Basic Requirements</b>                                                                                            |  | To be provided by client                                                      |  |
| 1. Latest Audited Financial Statement                                                                                |  |                                                                               |  |
| 2. Latest General Information Sheet                                                                                  |  |                                                                               |  |
| <b>Additional Requirements</b>                                                                                       |  |                                                                               |  |
| 3) Copy of Registration of Stock and Transfer Book/Membership Book                                                   |  |                                                                               |  |
| 4) Copy of the latest Confirmation of Payment (COP), if any                                                          |  |                                                                               |  |
| 5) Secretary’s Certificate explaining the double filing of General Information Sheet                                 |  |                                                                               |  |
| 6) Secretary’s Certificate of No Intra-Corporate Dispute                                                             |  |                                                                               |  |
| 7) Secretary’s Certificate (Clarification)                                                                           |  |                                                                               |  |
| 8) Affidavit of the Corporate Secretary (Anti-Dummy Law/One and the Same/Auditor);                                   |  |                                                                               |  |
| 9) General Form for Financial Statements when the gross revenue/total assets exceeds Five Million Pesos (P5,000,000) |  |                                                                               |  |
| 10) OGA’s Acknowledgement on Functional Currency                                                                     |  |                                                                               |  |

| CLIENT STEPS                                                                                          | AGENCY ACTIONS                                                                                  | FEES TO BE PAID | PROCESSING TIME                                                             | PERSON RESPONSIBLE                                  |
|-------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------|-----------------------------------------------------|
| 1. Fills up request form and secures number from the Records Unit for the retrieval of corporate file | 1. Retrieves the corporate records and checks the reports submitted:                            | None            | 30 minutes                                                                  | Administrative Assistant II<br>COS                  |
|                                                                                                       | 1.1.1. If reports are not current, advises client to submit lacking reports first               |                 |                                                                             |                                                     |
|                                                                                                       | 1.2. For corporations with updated reports, client is advised when to follow-up within 16 days. |                 | 5 minutes                                                                   | Administrative Officer IV                           |
|                                                                                                       | 1.3. Prints Document Index List                                                                 |                 | 5 minutes                                                                   | Securities Specialist II<br>Securities Specialist I |
|                                                                                                       | 1.4. Endorses request and corporate records to examiner                                         |                 | 5 minutes                                                                   |                                                     |
|                                                                                                       | 1.5. Determines compliance, deficiencies and violations.                                        |                 | Within 16 days from date of request<br>(45 minutes average per corporation) |                                                     |

| CLIENT STEPS               | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                               |
|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------------------------------------------------------------------|
|                            | <p>1.5.1.If compliant, prepares Monitoring Sheet.</p> <p>1.5.2.If not compliant, contacts client to inform him/her of findings.</p>                                                                                                                                                                                                                                                           |                 |                 |                                                                                  |
| 2. Returns on assigned day | <p>2. Presents the findings to the applicant</p> <p>2.1. If there are deficiencies, the same have to be complied with first before MS may be issued.</p> <p>2.2. If there are penalties imposed and/or findings that the party needs only to be informed and the client is agreeable to the findings presented, the client will be advised to pay penalty, if any, to cashier (to step 3)</p> |                 | 30 minutes      | Administrative Officer IV<br>Securities Specialist II<br>Securities Specialist I |

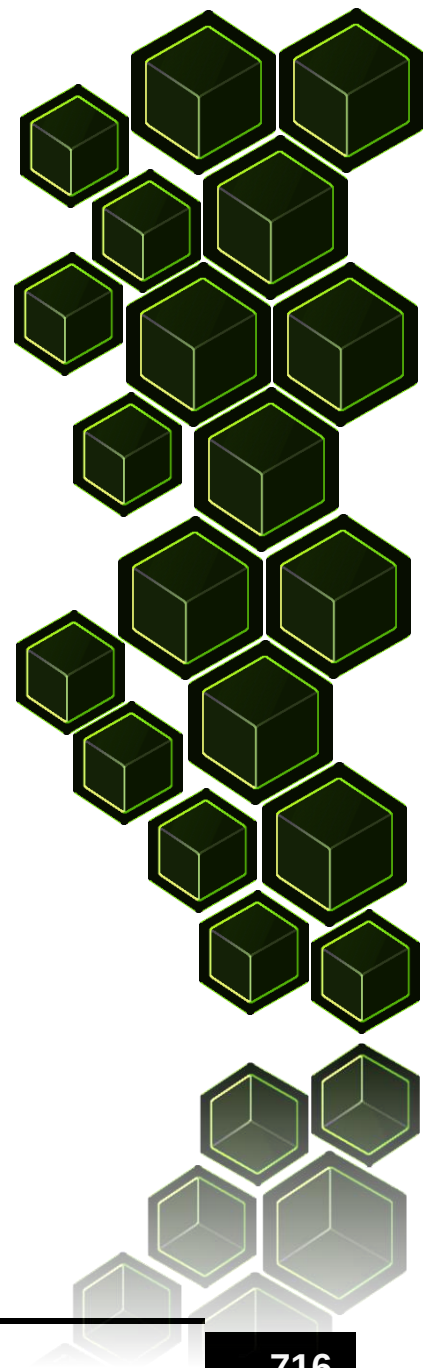


| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>2.3. Note: Applicant with request for reduction or payment in installment of fines, the procedure for reduction of fines or payment in installment will be followed.</p> <p>2.4. Note: If applicable, clarification and further compliance may be required by the monitoring officer prior to the release of the monitoring sheet (with the approval of EO Director, a clarificatory conference with the parties may be called).</p> <p>2.5. If there are no deficiencies, the monitoring sheet prepared by the monitoring officer will indicate such finding and will be directly submitted to the</p> |                 |                 |                    |

| CLIENT STEPS                                                                   | AGENCY ACTIONS                                                                                                                   | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                     | PROCESSING TIME              | PERSON RESPONSIBLE                              |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------|-------------------------------------------------|
|                                                                                | Director for review and signature (client to step 4)                                                                             |                                                                                                                                                                                                                                                                                                                                     |                              |                                                 |
| 3. Presents Monitoring Sheet and pays the corresponding fines and/or penalties | 3. Issues the Official Receipt                                                                                                   | Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010 | 10 minutes                   | Cashier                                         |
| 4. Returns Monitoring Sheet to Records Unit                                    | 4. Attaches Monitoring Sheet to corporate file<br><br>4.1. Forwards documents to Office of the Director for review and signature | None                                                                                                                                                                                                                                                                                                                                | 10 minutes<br><br>15 minutes | Administrative Assistant II COS<br><br>Director |

| CLIENT STEPS                            | AGENCY ACTIONS                                                                                                                                | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME             | PERSON RESPONSIBLE                 |
|-----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|------------------------------------|
|                                         | <p>4.2. Evaluates monitoring sheet; if in order, signs the sheet</p> <p>4.3. Forwards signed monitoring sheet to Records Unit for release</p> |                                                                                                                                                                                                                                                                                                                                            | 5 minutes                   | Confidential Assistant III         |
| 5. Receives the signed Monitoring Sheet | 5. Releases signed Certificate of Registration                                                                                                | None                                                                                                                                                                                                                                                                                                                                       | 10 minutes                  | Administrative Assistant II<br>COS |
| TOTAL                                   |                                                                                                                                               | <p>Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010</p> | 16 days, 2 hours, 5 minutes |                                    |

**INTERIM GUIDELINES FOR THE LIMITED MANUAL  
OPERATIONS OF THE DAVAO EXTENSION OFFICE DURING  
THE PERIOD OF STATE OF NATIONAL EMERGENCY DUE TO  
PANDEMIC OR IN THE EVENT OF OTHER MAJOR  
DISRUPTION WHETHER CAUSED BY A NATURAL DISASTER  
OR OTHER CAUSES**



## 19. Simple Registration of Corporations through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of domestic corporations without secondary licenses for the duration of the public health emergency undertaken as safety precaution for the DEO staff.

|                                                                                                                              |                                                             |                                                                                                                                                                                                                                                                                                     |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Office or Division:                                                                                                          | SEC Extension Office – Davao Extension Office               |                                                                                                                                                                                                                                                                                                     |
| Classification:                                                                                                              | Simple                                                      |                                                                                                                                                                                                                                                                                                     |
| Type of Transaction:                                                                                                         | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                                                                                     |
| Who may avail:                                                                                                               | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                                                                                     |
| CHECKLIST OF REQUIREMENTS                                                                                                    |                                                             | WHERE TO SECURE                                                                                                                                                                                                                                                                                     |
| Basic Requirements (2 sets original, 1 set photocopy)                                                                        |                                                             | Company Registration System (CRS)                                                                                                                                                                                                                                                                   |
| 1. Cover Sheet (for stock and non-stock corporations)                                                                        |                                                             | SEC Extension Office                                                                                                                                                                                                                                                                                |
| 2. Articles of Incorporation (for stock and non-stock corporations)                                                          |                                                             | <ul style="list-style-type: none"><li>CRS website: <a href="http://crs.sec.gov.ph">crs.sec.gov.ph</a></li><li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li></ul> |
| 3. By-Laws (for stock and non-stock corporations)                                                                            |                                                             |                                                                                                                                                                                                                                                                                                     |
| 4. Treasurer’s Affidavit (for stock corporation only)                                                                        |                                                             |                                                                                                                                                                                                                                                                                                     |
| 5. Affidavits (Accuracy and Correctness)                                                                                     |                                                             |                                                                                                                                                                                                                                                                                                     |
| Additional Requirements                                                                                                      |                                                             |                                                                                                                                                                                                                                                                                                     |
| 1. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH |                                                             |                                                                                                                                                                                                                                                                                                     |
| 2. For Foundations, notarized Bank Certificate of at least P1M and Notarized Statement of Willingness to be Audited          |                                                             |                                                                                                                                                                                                                                                                                                     |

### 3. Endorsement from concerned agencies

| CLIENT STEPS                                                                                                                                                                                                                               | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                               | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|
| <p>1. Creates an email account in the CRS</p> <p>1.1. Verifies, reserves or appeals the proposed company name with or without trade name/s</p> <p>1.2. Starts filling out company details and submit forms on-line (must achieve 100%)</p> | <p>1. System sends verification confirmation to allow applicant to sign-in into the facilities therein.</p> <p>1.1. (Email account created automatically expires within 90 calendar days if inactive)</p> <p>1.2. System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019</p> <p>1.3. (Reservation of proposed company name expires on the 4<sup>th</sup> day if in-forms are not filled up)</p> | None            | None            | Applicant/Registrant |

| CLIENT STEPS                                                                                                                  | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID | PROCESSING TIME                                                                   | PERSON RESPONSIBLE                            |
|-------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------------------------------------------------------------------------|-----------------------------------------------|
|                                                                                                                               | 1.4. Systems validates the company information encoded                                                                                                                                                                                                                                                                                                                                                                                                                              |                 |                                                                                   |                                               |
| 2. Submits the hard copies of signed and notarized documents through a dropbox located at the main entrance of the DEO office | <p>2. Gets the application documents from the dropbox and distributes the applications among themselves</p> <p>2.1. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations</p> <p>2.2. If the documents submitted are complete and in order, the processor will approve the application for payment or for</p> |                 | <p>1 day after dropbox retrieval (for disinfecting purpose)</p> <p>45 minutes</p> | Securities Counsel II<br>Securities Counsel I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>receiving and will contact the entity representative to inform him/her of the status of application</p> <p>2.3. If the documents are incomplete or are for correction, the Reviewing processor shall call or e-mail the contact person to inform of the deficiencies/lacking documents and set a date and time for appointment with the applicant for the latter to bring the lacking documents and/or effect corrections on the application documents. Once corrected and/or complied with, the processor will approve the application either for payment or for</p> |                 |                 |                    |



| CLIENT STEPS                                                                       | AGENCY ACTIONS                                  | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | PROCESSING TIME | PERSON RESPONSIBLE |
|------------------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                                                                    | receiving (proceed to item 5)                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                 |                    |
| 3. Client presents approved registration documents and pays the corresponding fees | 3. Issues official receipt and Order of Payment | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher<br/> <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher<br/> <u>By-Laws for both stock and non-stock corporations:</u> P 1,000<br/> <u>Articles of Incorporation for non-stock corporation:</u> P 1,000<br/> <u>Foreign Investments Act (FIA) Form 100:</u> P3,000.00</p> | 10 minutes      | Cashier            |



| CLIENT STEPS                                                                                                             | AGENCY ACTIONS                                                                                                                                                                                                                                                  | FEES TO BE PAID | PROCESSING TIME                                       | PERSON RESPONSIBLE                 |
|--------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------------|------------------------------------|
|                                                                                                                          | enters company details in the SEC EO Masterlist                                                                                                                                                                                                                 |                 | Within 4 hours from receipt of registration documents |                                    |
|                                                                                                                          | 4.4. Reviews the application and the contents of the Certificate and if in order, signs the Certificate of Registration; otherwise, the application is returned to processor or the certificate to the Confidential Assistant for correction of the certificate |                 | 20 minutes                                            | Director                           |
|                                                                                                                          | 4.5. Forwards signed Certificate and corporate file to Releasing Unit                                                                                                                                                                                           |                 | 5 minutes                                             | Confidential Assistant III         |
| 5. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and | 5. Registers Stock and Transfer book                                                                                                                                                                                                                            | None            | 10 minutes                                            | Administrative Assistant II<br>COS |

| CLIENT STEPS                                    | AGENCY ACTIONS                                   | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | PROCESSING TIME            | PERSON RESPONSIBLE |
|-------------------------------------------------|--------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------|--------------------|
| receives the signed Certificate of Registration | 5.1. Releases signed Certificate of Registration |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                            |                    |
| TOTAL                                           |                                                  | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher<br/> <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher<br/> <u>By-Laws for both stock and non-stock corporations:</u> P 1,000<br/> <u>Articles of Incorporation for non-stock corporation:</u> P 1,000</p> | 1 day, 5 hours, 45 minutes |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                             | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>Foreign Investments Act (FIA) Form 100: P3,000.00</u><br><u>Company Name Reservation: P100.00</u><br><u>Each additional trade name/s: P100.00</u><br><u>Documentary Stamp Tax: P30.00</u><br><u>Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P 10.00)</u> |                 |                    |

## 20. Simple Registration of Corporations with 2-4 Incorporators Through Interim System

This service details the procedure on registration of corporations consisting of 2-4 incorporators pursuant to Section 10 of the Revised Corporation Code (RCC).

|                                                  |                                                             |                        |  |
|--------------------------------------------------|-------------------------------------------------------------|------------------------|--|
| <b>Office or Division:</b>                       | <b>SEC Extension Office – Davao Extension Office</b>        |                        |  |
| <b>Classification:</b>                           | Simple                                                      |                        |  |
| <b>Type of Transaction:</b>                      | G2C – Government to Client; G2B – Government to Business    |                        |  |
| <b>Who may avail:</b>                            | All Natural and Juridical persons and their representatives |                        |  |
| <b>CHECKLIST OF REQUIREMENTS</b>                 |                                                             | <b>WHERE TO SECURE</b> |  |
| 1.) Cover Sheet<br>2.) Articles of Incorporation |                                                             | SEC Extension Office   |  |

|                                                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>3.) Treasurer's Affidavit (for 2-4 only, optional if Treasurer's Certificate in accordance with the RCC is incorporated in the Articles of Incorporation (AI))</p> <p>4.) By-Laws</p> <p>5.) Foreign Investments Act Form 100 (with more than 40% foreign equity) whose paid-up capital is CASH</p> <p><b>*Please be informed to arranged in accordance with the order in the checklist in 2 original and 2 photocopies</b></p> | <ul style="list-style-type: none"> <li>Interim System: <a href="https://apps004.sec.gov.ph:8001/application">https://apps004.sec.gov.ph:8001/application</a></li> <li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li> </ul> |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

| CLIENT STEPS                                                                                                                                  | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | FEES TO BE PAID | PROCESSING TIME      | PERSON RESPONSIBLE          |
|-----------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----------------------------|
| 1. Logs on to website to submit the proposed company name and input details of the articles of incorporation and submits the said application | <p>1. Processor will review the application and will be advised of the status through the email address indicated in the application</p> <p>1.1. If status is disapproved, applicant has to fill-out the application form again following the modification requirements set forth by the reviewing officer indicated on the disapproval notice</p> <p>1.2. If status of application form is approved, applicant may pay the registration fees specified on the payment assessment form, and submit proof of payment, signed</p> | None            | Within 1 working day | Assigned Securities Counsel |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                     | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE   |
|-----------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|
|                                                                                         | and notarized hard copies of the registration documents to the selected SEC Office within thirty (30) calendar days from the date of payment of registration fees. |                                                                                                                                                                                                                                                                                                                                                                           |                 |                      |
| 2. Prepares necessary documents containing the same information as the inputted details | 2. None                                                                                                                                                            | None                                                                                                                                                                                                                                                                                                                                                                      |                 | Applicant/Registrant |
| 3. Pays for the registration fee as indicated in the PAF                                | 3. Accepts the PAF and issues the OR                                                                                                                               | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u><br>1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u><br>1/5 of 1% of the authorized capital stock computed at P100 per share but not less than | 10 minutes      | Cashier              |

| CLIENT STEPS                                                                               | AGENCY ACTIONS                                                                                       | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | PROCESSING TIME                                           | PERSON RESPONSIBLE                            |
|--------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|-----------------------------------------------|
|                                                                                            |                                                                                                      | P 2,000 or the<br>issue value of the<br>subscribed capital<br>stock whichever is<br>higher<br><u>By-Laws:</u> P 1,000<br><u>Foreign</u><br><u>Investments Act</u><br><u>(FIA) Form 100:</u><br>P3,000.00<br><u>Company Name</u><br><u>Reservation:</u><br>P100.00<br><u>Each additional</u><br><u>trade name/s:</u><br>P100.00<br><u>Documentary</u><br><u>Stamp Tax:</u><br>P30.00<br><u>Legal Research</u><br><u>Fee (LRF):</u> 1% of<br>the Filing Fee but<br>not less than Ten<br>Pesos (P 10.00) |                                                           |                                               |
| 4. Submits the hard copies of signed and notarized documents and proof of payment though a | 4. Gets the application documents from the dropbox and distributes the applications among themselves | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 1 day after dropbox retrieval (for disinfecting purposes) | Securities Counsel II<br>Securities Counsel I |



| CLIENT STEPS                                                                                                    | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | FEES TO BE PAID | PROCESSING TIME                                 | PERSON RESPONSIBLE       |
|-----------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------------------------------------|--------------------------|
| dropbox located at the main entrance of the DEO office                                                          | <p>4.1. Compares submitted documents to details in the system and inputs payment details in the CoRes system</p> <p>4.2. If documents are found to be proper, counsel will be the one to do item 5 and will inform the client when to claim certificate</p> <p>4.3. If there are discrepancies in the physical document and in the details in the system the client will be requested to come to the office on a specific date and time to make the necessary corrections before endorsing to receiving unit</p> |                 | 15 minutes                                      |                          |
| 5. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment | <p>5. Officially receives and stamps the hard copies of the registration application.</p> <p>5.1. Informs the client to follow-up within 1 day.</p> <p>5.2. Forwards to Office of the Director for generation of the Certificate of Registration (COR)</p>                                                                                                                                                                                                                                                       | None            | <p>10 minutes for all sets</p> <p>5 minutes</p> | Computer Operator<br>COS |

| CLIENT STEPS                                                                                                                                                             | AGENCY ACTIONS                                                                                                                                                             | FEES TO BE PAID                                                                                                   | PROCESSING TIME                                       | PERSON RESPONSIBLE                 |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------|------------------------------------|
|                                                                                                                                                                          | 5.3. Reviews the application and if in order, approves the printing of the Certificate of Registration; otherwise, the application is returned to processor for correction |                                                                                                                   | 20 minutes                                            | Director                           |
|                                                                                                                                                                          | 5.4. Prints Certificate of Registration and enters company details in the SEC EO Masterlist                                                                                |                                                                                                                   | Within 4 hours from receipt of registration documents | Confidential Assistant III         |
|                                                                                                                                                                          | 5.5. Signs the certificate                                                                                                                                                 |                                                                                                                   | 3 minutes                                             | Director                           |
|                                                                                                                                                                          | 5.6. Forwards signed Certificate and corporate file to Releasing Unit                                                                                                      |                                                                                                                   | 5 minutes                                             | Confidential Assistant III         |
| 6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Registration | 6. Releases signed Certificate of Registration                                                                                                                             | None                                                                                                              | 10 minutes                                            | Administrative Assistant II<br>COS |
| TOTAL                                                                                                                                                                    |                                                                                                                                                                            | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u><br>1/5 of 1% of the | 2 days, 5 hours, 18 minutes                           |                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value:</u><br/>1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws:</u> P 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u><br/>P3,000.00</p> <p><u>Company Name Reservation:</u><br/>P100.00</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEE TO BE PAID                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>Each additional trade name/s:</u><br>P100.00<br><u>Documentary Stamp Tax:</u><br>P30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00) |                 |                    |

## 21. Simple Registration of One Person Corporations Through Interim System (Pursuant to Section 10 of RCC)

This service details the procedure on registration of one person corporations pursuant to Section 10 of the Revised Corporation Code (RCC).

|                                                        |                                                             |                                                                                                                                                                                                                                                                                                                                                           |  |
|--------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Office or Division:                                    | SEC Extension Office – Davao Extension Office               |                                                                                                                                                                                                                                                                                                                                                           |  |
| Classification:                                        | Simple                                                      |                                                                                                                                                                                                                                                                                                                                                           |  |
| Type of Transaction:                                   | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                                                                                                                                                                                                           |  |
| Who may avail:                                         | All Natural and Juridical persons and their representatives |                                                                                                                                                                                                                                                                                                                                                           |  |
| CHECKLIST OF REQUIREMENTS                              |                                                             | WHERE TO SECURE                                                                                                                                                                                                                                                                                                                                           |  |
| Basic Requirements (2 sets original, 2 sets photocopy) |                                                             | SEC Extension Office                                                                                                                                                                                                                                                                                                                                      |  |
| 1. Cover Sheet                                         |                                                             | <ul style="list-style-type: none"><li>Interim System: <a href="https://apps004.sec.gov.ph:8001/application">https://apps004.sec.gov.ph:8001/application</a></li><li>Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a></li></ul> |  |
| 2. Articles of Incorporation                           |                                                             |                                                                                                                                                                                                                                                                                                                                                           |  |

|                                                                                                                                                                                                                 |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>3. Acceptance of Nominee and Alternate Nominee</b><br><br><b>Additional Requirements</b><br><br><b>1. Foreign Investments Act Form 100 (with more than 40% foreign equity) whose paid-up capital is CASH</b> |  |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

| CLIENT STEPS                                                                                                                                  | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | FEES TO BE PAID | PROCESSING TIME      | PERSON RESPONSIBLE                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|-----------------------------------------------|
| 1. Logs on to website to submit the proposed company name and input details of the articles of incorporation and submits the said application | 1. Processor will review the application and will be advised of the status through the email address indicated in the application<br><br>1.1. If status is disapproved, applicant has to fill-out the application form again following the modification requirements set forth by the reviewing officer indicated on the disapproval notice<br><br>1.2. If status of application form is approved, applicant is directed to pay the registration fees specified on the payment assessment form, and submit proof of payment, signed and notarized hard copies of the registration documents to the selected SEC Office within thirty | None            | Within 1 working day | Securities Counsel II<br>Securities Counsel I |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                    | FEES TO BE PAID                                                                                                                                                                                                                                                                                                           | PROCESSING TIME | PERSON RESPONSIBLE   |
|-----------------------------------------------------------------------------------------|-------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|
|                                                                                         | (30) calendar days from the date of payment of registration fees. |                                                                                                                                                                                                                                                                                                                           |                 |                      |
| 2. Prepares necessary documents containing the same information as the inputted details | 2. None                                                           | None                                                                                                                                                                                                                                                                                                                      | None            | Applicant/Registrant |
| 3. Pays for the registration fee as indicated in the payment assessment form            | 3. Accepts the payment assessment form and issues the OR          | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u><br>1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock | 10 minutes      | Cashier              |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>Foreign Investments Act (FIA)</u></p> <p><u>Form 100:</u><br/>P3,000.00</p> <p><u>Company Name Reservation:</u><br/>P100.00</p> <p><u>Each additional trade name/s:</u><br/>P100.00</p> <p><u>Documentary Stamp Tax:</u><br/>P30.00</p> <p><u>Legal Research Fee</u></p> |                 |                    |

| CLIENT STEPS                                                                                                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                               | FEES TO BE PAID                                                           | PROCESSING TIME                                 | PERSON RESPONSIBLE                            |
|-------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------|-------------------------------------------------|-----------------------------------------------|
|                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                              | <u>(LRF)</u> : 1% of the Filing Fee but not less than Ten Pesos (P 10.00) |                                                 |                                               |
| 4. Presents the 4 sets of signed and notarized registration documents and proof of payment (within 30 days from date of payment of registration fees) | <p>4. Compares physical registration documents to details encoded by applicant/registrant in the system and inputs payment details in the CoRes system</p> <p>4.1. If documents are found to be proper, client proceeds to receiving unit</p> <p>4.2. If there are discrepancies in the physical document and in the details in the system, the client is requested to make the necessary corrections before endorsing to receiving unit</p> | None                                                                      | 15 minutes                                      | Securities Counsel II<br>Securities Counsel I |
| 5. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment                                       | <p>5. Officially receives and stamps the hard copies of the registration application.</p> <p>5.1. Informs the client to follow-up within 1 day.</p>                                                                                                                                                                                                                                                                                          | None                                                                      | <p>10 minutes for all sets</p> <p>5 minutes</p> | Computer Operator<br>COS                      |



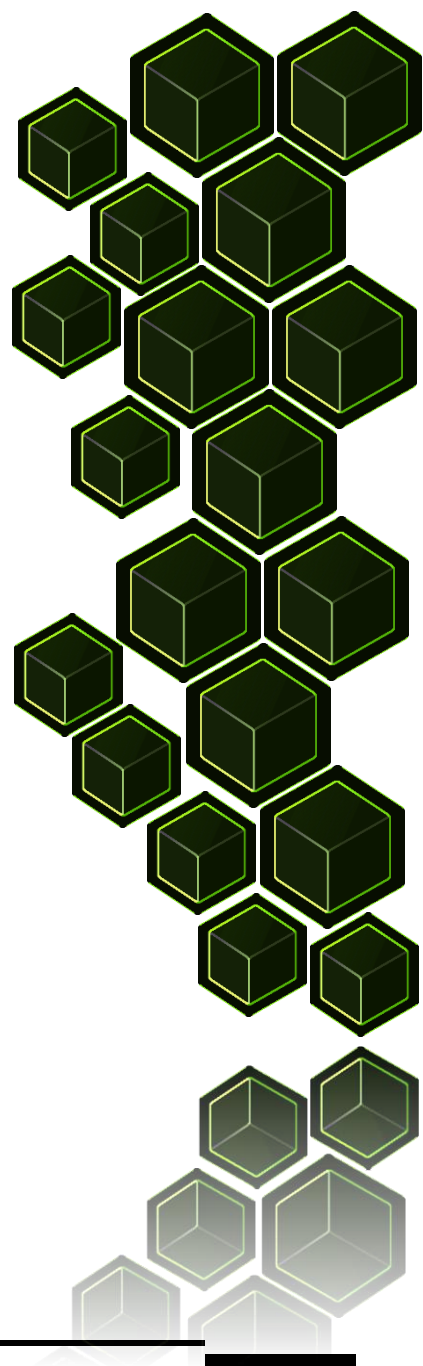
| CLIENT STEPS                                                                                                                                                             | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | FEES TO BE PAID                           | PROCESSING TIME                                                                                               | PERSON RESPONSIBLE                                                                               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------|
|                                                                                                                                                                          | 5.2. Forwards to Office of the Director for generation of the Certificate of Registration (COR)<br><br>5.3. Reviews the application and if in order, approves the printing of the Certificate of Registration; otherwise, the application is returned to processor for correction<br><br>5.4. Prints Certificate of Registration and enters company details in the SEC EO Masterlist<br><br>5.5. Signs the certificate<br><br>5.6. Forwards signed Certificate and corporate file to Releasing Unit |                                           | 20 minutes<br><br><br>Within 4 hours from receipt of registration documents<br><br>3 minutes<br><br>5 minutes | Director<br><br><br>Confidential Assistant III<br><br>Director<br><br>Confidential Assistant III |
| 6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the signed Certificate of Registration | 6. Releases signed Certificate of Registration                                                                                                                                                                                                                                                                                                                                                                                                                                                      | None                                      | 10 minutes                                                                                                    | Administrative Assistant II<br>COS                                                               |
| TOTAL                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <u>For stock corporation based on the</u> | 1 day, 5 hours, 18 minutes                                                                                    |                                                                                                  |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>authorized capital stock:</u><br><u>With par value:</u><br>1/5 of 1% of the authorized capital stock but not less than P 2,000<br>or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribed capital stock |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                               | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>whichever is higher</p> <p><u>Foreign Investments Act (FIA) Form 100:</u><br/>P3,000.00</p> <p><u>Company Name Reservation:</u><br/>P100.00</p> <p><u>Each additional trade name/s:</u><br/>P100.00</p> <p><u>Documentary Stamp Tax:</u><br/>P30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00)</p> |                 |                    |

## **EXTENSION OFFICES ZAMBOANGA CITY**

**SEC Bldg., San Jose Panigayan Street,  
Zamboanga City**



## 1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                               |                                                                                                                                                                                                                                                                                             |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>SEC Zamboanga Extension Office – (SEC-ZEO)</b>                             |                                                                                                                                                                                                                                                                                             |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Simple and Complex                                                            |                                                                                                                                                                                                                                                                                             |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | G2B – Government to Business                                                  |                                                                                                                                                                                                                                                                                             |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | All registered domestic corporations through their Authorized Representatives |                                                                                                                                                                                                                                                                                             |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                               | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                      |
| <b>Basic Requirements (STOCK OR NON-STOCK CORPORATIONS) (1 set original and 3 sets photocopies)</b>                                                                                                                                                                                                                                                                                                                                                                                          |                                                                               | May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk of respective SEC EO or through the Commission's website at <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a> |
| <b>1. Amended Articles of Incorporation/By-laws</b>                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                               |                                                                                                                                                                                                                                                                                             |
| <b>2. Directors` or Trustees` Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their names</b> |                                                                               |                                                                                                                                                                                                                                                                                             |
| <b>3. Notarized Secretary`s Certificate on no pending case of intra-corporate dispute</b>                                                                                                                                                                                                                                                                                                                                                                                                    |                                                                               |                                                                                                                                                                                                                                                                                             |
| <b>4. Compliance Monitoring Division (CMD) / EO Monitoring Officer Clearance</b>                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                               | SEC Extension Office                                                                                                                                                                                                                                                                        |
| <b>Additional Requirements</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                               |                                                                                                                                                                                                                                                                                             |
| <b>5. Clearance from other SEC departments, if applicable</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                               | Corporate Governance and Finance Department (CGFD)<br>Markets and Securities Regulation Department (MSRD)                                                                                                                                                                                   |
| <b>6. -For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf</b>                                                                                                                                                                                                                                                                                                                                                          |                                                                               | BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES                                                                                                                                                                                                                   |

|                                                                                                                                                     |                                                                                                                                                                                                                                                                                            |
|-----------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| clubs), listed and public companies and foundation (1 original copy)                                                                                |                                                                                                                                                                                                                                                                                            |
| 7. -For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy)                                              | A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas<br>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission<br>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas |
| 8. Endorsement from other government agencies, if applicable (1 original copy)                                                                      |                                                                                                                                                                                                                                                                                            |
| 9. If the provision to be amended is the corporate name, submit:                                                                                    | Name verification slip may be secured manually through the CRMD by the verifying officer;                                                                                                                                                                                                  |
| 10. Name Verification Slip (1 original)                                                                                                             | May secure copy from the Public Assistance and Complaint Desk/ Officer of the Day                                                                                                                                                                                                          |
| 11. Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the AI)                   | May secure copy from the Public Assistance and Complaint Desk/ Officer of the Day or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a>                               |
| 12. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101                     | May secure copy from the Public Assistance and Complaint Desk/ Officer of the Day or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a>                               |
| 13. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit F-102 |                                                                                                                                                                                                                                                                                            |

| CLIENT STEPS                                                                                                                                                                                                                                  | AGENCY ACTIONS                                                                                                                                                                                                                 | FEES TO BE PAID                             | PROCESSING TIME                            | PERSON RESPONSIBLE                                                                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------|--------------------------------------------|-------------------------------------------------------------------------------------------|
| 1. If corporate name is for amendment:<br><br>1.1. Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s)<br><br>1.2. If name is rejected, registrant may appeal for the proposed corporate name | 1. Approves or denies proposed name/s or trade name/s<br><br>1.1. Approves or denies appeal for the proposed name/s or trade name/s                                                                                            | P100.00 per proposed corporate/trade name/s | 10 minutes<br><br>4-7 hours (CRMD process) | Name Verification Officer/COS<br><br>Administrative Assistant I                           |
| 2. For pre-processing,<br><br>2.1. Secures queueing number from the OOTD and proceeds to EO Securities Specialist II for presentation of documentary requirements                                                                             | 2. Verifies completeness of amendment requirements<br><br>2.1. If documents are complete:<br><br>2.1.1. Endorses documents to Securities Counsel I<br><br>2.2. If documents are incomplete:<br><br>2.2.1. Returns documents to | None                                        | 5-15 minutes                               | EO Frontline Staff/<br>COS/EO Securities Specialist II<br><br>EO Securities Specialist II |

| CLIENT STEPS                                                                 | AGENCY ACTIONS                                                                                                                                                                | FEES TO BE PAID                                                                                                                                                                                                      | PROCESSING TIME  | PERSON RESPONSIBLE                                      |
|------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|---------------------------------------------------------|
|                                                                              | clients for compliance                                                                                                                                                        |                                                                                                                                                                                                                      |                  |                                                         |
| 3. Waits for the corporation's name to be called by the Securities Counsel I | 3. Processes and evaluates application for amendment<br><br>3.1. If compliant, issues Payment Assessment Form<br><br>3.2. If non-compliant, issues a checklist for compliance | None                                                                                                                                                                                                                 | 1-2 working days | Securities Counsel I<br><br>EO Securities Specialist II |
| 4. Pays the filing fee                                                       | 4. Issues the Official Receipt and machine-validated Payment Assessment Form                                                                                                  | Filing Fees:<br><br>Amendment of Articles of Inc. or By-laws :<br>P1,040.00<br>(*+**+***)<br><br>If Amendment of Articles of Inc. and By-laws:<br>P2,080.00<br>(*+*+**+**+***+***)<br><br>* Amendment of Articles of | 10 minutes       | SEC Cashier                                             |



| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                  | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>Incorporation – P1,000.00</p> <p>Amendment of By-Laws – P1,000.00</p> <p><br/></p> <p>**Documentary Stamp Taxes - P30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (P10.00)</p> <p>**** Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s</p> <p>*****Amendment by increasing foreign equity FIA forms (P3,000.00)</p> |                 |                    |

| CLIENT STEPS                                                                                                                                                       | AGENCY ACTIONS                                                                                                                                                                                                                                                   | FEES TO BE PAID     | PROCESSING TIME | PERSON RESPONSIBLE                                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|-----------------|-------------------------------------------------------------------|
|                                                                                                                                                                    |                                                                                                                                                                                                                                                                  | with LRF of P30.00) |                 |                                                                   |
| 5. Proceeds to EO Counter for presentment of documentary requirements with proof of payment                                                                        | 5. Receives and verifies documentary requirements and proofs of payment                                                                                                                                                                                          | None                | 5 minutes       | EO Frontline Staff<br>COS<br>EO Securities Specialist II          |
| 6. Waits for the issuance of signed Certificate                                                                                                                    | 7. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws<br><br>7.1. Signs the Certificate of Amended Articles of Incorporation and/or By-laws<br><br>7.2. Encodes signed Certificate of Amended Articles of Incorporation and/or By-laws | None                | 15 minutes      | EO Securities Specialist II<br><br><br>EO Director<br><br><br>COS |
| 8. Proceeds to EO Counter for presentment of the original proof of payment and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws | 8. Releases signed Certificate of Amended Articles of Incorporation and/or By-laws                                                                                                                                                                               | None                | 5 minutes       | EO Frontline Staff/<br>COS                                        |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                             | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| TOTAL        |                | <p>Filing Fees:</p> <p>Amendment of Articles of Inc. or By-laws :<br/>P1,040.00<br/>(*+**+***)</p> <p>If Amendment of Articles of Inc. and By-laws:<br/>P2,080.00<br/>(*+*+**+**+***+***)</p> <p>* Amendment of Articles of Incorporation –<br/>P1,000.00<br/>Amendment of By-Laws – P1,000.00</p> <p>**Documentary Stamp Taxes -<br/>P30.00<br/>***Legal Research Fee-</p> | 3 days          |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | 1% of the Filing Fee for amendment (P10.00)<br>**** Amendment with corporate/trade names, with additional P100.00 per reserved corporate/trade name/s<br>***** Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) |                 |                    |

## 2. Application for Amendment of Partnerships

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

|                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                               |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                        | <b>SEC Zamboanga Extension Office (SEC-ZEO)</b>                                                                                                                                                                                                                                                               |
| <b>Classification:</b>                                                                                                                                            | Simple                                                                                                                                                                                                                                                                                                        |
| <b>Type of Transaction:</b>                                                                                                                                       | G2B – Government to Business;G2C- Government to Client                                                                                                                                                                                                                                                        |
| <b>Who may avail:</b>                                                                                                                                             | All registered partnerships through their Authorized Representatives                                                                                                                                                                                                                                          |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                  | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                        |
| <b>Basic Requirements (1 set original and 3 sets photocopies</b>                                                                                                  | May secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk, Officer of the Day of the EO or through the Commission's website through URL <a href="http://www.sec.gov.ph/services-2/company-2/amendment/">http://www.sec.gov.ph/services-2/company-2/amendment/</a> |
| <b>Cover Sheet</b>                                                                                                                                                |                                                                                                                                                                                                                                                                                                               |
| <b>Amended Articles of Partnership</b>                                                                                                                            | Any of the partners                                                                                                                                                                                                                                                                                           |
| <b>Additional Requirements</b>                                                                                                                                    |                                                                                                                                                                                                                                                                                                               |
| <b>Endorsement from other government agencies, if applicable (1 original)</b>                                                                                     | A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas<br>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission<br>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas                    |
| <b>If the provision to be amended is the partnership name, submit:</b>                                                                                            | May secure copy from the Public Assistance and Complaint Desk/ OOTD                                                                                                                                                                                                                                           |
| <b>Name Verification Slip (1 original)</b>                                                                                                                        | Name verification slip may be secured manually by OOTD                                                                                                                                                                                                                                                        |
| <b>Affidavit of a partner to change partnership name. (Not required if already stated in the AP) (1 original; 3 photocopies)</b>                                  | May secure copy from the Public Assistance and Complaint Desk/ OOTD                                                                                                                                                                                                                                           |
| <b>If the provision to be amended is the change of partners, submit:</b>                                                                                          | Assignee and Assignor Partners                                                                                                                                                                                                                                                                                |
| <b>Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner (1 original; 3 photocopies)</b> |                                                                                                                                                                                                                                                                                                               |

|                                                                                                                        |                                                                                                                                                                                                                                                |
|------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>If provision for amendment is to have foreign equity of a registered partnership, submit: F-106</b>                 | May secure copy from the Public Assistance and Complaint Desk/ OOTD or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a> |
| <b>If provision for amendment is to further increase the foreign equity of a registered partnership, submit: F-107</b> | May secure copy from the Public Assistance and Complaint Desk/ OOTD or may download through SEC Website at <a href="http://www.sec.gov.ph/forms-and-fees/primary-registration/">http://www.sec.gov.ph/forms-and-fees/primary-registration/</a> |

| CLIENT STEPS                                                                                                                                            | AGENCY ACTIONS                                                                                                                                              | FEES TO BE PAID                               | PROCESSING TIME             | PERSON RESPONSIBLE                                              |
|---------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------|-----------------------------|-----------------------------------------------------------------|
| 1. If partnership name is for amendment:<br><br>1.1. Fills out Name Verification Form (Verifies, reserves or company name with or without trade name/s) | 1. Approves or denies proposed name/s or trade name/s<br><br>1.1. Approves or denies appeal for the proposed name/s or trade name/s                         | P100.00 per proposed partnership/trade name/s | 10 minutes<br><br>4-7 hours | Name Verification Officer/COS<br><br>Administrative Assistant I |
| 2. If name is rejected, registrant may appeal for the proposed partnership name                                                                         |                                                                                                                                                             |                                               |                             |                                                                 |
| 3. For pre-processing, secures queueing number from the OOTD and proceeds to Securities Specialist II for presentment of documentary requirements       | 3. Verifies completeness of amendment requirements<br><br>3.1. If documents are complete:<br><br>3.1.1. Accepts documents for assignment to CPRD processors |                                               | 5-15 minutes                | Name Verification Officer/COS<br><br>Administrative Assistant I |

| CLIENT STEPS                                                                 | AGENCY ACTIONS                                                                                                                                                                             | FEES TO BE PAID                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE                                   |
|------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------|
|                                                                              | 3.2. If documents are incomplete:<br><br>3.3. Returns documents to clients for compliance                                                                                                  |                                                                                                                 |                 |                                                      |
| 4. Waits for the partnership's name to be called by the Securities Counsel I | 4. Processes and evaluates application for amendment<br><br>4.1. If complete and compliant, issues Payment Assessment Form<br><br>4.2. If non-compliant, issues a checklist for compliance | None                                                                                                            | 1-2 days        | Securities Specialist II<br><br>Securities Counsel I |
| 5. Pays the filing fee                                                       | 5. Issues the Official Receipt and machine-validated Payment Assessment Form                                                                                                               | Filing Fees:<br><br>Amendment of Articles Partnership: P2,050.00 (*+**+***)<br>*Amended Articles of Partnership | 10 minutes      | SEC Cashier                                          |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                     | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>**Documentary Stamp Taxes - P30.00</p> <p>***Legal Research Fee- 1% of the Filing Fee for amendment (P20.00)</p> <p>**** Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s</p> <p>*****Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed</p> <p>*****Amendment of Partnership with Increase in Capital – 1/5 of</p> |                 |                    |



| CLIENT STEPS                                                                                | AGENCY ACTIONS                                                          | FEES TO BE PAID                                                                                                                                     | PROCESSING TIME | PERSON RESPONSIBLE                               |
|---------------------------------------------------------------------------------------------|-------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------|
|                                                                                             |                                                                         | 1% of the Partnership's Capital but not less than P2,000.00<br>*****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) |                 |                                                  |
| 6. Proceeds to EO Counter for presentment of documentary requirements with proof of payment | 6. Receives and verifies documentary requirements and proofs of payment | None                                                                                                                                                | 5 minutes       | Frontline Staff<br>COS/ Securities Specialist II |
| 7. Waits for the issuance of signed Certificate                                             | 7. Prepares the Certificate of Amended Articles of Partnership          | None                                                                                                                                                | 5 minutes       | Securities Specialist II                         |
|                                                                                             | 7.1. Signs the Certificate of Amended Articles of Partnership           |                                                                                                                                                     | 10 minutes      | EO Director                                      |
|                                                                                             | 7.2. Encodes signed Certificate of Amended Articles of Partnership      |                                                                                                                                                     | 5 minutes       | COS                                              |
| 8. Proceeds to EO Counter for presentment of the original proof of payment and receives the | 8. Releases signed Certificate of Amended Articles of Partnership       | None                                                                                                                                                | 5 minutes       | EO Frontline Staff/ COS                          |

| CLIENT STEPS                                          | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                        | PROCESSING TIME | PERSON RESPONSIBLE |
|-------------------------------------------------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
| signed Certificate of Amended Articles of Partnership |                |                                                                                                                                                                                                                                                                                                                        |                 |                    |
| TOTAL                                                 |                | Filing Fees:<br><br>Amendment of Articles Partnership:<br>P2,050.00<br>(*+**+***)<br>*Amended Articles of Partnership<br>**Documentary Stamp Taxes - P30.00<br>***Legal Research Fee- 1% of the Filing Fee for amendment (P20.00)<br>**** Amendment with partnership/trade names, with additional P100.00 per reserved | 3 days          |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                    | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | corporate/trade name/s<br>*****Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed<br>*****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than P2,000.00<br>*****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) |                 |                    |

### 3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership

This service details the procedure on request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership

|                                                                                                                                                                                                                                                                                                                                                                                                               |                                                                                                                     |                                                                                                                                                                                                                                                                                     |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                    | <b>SEC Zamboanga Extension Office (SEC-ZEO)</b>                                                                     |                                                                                                                                                                                                                                                                                     |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                        | Highly Technical                                                                                                    |                                                                                                                                                                                                                                                                                     |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                   | G2B – Government to Business                                                                                        |                                                                                                                                                                                                                                                                                     |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                         | All Partnerships and Corporations duly recorded and registered at Securities and Exchange Commission, respectively. |                                                                                                                                                                                                                                                                                     |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                     | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                              |
| <b>1. Duly accomplished request form</b>                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                     | EO Public Assistance/ OOTD                                                                                                                                                                                                                                                          |
| <b>2. List of stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company (Names of stockholders, nationality, no. of shares and amount subscribed, amount of paid-up capital)</b>                                                                                                                                                                      |                                                                                                                     | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>3. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                                                                                                                                                                 |                                                                                                                     | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a> |
| <b>4. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR</b>                                                                                                                                                                                                                                                                                                            |                                                                                                                     | To be provided by the Applicant                                                                                                                                                                                                                                                     |
| <b>5. Audited Interim Financial Statements, in case there is/are payment/s to unpaid subscription/s or additional issuance of shares out of the unissued authorized capital stock thru cash infusion made after the fiscal year or after the approval of the increase in capital stock not covered by item 4, to be received by the SEC after the application has been reviewed by the Assistant Director</b> |                                                                                                                     | External Auditor to be engaged by the Company                                                                                                                                                                                                                                       |
| <b>6. Monitoring Clearance</b>                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                     | SEC Extension Office                                                                                                                                                                                                                                                                |
| <b>Additional Requirement for Percentage of Ownership</b>                                                                                                                                                                                                                                                                                                                                                     |                                                                                                                     |                                                                                                                                                                                                                                                                                     |

|                                                                                         |                                 |
|-----------------------------------------------------------------------------------------|---------------------------------|
| <b>7. Stock and transfer book of the corporation (to be presented for verification)</b> | To be provided by the Applicant |
|-----------------------------------------------------------------------------------------|---------------------------------|

| CLIENT STEPS                                                                   | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                               | FEES TO BE PAID | PROCESSING TIME  | PERSON RESPONSIBLE                                                                                                                              |
|--------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Secures a number from the guard on duty                                     | 1. Calls the number through the system and assists the client                                                                                                                                                                                                                                                                                                                                | None            | 5 minutes        | Frontline Staff/<br>COS/ Securities Specialist II                                                                                               |
| 2. Submits the requirements to the Securities Specialist II for pre-processing | 2. Records the application for - pre-processing<br><br>2.1. For first time applicants, Assigns the application to an EO Securities Specialist<br><br>2.2. If for compliance, records the date of submission and forwards the application to the assigned EO Specialist<br><br>2.3. Advises the client when to follow up the application<br><br>2.4. Examines whether the documents submitted | None            | 2 days & 6 hours | Frontline Staff<br><br>Securities Specialist II/<br>Securities Specialist I<br><br>EO Frontline Staff/ OOTD/<br>COS<br><br>Securities Counsel I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|              | <p>are complete in form and in substance.</p> <p>2.5. If application is complete and in order, the Securities Counsel I prepares Final Report and submits it to the EO Director/OIC for review</p> <p>2.6. If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. <i>Go to Step 1*</i></p> <p>2.7. Evaluates the final report and reviews the recommendation of the Securities Counsel I</p> <p>2.8. If approved for filing, orders the EO Specialist to issue</p> |                 |                 | SEC Director       |

| CLIENT STEPS                                                                                | AGENCY ACTIONS                                                                                                                   | FEES TO BE PAID                                                                                                 | PROCESSING TIME     | PERSON RESPONSIBLE                                   |
|---------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|---------------------|------------------------------------------------------|
|                                                                                             | Payment Assessment Form (PAF)<br><br>2.9. If not approved, returns the application to the EO Specialist. <i>Go to Step 2.3.1</i> |                                                                                                                 |                     |                                                      |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer  | 3. Receives the follow-up slip and forwards it to the assigned financial specialist                                              | None                                                                                                            | 15 minutes          | Frontline Staff/<br>COS                              |
| 4. Receives the Payment Assessment Form                                                     | 4. Prepares and issues Payment Assessment Form (PAF) to the applicant                                                            | None                                                                                                            | 10 minutes          | Securities Specialist II                             |
| 5. Pays the corresponding filing fees                                                       | 5. Receives and acknowledges payment                                                                                             | *PHP 1,040 per copy<br><br>*Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00 | 10 minutes          | Cashier/ Securities Specialist II                    |
| 6. Submits complete application requirements for processing together with the validated PAF | 6. Receives complete application requirement and validated PAF                                                                   | None                                                                                                            | 1 hour & 10 minutes | Securities Specialist II/<br>Securities Specialist I |

| CLIENT STEPS                                                                                                                                                       | AGENCY ACTIONS                                            | FEES TO BE PAID  | PROCESSING TIME | PERSON RESPONSIBLE   |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------|------------------|-----------------|----------------------|
| 6.1. In case wherein the basis for certification is Audited Interim Financial Statements, submits the Audited Interim Financial Statements then proceeds to Step 6 | 6.1. Receives the Audited Interim Financial Statements    |                  | 10 minutes      | Receiving Officer    |
|                                                                                                                                                                    | 6.2. Advises the client when to follow up the application |                  |                 | Securities Counsel I |
|                                                                                                                                                                    | 6.3. Prepares Certificate of Paid-up                      |                  |                 |                      |
|                                                                                                                                                                    | 6.4. Signs the Certificate of Paid-up Capital             |                  |                 | Director             |
|                                                                                                                                                                    | 6.5. Records the approved Certificates of Paid-up Capital |                  |                 | COS                  |
| 7. Presents the Official Receipt to the Counter Officer                                                                                                            | 7. Receives the Official Receipt                          | None             | 5 minutes       | Frontline Staff      |
| 8. Receives the duly signed Certificate of Paid-up Capital                                                                                                         | 8. Releases the signed Certificate of Paid-up Capital     | None             | 5 minutes       | Frontline Staff/COS  |
| TOTAL                                                                                                                                                              |                                                           | P1,040.00 / copy | 3 days          |                      |



#### 4. Increase of Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash

| <b>Office or Division:</b>                                                                                                                                                                                                                                 | <b>SEC Zamboanga Extension Office (SEC-ZEO)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                |                 |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|
| <b>Classification:</b>                                                                                                                                                                                                                                     | Highly Technical                                                                                                                                                                                                                                                                                                                                                                                                                                                               |                 |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                | G2B – Government to Business                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                 |
| <b>Who may avail:</b>                                                                                                                                                                                                                                      | Corporations duly registered at Securities and Exchange Commission                                                                                                                                                                                                                                                                                                                                                                                                             |                 |
| CHECKLIST OF REQUIREMENTS                                                                                                                                                                                                                                  |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | WHERE TO SECURE |
| 1. Cover sheet                                                                                                                                                                                                                                             | EO Public Assistance or<br>Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a>                                                                                                                                                                                                               |                 |
| 2. Certificate of Increase of Capital Stock                                                                                                                                                                                                                | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                                                                                                                                                                                                                                       |                 |
| 3. Treasurer's Affidavit                                                                                                                                                                                                                                   | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                                                                                                                                                                                                                                              |                 |
| 4. Directors' certificate                                                                                                                                                                                                                                  | EO Public Assistance or<br>Downloadable at SEC website through the following URL:<br>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a><br>Trustees' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf</a> |                 |
| 5. Amended Articles of Incorporation                                                                                                                                                                                                                       | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |
| 6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                 |
| 7. Secretary's Certificate on non-existence of intra-corporate dispute                                                                                                                                                                                     | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a>                                                                                                                                                                    |                 |

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| <p><b>8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders</b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | <p>EO Public Assistance or Downloadable at SEC website through the following URL:<br/> <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a></p>                                                                             |
| <p><b>i. AUDITED FINANCIAL STATEMENTS</b> as of the last fiscal year stamped received by BIR and SEC, if payment for subscription is already reflected therein)</p> <p><b>ii. SPECIAL AUDIT REPORT</b>, if:</p> <p>a) listed companies;<br/> b) public companies defined in the Securities Regulation Code;<br/> c) companies that offer or sell securities to the public;<br/> d) companies with secondary license;<br/> e) Where payment to subscription to the increase is more than P50,000,000.00</p> <p><i>otherwise,</i></p> <p><b>iii. SUBSCRIPTION CONTRACT</b> executed under oath among stockholder/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for.</p> <p><i>Note: Per Memorandum Circular No. 11 Series of 2016</i></p> <p><b>iv. For RURAL BANKS:</b></p> <p>a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP<br/> b) list of stockholders of record showing their respective subscribed and paid-up amount before and after the increase and the list of subscribers to the increase with their respective</p> | <p>To be provided by the company</p> <p>For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br/> <a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a></p> <p>EO Public Assistance</p> <p>Bangko Sentral ng Pilipinas</p> |

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| subscription and payment as presented and approved by BSP annexed to the notarized certification                   |                                                                                                                                                                                                                       |
| If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act*** | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a> |
| Endorsement/Clearance, if applicable                                                                               | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                   |
| Monitoring Clearance                                                                                               | SEC Extension Office                                                                                                                                                                                                  |
| Others                                                                                                             |                                                                                                                                                                                                                       |

| CLIENT STEPS                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                      | FEES TO BE PAID | PROCESSING TIME   | PERSON RESPONSIBLE                                                                                |
|-----------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-------------------|---------------------------------------------------------------------------------------------------|
| 1. Secures a number from the guard on duty                            | 1. Calls the number through the system and assists the client                                                                                                                                                                                                       | None            | 5 minutes         | Frontline Staff<br>COS/ Securities Specialist II                                                  |
| 2. Submits the requirements to the Counter Officer for pre-processing | 2. Records the application for -pre-processing<br><br>2.1. For first time applicants, Assigns the application to an EO monitoring officer<br><br>2.1.1. If for compliance, records the date of submission and forwards the application to the assigned EO processor | None            | 6 days, 5.5 hours | EO Frontline Staff<br><br>Monitoring Officer/<br>Securities Specialist II/Securities Specialist I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                                                          |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-------------------------------------------------------------------------------------------------------------|
|              | <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1.If application is complete and in order, the specialist prepares Final Report for inclusion in ICS records and endorsement to Securities Counsel I</p> <p>2.3.2.If application is for compliance, specialist prepares checklist of deficiencies and informs and returns it to the applicant. <i>Go to Step 1</i></p> <p>2.4. Reviews the final report</p> |                 |                 | <p>Monitoring Officer/<br/>Securities Specialist II/Securities Specialist I</p> <p>Securities Counsel I</p> |

| CLIENT STEPS                                                                               | AGENCY ACTIONS                                                                                                                                                                            | FEES TO BE PAID                                                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE                           |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------|
|                                                                                            | <p>2.4.1.If compliant, orders the specialist to issue Payment Assessment Form (PAF)</p> <p>2.4.2.If not compliant, returns the application to the specialist. <i>Go to Step 2.3.2</i></p> |                                                                                                                                                   |                 |                                              |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer | 4. Receives the follow-up slip and forwards it to the assigned monitoring officer                                                                                                         | None                                                                                                                                              | 15 minutes      | Frontline Staff/COS                          |
| 5. Receives the Payment Assessment Form                                                    | 5. Prepares and issues Payment Assessment Form (PAF) to the applicant                                                                                                                     | None                                                                                                                                              | 10 minutes      | Monitoring Officer/ Securities Specialist II |
| 6. Pays the filing fees                                                                    | 6. Receives and acknowledges payment                                                                                                                                                      | <p>1. Amended Articles of Incorporation – P1,010*</p> <p>Plus</p> <p>2. Increase of Capital Stock -</p> <p>**For corporation with par value –</p> | 10 minutes      | Cashier                                      |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value<br/>—</p> <p>1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> |                 |                    |

| CLIENT STEPS                                                      | AGENCY ACTIONS                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                   | PROCESSING TIME | PERSON RESPONSIBLE  |
|-------------------------------------------------------------------|-----------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|
|                                                                   |                                                     | <p>3. LRF - equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00</p> <p>4. Documentary Stamp tax of P60.00</p> <p>*Inclusive of LRF of P10.00</p> <p>***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00</p> |                 |                     |
| 7. Presents complete documents to <i>Securities Specialist II</i> | 7. Assists clients/ receives complete ICS documents | None                                                                                                                                                                                                                                                                                                              | 10 minutes      | Frontline Staff/COS |

| CLIENT STEPS                                                                                          | AGENCY ACTIONS                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                   |
|-------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------------------------------------------------|
| 8. Submits complete application requirements for processing together with the validated PAF in 4 sets | 8. Receives the complete application requirements and validated PAF and advises the client when to follow up its status                        | None            | 10 minutes      | Securities Specialist II/<br>Securities Specialist I |
|                                                                                                       | 8.1. Encodes the details of the Increase of Capital Stock in the system and forwards the application to the Securities Counsel for final check |                 | 20 minutes      |                                                      |
|                                                                                                       | 8.2. Prepares Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation                                              |                 | 5 minutes       | Securities Specialist II/<br>Securities Specialist I |
|                                                                                                       | 8.3. Signs and approves the application                                                                                                        |                 | 10 minutes      | EO Director                                          |
|                                                                                                       | 8.4. Forwards the approved application to the Releasing Unit                                                                                   |                 | 5 minutes       | Securities Specialist II/<br>Securities Specialist I |
| 9. Waits for number/ corporate name to be called at the EO Counter                                    | 9. Calls the number/ corporate name and assists the client                                                                                     | None            | 10 minutes      | Frontline Staff/COS                                  |



| CLIENT STEPS                                                                                                  | AGENCY ACTIONS                                                                                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE        |
|---------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------|
| 10. Presents the Official Receipt to the Counter Officer                                                      | 10. Receives the Official Receipt                                                                             | None            | 10 minutes      | Frontline Staff/COS       |
| 11. Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation | 11. Releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation | None            | 10 minutes      | Releasing Officer/<br>COS |
| TOTAL                                                                                                         |                                                                                                               |                 | 7 days          |                           |

## 5. Increase of Capital Stock through payment other than cash

This service details the procedure on application for increase of capital stock by way: Conversion of advances/liabilities to equity

1. Stock Dividends
2. Land, building / condominium units
3. Untitled Lands
4. Inventories / Furniture / Personal Properties
5. Heavy equipment and machinery
6. Shares of stock
7. Motor Vehicle
8. Sea vessel / aircraft
9. Intangibles
10. Net assets

**Note:** If the application involves intricate legal issues, please refer to procedure for Merger / Consolidation.

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|----------------------------|------------------------------------------|
| <b>Office or Division:</b> | SEC Zamboanga Extension Office (SEC-ZEO) |
| <b>Classification:</b>     | Highly Technical                         |

| <b>Type of Transaction:</b>                                                                                                                                                                                                                                       | G2B – Government to Business                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Who may avail:</b>                                                                                                                                                                                                                                             | Corporations duly registered at Securities and Exchange Commission                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                  | <b>WHERE TO SECURE</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>BASIC REQUIREMENTS</b>                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| <b>1. Cover sheet</b>                                                                                                                                                                                                                                             | EO Public Assistance or<br>Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf</a>                                                                                                                                                                                                               |
| <b>2. Certificate of Increase of Capital Stock</b>                                                                                                                                                                                                                | No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)                                                                                                                                                                                                                                                                                                                                                       |
| <b>3. Treasurer's Affidavit</b>                                                                                                                                                                                                                                   | No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code                                                                                                                                                                                                                                                                                                                                                              |
| <b>4. Directors' certificate</b>                                                                                                                                                                                                                                  | EO Public Assistance or<br>Downloadable at SEC website through the following URL:<br>Directors' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf</a><br>Trustees' Certificate - <a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf</a> |
| <b>5. Amended Articles of Incorporation</b>                                                                                                                                                                                                                       | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>6. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary</b> | To be prepared by the Company                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| <b>7. Secretary's Certificate on non-existence of intra-corporate dispute</b>                                                                                                                                                                                     | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf</a>                                                                                                                                                                    |
| <b>8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders</b>                                                                                                                                                                 | EO Public Assistance or Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf</a>                                                                                                                                                                    |

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| <b>9. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***</b>                                                                                                                                                                                                                                                                      | Downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf</a>                                                               |
| <b>10. Endorsement/Clearance, if applicable</b>                                                                                                                                                                                                                                                                                                                                                   | Respective SEC Department/s or other regulatory Government Agencies                                                                                                                                                                                                                 |
| <b>11. Monitoring Clearance</b>                                                                                                                                                                                                                                                                                                                                                                   | SEC Extension Office                                                                                                                                                                                                                                                                |
| <b>ADDITIONAL REQUIREMENTS depending on the mode of payment</b>                                                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                     |
| <b>12. Conversion of Advances / Liabilities to Equity</b>                                                                                                                                                                                                                                                                                                                                         |                                                                                                                                                                                                                                                                                     |
| <b>12.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein)</b>                                                                                                                                                                                                                                         | To be provided by the company                                                                                                                                                                                                                                                       |
| <b>12.2 A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if not reflected in item 12.1</b>                                                                                                                                                                                                                                            | For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</a> |
| <b>12.3 Deed of Assignment of advances / liabilities</b>                                                                                                                                                                                                                                                                                                                                          | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>13. Stock Dividends</b>                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                     |
| <b>13.1 List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary</b>                                                                                                                                                                                                                    | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>13.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC</b>                                                                                                                                                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>13.3 Secretary's Certificate that on the basis of the computation of the Finance Officer, the allocation of stock dividends as indicated in the Certificate of Increase is in proportion to the shareholdings of stockholders as of date of meeting approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct</b> | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>13.4 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings</b>                                                                                                                                                                                                                                                                                       | To be provided by the Company                                                                                                                                                                                                                                                       |
| <b>13.5 Reconciliation of Retained Earnings</b>                                                                                                                                                                                                                                                                                                                                                   | CRMD Public Assistance or refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL:                                                                                                                                                 |

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|                                                                                                                                                                                                                                               | <a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf</a>                                                                                                                                                                               |
| <b>14. Land, buildings / condominium units</b>                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                         |
| <b>14.1 Detailed schedule of property showing the registered owner, location, area, TCT/CCT no., tax declaration number and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively</b>                                                                                                                      | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.5 Deed of Assignment</b>                                                                                                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property</b>                                                                       | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.7 For assignment of buildings where assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer</b>                                                                      | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.8 Certification from the transferor stating that the improvements are existing and in good condition</b>                                                                                                                                | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>14.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b>                                                                                                   | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>15. Untitled Lands</b>                                                                                                                                                                                                                     |                                                                                                                                                                                                                                                                                                                                         |
| <b>15.1 Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the</b>                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

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| <b>possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any</b>                                                                                                  |                                  |
| <b>15.2 Duplicate original or certified true copies of the tax declaration sheets</b>                                                                                                                                                                                                                         | To be provided by the Applicant. |
| <b>15.3 Latest realty tax receipts</b>                                                                                                                                                                                                                                                                        | To be provided by the Applicant. |
| <b>15.4 Affidavit by the transferor attesting continuous and open possession of the property is located</b>                                                                                                                                                                                                   | To be provided by the Applicant. |
| <b>15.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located</b>                                                                                                                                                                                                     | To be provided by the Applicant. |
| <b>15.6 Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province of city where the land is situated</b>                                                                   | To be provided by the Applicant. |
| <b>15.7 Affidavit executed by the transferor attesting to the:</b><br>a. Existence (or non-existence) of easements over the untitled property<br>b. Kind/description of the easement and its location<br>c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements | To be provided by the Applicant. |
| <b>15.8 Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital</b>                                                                                                                  | To be provided by the Applicant. |
| <b>15.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following:</b><br>a. There is no other claimant to the untitled land<br>b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or                          | To be provided by the Applicant. |

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| <b>c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)</b>                                                                                                                                 |                                  |
| <b>15.10 Blue Print Survey of the Plan as approved by the Bureau of Lands</b>                                                                                                                                                      | To be provided by the Applicant. |
| <b>15.11 Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/ assessed value / zonal value or appraised value)</b>                | To be provided by the Applicant. |
| <b>15.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value</b>                                                                                                                                    | To be provided by the Applicant. |
| <b>15.13 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)</b>                                                                                                   | To be provided by the Applicant. |
| <b>15.14 Deed of Assignment</b>                                                                                                                                                                                                    | To be provided by the Applicant. |
| <b>15.15 Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of the transferee-corporation within one (1) year from the date of receipt of the approval of the application</b> | To be provided by the Applicant. |
| <b>16. Inventories / Furniture / Personal Properties</b>                                                                                                                                                                           |                                  |
| <b>16.1 Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant</b>                                                                 | To be provided by the Applicant. |
| <b>16.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value</b>                                                                                     | To be provided by the Applicant. |
| <b>16.3 Deed of Assignment</b>                                                                                                                                                                                                     | To be provided by the Applicant. |
|                                                                                                                                                                                                                                    |                                  |
| <b>17. Heavy equipment and machinery</b>                                                                                                                                                                                           |                                  |
| <b>17.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant</b>                                                                                                   | To be provided by the Applicant. |

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| <b>17.2 Appraisal report by authorized appraiser (not more than 6 month old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.</b>            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>17.3 Deed of Assignment</b>                                                                                                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>17.4 Certification from the transferor stating that the properties are existing and in good condition</b>                                                                                                     | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18. Shares of Stock</b>                                                                                                                                                                                       |                                                                                                                                                                                                                                                                                                                                         |
| <b>18.1 Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant</b> | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC</b>                                                                                              | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.3 Deed of Assignment</b>                                                                                                                                                                                   | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor</b>                                                                         | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.5 Photocopy of the stock certificate (present original for verification)</b>                                                                                                                               | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.6 Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange)</b>                    | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| <b>18.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period</b>                                                                                                       | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>19. Motor Vehicles</b>                                                                                                                                                                                        |                                                                                                                                                                                                                                                                                                                                         |
| <b>19.1 Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor</b>                                                                                 | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |

|                                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                         |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| number, certificate of registration number and market value certified by the company accountant                                                                    |                                                                                                                                                                                                                                                                                                                                         |
| 19.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)                                  | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| 19.3 Appraisal report by authorized appraiser (not more than 6 month old)                                                                                          | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| 19.4 Deed of Assignment                                                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| 19.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period                               | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| 19.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition                                                  | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| 20. Sea Vessel / Aircraft                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                         |
| 20.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| 20.2 Certified true copy of the certificate of ownership                                                                                                           | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| 20.3 Appraisal report by authorized appraiser (not more than 6 month old)                                                                                          | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| 20.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| 20.5 Deed of Assignment                                                                                                                                            | To be provided by the Applicant.                                                                                                                                                                                                                                                                                                        |
| 20.6 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period                               | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| 21. Intangibles                                                                                                                                                    |                                                                                                                                                                                                                                                                                                                                         |



|                                                                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                         |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>21.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)</b>                                                                                                          | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights</b>                                                                           | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.3 Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old)</b>                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.4 Deed of Assignment</b>                                                                                                                                                                       | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>21.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period</b>                                                              | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |
| <b>22. Net Assets</b>                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                         |
| <b>22.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC</b>                                                                       | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year</b>                                                      | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.3 Long-form audit report of item no. 22.2</b>                                                                                                                                                  | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.4 Deed of Assignment of the assets and liabilities</b>                                                                                                                                         | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.5 List of creditors with the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors</b> | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant</b>                                             | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification)</b>                                                                                   | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.8 Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively</b>                                                                        | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |

|                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                         |
|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>22.9 Photocopy of stock certificates (present original for verification)</b>                                                              | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.10 DTI Certificate of Registration (for single proprietorship)</b>                                                                     | To be provided by the Applicant                                                                                                                                                                                                                                                                                                         |
| <b>22.11 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period</b> | To be provided by the Applicant.<br>For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:<br><a href="http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</a> |

| CLIENT STEPS                                       | AGENCY ACTIONS                                                                                                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME    | PERSON RESPONSIBLE                                                       |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|--------------------------------------------------------------------------|
| 1. Secures a number through the queueing system    | 1. Calls the number through the system and assists the client                                                                                                                                                                                  | None            | 5 minutes          | Frontline Staff                                                          |
| 2. Submits the requirements to the Counter Officer | 2. Records the application for -pre-processing<br><br>2.1. For first time applicants, Assigns the application to a FAAD specialist<br><br>2.1.1.If for compliance, records the date of submission and forwards the application to the assigned | None            | 6 days & 5.5 hours | Frontline Staff<br><br>Securities Specialist II/ Securities Specialist I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                            | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                                   |
|--------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|--------------------------------------------------------------------------------------|
|              | <p>FAAD Specialist</p> <p>2.2. Advises the client when to follow up the application</p> <p>2.3. Examines whether the documents submitted are complete in form and in substance.</p> <p>2.3.1. If application is complete and in order, the specialist prepares Final Report and submits it to the Securities Counsel</p> <p>2.3.2. If application is for compliance, specialist prepares checklist of</p> |                  |                 | <p>Securities Specialist II/ Securities Specialist I</p> <p>Securities Counsel I</p> |

| CLIENT STEPS                                                                               | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------|
|                                                                                            | <p>deficiencies and informs and returns it to the applicant. <i>Go to Step 1</i></p> <p>2.4. Reviews the final report</p> <p>2.4.1. If compliant, orders the FAAD Specialist to issue Payment Assessment Form (PAF)</p> <p>2.5. If not compliant, returns the application to the FAAD Specialist. <i>Go to Step 2.3.2</i></p> |                 |                 |                    |
| 3. Prepares follow-up slip (form is available at the Guard) and submits to Counter Officer | 3. Receives the follow-up slip and forwards it to the assigned financial specialist                                                                                                                                                                                                                                           | None            | 10 minutes      | Frontline Staff    |

| CLIENT STEPS                            | AGENCY ACTIONS                                                        | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE       |
|-----------------------------------------|-----------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------|
| 4. Receives the Payment Assessment Form | 4. Prepares and issues Payment Assessment Form (PAF) to the applicant | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 10 minutes      | Securities Specialist II |
| 5. Pays the filing fees                 | 5. Receives and acknowledges payment                                  | <p>1. Amended Articles of Incorporation – P1,010*</p> <p>Plus</p> <p>2. Increase of Capital Stock -<br/> **For corporation with par value –<br/> 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher<br/> **For corporation without par value –<br/> 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase</p> | 10 minutes      | Cashier                  |

| CLIENT STEPS                                                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                    | FEES TO BE PAID                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE                                           |
|-------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------------------------------------------------|
|                                                                                                       |                                                                                                                                                                                                                                                   | <p>of Capital Stock but not less than P10.00</p> <p>4. Documentary Stamp tax of P60.00</p> <p>*Inclusive of LRF of P10.00</p> <p>***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00</p> |                 |                                                              |
| 6. Secures a number through the guard on duty                                                         | 6. Calls the number through the system and assists the client                                                                                                                                                                                     | None                                                                                                                                                                                                                                            | 5 minutes       | Frontline Staff<br>Information Officer III                   |
| 7. Submits complete application requirements for processing together with the validated PAF in 4 sets | <p>7. Receives the complete application requirements and validated PAF and advises the client when to follow up its status</p> <p>7.1. Encodes the details of the application in the system and forwards the application to the Support Staff</p> | None                                                                                                                                                                                                                                            | 50 minutes      | <p>Receiving Officer/COS</p> <p>Securities Specialist II</p> |

| CLIENT STEPS                                                        | AGENCY ACTIONS                                                                                                                               | FEES TO BE PAID                                                                                                                                                                                                                         | PROCESSING TIME | PERSON RESPONSIBLE                                                                 |
|---------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------------------------------------|
|                                                                     | 7.2. Prepares Certificate<br><br>7.3. Signs and approves the application<br><br>7.4. Forwards the approved application to the Releasing Unit |                                                                                                                                                                                                                                         |                 | COS<br><br>EO Director<br><br>Securities Specialist II/<br>Securities Specialist I |
| 8. Secures a number through the queuing system ( <i>Releasing</i> ) | 8. Calls the number through the system and assists the client                                                                                | None                                                                                                                                                                                                                                    | 10 minutes      | Frontline Staff/COS                                                                |
| 9. Presents the Official Receipt to the Counter Officer             | 9. Receives the Official Receipt                                                                                                             | None                                                                                                                                                                                                                                    | 10 minutes      | Frontline Staff/COS                                                                |
| 10. Receives the duly approved application                          | 10. Releases the duly approved application                                                                                                   | None                                                                                                                                                                                                                                    | 10 minutes      | Frontline Staff/COS                                                                |
| TOTAL                                                               |                                                                                                                                              | 1. Amended Articles of Incorporation – P1,010*<br><br>Plus<br><br>2. Increase of Capital Stock -<br>**For corporation with par value<br>–<br>1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription | 7 days          |                                                                                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>price of the subscribed capital stock, whichever is higher</p> <p>**For corporation without par value –</p> <p>1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher</p> <p>3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00</p> <p>4. Documentary Stamp tax of P60.00</p> <p>*Inclusive of LRF of P10.00</p> <p>***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00</p> |                 |                    |



## 6. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information

| <b>Office or Division:</b>                                                                                                            | <b>SEC Extension Office - ZEO</b>                                                     |                                                                                    |
|---------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|
| <b>Classification:</b>                                                                                                                | Simple                                                                                |                                                                                    |
| <b>Type of Transaction:</b>                                                                                                           | G2B – Government to Business                                                          |                                                                                    |
| <b>Who may avail:</b>                                                                                                                 | All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations |                                                                                    |
| CHECKLIST OF REQUIREMENTS                                                                                                             |                                                                                       | WHERE TO SECURE                                                                    |
| 1. SEC FORM 2015-001 (1 Original)                                                                                                     |                                                                                       | SEC EO                                                                             |
| 2. Monitoring Clearance (1 photocopy)                                                                                                 |                                                                                       |                                                                                    |
| 2.1. Primary Licenses                                                                                                                 |                                                                                       | SEC EO                                                                             |
| 2.2. Lending                                                                                                                          |                                                                                       | MSRD                                                                               |
| 2.3. Foundation                                                                                                                       |                                                                                       | CGFD                                                                               |
| 3. For Corporations with Secondary Licenses, attach the Articles of Incorporation or latest Amended Articles of Incorporation, if any |                                                                                       | Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |
| 4. For Partnerships, attach the Articles of Partnership or latest Amended Articles of Partnership, if any                             |                                                                                       | Corporate Secretary or at <a href="http://www.secexpress.ph">www.secexpress.ph</a> |

| CLIENT STEPS                                        | AGENCY ACTIONS                                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE  |
|-----------------------------------------------------|---------------------------------------------------------------|-----------------|-----------------|---------------------|
| 1. Secures a queueing number from the guard on duty | 1. Calls the number through the system and assists the client | None            | 5 minutes       | Frontline Staff/COS |



| CLIENT STEPS                           | AGENCY ACTIONS                                                                                                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                            |
|----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------------------------------------------|
|                                        | 2.4. Receives the machine validated Payment Assessment Form.<br><br>2.5. Prints the Certificate of No Derogatory Information through the CIS-URDB.<br><br>2.6. Reviews the application and signs the Certificate of No Derogatory Information. |                 |                 | EO Director                                                   |
| 3. Waits for name/ number to be called | 3. Calls the number                                                                                                                                                                                                                            |                 | 5 minutes       | <i>Frontline Staff/COS</i>                                    |
| 4. Receives the certification          | 4. Seals the Certificate of No Derogatory Information with the SEC logo<br><br>4.1. Releases the Certificate of No Derogatory Information (CNDI) to the applicant.                                                                             | None            | 5 minutes       | Administrative Assistant II<br><br><i>Frontline Staff/COS</i> |
| TOTAL                                  |                                                                                                                                                                                                                                                | P530            | 1.5 hours       |                                                               |

## 7. Issuance of Plain/Authenticated Copies of Documents

This service details the procedure on request for plain and/or authenticated copies of documents on file with the Commission

|                                                        |                                                 |                              |
|--------------------------------------------------------|-------------------------------------------------|------------------------------|
| <b>Office or Division:</b>                             | <b>SEC Zamboanga Extension Office (SEC-ZEO)</b> |                              |
| <b>Classification:</b>                                 | Simple                                          |                              |
| <b>Type of Transaction:</b>                            | G2G – Government to Government                  |                              |
| <b>Who may avail:</b>                                  | All Government Agencies                         |                              |
| <b>CHECKLIST OF REQUIREMENTS</b>                       |                                                 | <b>WHERE TO SECURE</b>       |
| <b>Signed Letter Request (1 original, 1 photocopy)</b> |                                                 | Requesting Government Agency |

| CLIENT STEPS                                                  | AGENCY ACTIONS                                                                                                                                                                                                                                                     | FEES TO BE PAID             | PROCESSING TIME                                         | PERSON RESPONSIBLE                                                                                                                                             |
|---------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------|---------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1. Submits the letter to the Office of the Director (OD) – EO | 1. Receives the letter request<br><br>1.1. Assigns and forwards to concerned EO staff                                                                                                                                                                              | None                        | 5 minutes                                               | <i>Frontline Staff/COS</i>                                                                                                                                     |
| 2. Waits to process the request                               | 2. Prepares the requested documents and forwards to the Admin Asst I/ Admin Asst II<br><br>2.1.1. *If plain copy, prints the documents<br><br>2.1.2. **If authenticated copy, prints and stamps the documents<br><br>2.2. Prepares the letter reply and/or Payment | None<br><br>P10.00 per page | 30 minutes<br><br><br><br><br><br><br><br><br>5 minutes | <i>Administrative Assistant II/<br/>Administrative Assistant I</i><br><br>Assigned signatories of CTCs<br><br><br><br><br><br><br><br><br>Securities Counsel I |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | FEEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-----------------|--------------------|
|              | <p>Assessment Form (PAF) and forwards the same together with the documents to the authorized signatories</p> <p>2.2.1.If Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), and Government Service Insurance System (GSIS) and other profit-making agencies, issues the PAF</p> <p>2.3. For non-profit making agencies, do not issue a PAF</p> <p>2.4. Signs the letter and/or documents and forwards to the Administrative Assistant II</p> |                  |                 | EO Director        |

| CLIENT STEPS                                                | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                               | FEES TO BE PAID | PROCESSING TIME      | PERSON RESPONSIBLE         |
|-------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------|----------------------------|
| 3. Receives the transmittal letter with attached document/s | 3. Transmits the signed letter reply with attached documents<br><br>3.1. If the requesting party is nearby SEC Extension Office, personally call the requestor to receive the document/s<br><br>3.2. If the requesting party is outside Zamboanga City, transmits by courier/express<br><br>3.3. Transmits the signed letter reply with attached PAF through courier/express | None            | 5 minutes per agency | Administrative Assistant I |
| TOTAL                                                       |                                                                                                                                                                                                                                                                                                                                                                              | P10.00 per page | 40 minutes           |                            |

## 8. Public Assistance & Complaint Desk

This service refers to the assistance provided to walk-in clients regarding their concerns/inquiries on the various services of the Commission. It includes the procedure on responding to customer complaints and referral of clients to appropriate SEC Department, if applicable.

|                                  |                                                 |                        |
|----------------------------------|-------------------------------------------------|------------------------|
| <b>Office or Division:</b>       | <b>SEC Zamboanga Extension Office (SEC-ZEO)</b> |                        |
| <b>Classification:</b>           | Simple                                          |                        |
| <b>Type of Transaction:</b>      | G2C- Government to Citizen                      |                        |
| <b>Who may avail:</b>            | All                                             |                        |
| <b>CHECKLIST OF REQUIREMENTS</b> |                                                 | <b>WHERE TO SECURE</b> |
| None                             |                                                 | None                   |

| CLIENT STEPS                                                                     | AGENCY ACTIONS                                                                                                                                                 | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                   |
|----------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------------------------------------------------|
| 1. Gets a number from the guard on duty and proceed to EO Counter                | 1. Presses the queueing button to call the number of the client                                                                                                | None            | 5 minutes       | Frontline Staff/<br>COS                              |
| 2. Presents concern/s, query or complaint<br><br>2.1. Presents written complaint | 2. Renders advice depending on the nature of the concern/query; or<br><br>2.1. Hands out the requested checklist of requirements, guidelines, or sample forms; | None            | 45 minutes      | Frontline Staff (OOTD)<br><br>Frontline Staff (OOTD) |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                     | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE     |
|--------------|------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|------------------------|
|              | 2.2. Refers to the appropriate EO staff                                                                                            |                 |                 | Frontline Staff (OOTD) |
|              | 2.3. Endorses written complaint to the Office of the EO Director and advises party to expect feedback within five (5) working days |                 |                 | Information Officer    |
|              |                                                                                                                                    |                 |                 | EO Director            |
| TOTAL:       |                                                                                                                                    | None            | 50 minutes      |                        |

## 9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.)

This service details the procedure on receiving reportorial requirements of registered corporations such as but not limited to the following: General Information Sheet (GIS), Audited Financial Statements (AFS), and other correspondences.

|                                                                                                    |                                                 |
|----------------------------------------------------------------------------------------------------|-------------------------------------------------|
| <b>Office or Division:</b>                                                                         | <b>SEC Zamboanga Extension Office (SEC-ZEO)</b> |
| <b>Classification:</b>                                                                             | Simple                                          |
| <b>Type of Transaction:</b>                                                                        | G2B – Government to Business                    |
| <b>Who may avail:</b>                                                                              | General Public                                  |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                   | <b>WHERE TO SECURE</b>                          |
| If reports/reportorial requirements, bring 5 sets/copies. Otherwise, no other requirements needed. |                                                 |

### Option 1 – Walk-in submission of reports/reportorial requirements



| CLIENT STEPS                                                | AGENCY ACTIONS                                                                   | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE          |
|-------------------------------------------------------------|----------------------------------------------------------------------------------|-----------------|-----------------|-----------------------------|
| 1. Client gets a queuing number from                        | 1. Calls on the client's number                                                  | None            | 2 minutes       | Frontline Staff             |
| 2. Presents 5 sets/copies of documents to Receiving Officer | 2. Encodes document, prints barcode page, and attached barcode page to each copy |                 | 3 minutes/doc   | Administrative Assistant II |
| TOTAL                                                       |                                                                                  | 6 minutes       |                 |                             |

## 10. Registration of Corporations through the Company Registration System (CRS) under Manual Processing

This service details the manual processing of registration of domestic corporations without secondary licenses upon the submission of the application through the Company Registration System (CRS). This is to facilitate a faster evaluation of the application without undergoing the entire online process of the Company Registration System (CRS).

|                                                                                                                              |                                                             |                                                                                                                                                                             |  |
|------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| Office or Division:                                                                                                          | SEC Zamboanga Extension Office (SEC-ZEO)                    |                                                                                                                                                                             |  |
| Classification:                                                                                                              | Simple                                                      |                                                                                                                                                                             |  |
| Type of Transaction:                                                                                                         | G2C – Government to Client; G2B – Government to Business    |                                                                                                                                                                             |  |
| Who may avail:                                                                                                               | All Natural and Juridical persons and their representatives |                                                                                                                                                                             |  |
| CHECKLIST OF REQUIREMENTS                                                                                                    |                                                             | WHERE TO SECURE                                                                                                                                                             |  |
| 1. Cover Sheet                                                                                                               |                                                             | Company Registration System (CRS)                                                                                                                                           |  |
| 2. Articles of Partnership (for partnerships)                                                                                |                                                             |                                                                                                                                                                             |  |
| 3. Articles of Incorporation (for stock and non-stock corporations)                                                          |                                                             | SEC Extension Office                                                                                                                                                        |  |
| 4. Treasurer’s Affidavit (for stock corporation only)                                                                        |                                                             |                                                                                                                                                                             |  |
| 5. By-Laws (for stock and non-stock corporations)                                                                            |                                                             |                                                                                                                                                                             |  |
| 6. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH |                                                             | CRS website: <a href="http://crs.sec.gov.ph">crs.sec.gov.ph</a>                                                                                                             |  |
| 7. Affidavit of Accuracy                                                                                                     |                                                             | Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a> |  |
| 8. Affidavit of Correctness                                                                                                  |                                                             |                                                                                                                                                                             |  |
| *Please be informed to arranged in accordance with the order in the checklist in 1 original and 2 photocopies                |                                                             |                                                                                                                                                                             |  |

| CLIENT STEPS                           | AGENCY ACTIONS                                                                                       | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|----------------------------------------|------------------------------------------------------------------------------------------------------|-----------------|-----------------|----------------------|
| 1. Creates an email account in the CRS | 1. System sends verification confirmation to allow applicant to sign-in into the facilities therein. | None            | 10 minutes      | Applicant/registrant |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                                                                     | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                   | PROCESSING TIME          | PERSON RESPONSIBLE                                                                                                         |
|-----------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|----------------------------------------------------------------------------------------------------------------------------|
|                                                                                         | 1.1. Email account created automatically expires within 90 calendar days if inactive.                                                                                                                                                              |                                                                                                                                                                                                                                                                                                                                                   |                          |                                                                                                                            |
| 2. Verifies, reserves or appeals the proposed company name with or without trade name/s | 2. System validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019<br><br>2.1. Reservation of proposed company name expires on the 4 <sup>th</sup> day if in-forms are not filled up                           | None                                                                                                                                                                                                                                                                                                                                              | 10 minutes               | Applicant/registrant                                                                                                       |
| 3. 3. Starts filling out company details and submit forms on-line                       | 3. Systems validates the company information encoded                                                                                                                                                                                               | None                                                                                                                                                                                                                                                                                                                                              | 30 minutes               | Applicant/registrant                                                                                                       |
| 4. Submits the hard copies of signed and notarized documents                            | 4. Receives the application documents and assigns to a processor<br><br>4.1. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other | <u>For stock corporation based on the authorized capital stock:</u><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share | 5 minutes<br><br>6 hours | Frontline Staff/COS/<br>Administrative Officer III<br><br>Securities Specialist II/<br>Securities Specialist I/<br>Cashier |

| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                                                                                                                                                                                                    | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | PROCESSING TIME | PERSON RESPONSIBLE                                   |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------|
|                                               | <p>special laws and applicable SEC rules and regulations</p> <p>4.1.1. If compliant, processor issues a Payment Assessment Form (PAF)</p> <p>4.2. Required filing fees based on Memo Circular No. 3, series of 2017</p> <p>4.2.1. If non-compliant, application will be returned to the party</p> | <p>but not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>By-Laws for both stock and non-stock corporations:</u> P 1,000</p> <p><u>Articles of Incorporation for non-stock corporation:</u> P 1,000</p> <p><u>Foreign Investments Act (FIA) Form 100:</u> P3,000.00</p> <p><u>Company Name Reservation:</u> P100.00</p> <p><u>Each additional trade name/s:</u> P100.00</p> <p><u>Documentary Stamp Tax:</u> P30.00</p> <p><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00)</p> |                 |                                                      |
| 5. Submits the proof of payment and documents | 5. Officially receives and stamps the hard copies of the registration application and forwards to SEC EO for generation of the Certificate of Registration (COR)                                                                                                                                  | None                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | 10 minutes      | Securities Specialist II/<br>Securities Specialist I |
|                                               |                                                                                                                                                                                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 10 minutes      | COS                                                  |

| CLIENT STEPS                                                            | AGENCY ACTIONS                                                                                              | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE    |
|-------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------------|
|                                                                         | 5.1. Enters company name in the SEC EO Masterlist, generates registration and prints Certificate            |                 | 30 minutes      | Securities Counsel I  |
|                                                                         | 5.2. Reviews and evaluates the application with supporting documents                                        |                 | 10 minutes      | EO Director           |
|                                                                         | 5.2.1.If compliant, signing of the Certificate of Registration (COR)                                        |                 |                 |                       |
|                                                                         | 5.2.2.If non-compliant, documents were returned to the processor, then to the party/client                  |                 |                 |                       |
| 6. Presents Official Receipt to secure the Certificate of Incorporation | 6. Releases the Certificate together with registration application then stamps release the official receipt | None            | 5 minutes       | Releasing Officer/COS |
| TOTAL                                                                   |                                                                                                             |                 | 1 day           |                       |

## 11. Registration of Corporations with less than 5 Incorporators

This service details the procedure on registration of corporations consisting of less than five incorporators and/or with partnership association or corporations as incorporators pursuant to Section 10 of the Revised Corporation Code (RCC)

|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>SEC Zamboanga Extension Office (SEC-ZEO)</b>                                                                                                                             |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | Simple                                                                                                                                                                      |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | G2C – Government to Client; G2B – Government to Business                                                                                                                    |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | All Natural and Juridical persons and their representatives                                                                                                                 |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | <b>WHERE TO SECURE</b>                                                                                                                                                      |
| <ol style="list-style-type: none"> <li>1. Cover Sheet</li> <li>2. Articles of Incorporation (for stock and non-stock corporations)</li> <li>3. Treasurer's Affidavit (for stock corporation only, optional if Treasurer's Certificate in accordance with the RCC is incorporated in the Articles of Incorporation (AI))</li> <li>4. By-Laws (for stock and non-stock corporations)</li> <li>5. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH</li> </ol> <p>*Please be informed to arrange in accordance with the order in the checklist in 3 original and 1 photocopy</p> | SEC Extension Office                                                                                                                                                        |
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a> |

| CLIENT STEPS                                                                                                       | AGENCY ACTIONS | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE   |
|--------------------------------------------------------------------------------------------------------------------|----------------|-----------------|-----------------|----------------------|
| 1. Log-in to <a href="https://apps004.sec.gov.ph:8001/application">https://apps004.sec.gov.ph:8001/application</a> | 1. None        | None            |                 | Applicant/Registrant |

| CLIENT STEPS                                         | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                                                            |
|------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|-----------------------------------------------------------------------------------------------|
| 2. Fill-out all the details needed and submit online | <p>2. System assigns the application to Name Verification Officer for the reservation of corporate name</p> <p>2.1. Whether name is approved or disapproved, the name verification officer assigns the application to a processor</p> <p>2.2. Processor determines whether the details of the application is in accordance with the Revised Corporation Code and other pertinent rules and regulations</p> <p>2.3. If the application is approved, the processor uploads the Payment Assessment Form (PAF) in PDF file to the system. If the application is disapproved, the processor inputs the comments in the system.</p> | None            | 1-3 days        | <p>Name Verification Officer</p> <p>Securities Specialist II/<br/>Securities Specialist I</p> |

| CLIENT STEPS                                                                          | AGENCY ACTIONS                                                                                                                                                                                                     | FEES TO BE PAID                                                                                                                                                                                      | PROCESSING TIME | PERSON RESPONSIBLE                                |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------------------------------|
|                                                                                       | The system will send the PAF or the comments to the email of the applicant/registrant.                                                                                                                             |                                                                                                                                                                                                      |                 |                                                   |
| 3. Pays the filing fees and submits the hard copies of signed and notarized documents | 3. Receives the payment for filing fees, issues a receipt and forwards the registration documents to a processor                                                                                                   | <u>For stock corporation based on the authorized capital stock:</u>                                                                                                                                  | 5 minutes       | Cashier                                           |
|                                                                                       | 3.1. Processor reviews the documents submitted. If approved, the registration documents are forwarded to the Receiving Officer. If there are deficiencies, the documents are returned to the applicant/registrant. | <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher                           | 30 minutes      | Securities Specialist II/ Securities Specialist I |
|                                                                                       |                                                                                                                                                                                                                    | <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher | 15 minutes      |                                                   |



| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                               | PROCESSING TIME | PERSON RESPONSIBLE |
|-----------------------------------------------|---------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|                                               |                                                                                                                     | <u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000<br><u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000<br><u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00<br><u>Company Name Reservation:</u> PHP 100.00<br><br><u>Each additional trade name/s:</u> PHP 100.00<br><u>Documentary Stamp Tax:</u> PHP 30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |
| 4. Submits the proof of payment and documents | 4. Officially receives and stamps the hard copies of the registration application and forwards to the Processor for | None                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 5 minutes       | COS                |

| CLIENT STEPS                                                                                                                                               | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                | FEES TO BE PAID                           | PROCESSING TIME                    | PERSON RESPONSIBLE                                        |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------|------------------------------------|-----------------------------------------------------------|
|                                                                                                                                                            | <p>generation of the Certificate of Registration (COR)</p> <p>4.1. Enters company name in the EO Masterlist and prints Certificate</p> <p>4.2. Reviews and evaluates the application with supporting documents</p> <p>4.3. If compliant, signs the Certificate</p> <p>4.4. If non-compliant, returns documents to the processor, then to the party/client</p> |                                           | <p>5 minutes</p> <p>10 minutes</p> | <p>COS</p> <p>Securities Counsel I</p> <p>EO Director</p> |
| 5. Presents Official Receipt to secure the Certificate of Incorporation and signs the logbook as proof of receipt of the Certificate of Registration (COR) | 6. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt                                                                                                                                                                                                         | None                                      | 10 minutes                         | Frontline Staff/COS                                       |
| TOTAL                                                                                                                                                      |                                                                                                                                                                                                                                                                                                                                                               | <u>For stock corporation based on the</u> | 3 days                             |                                                           |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>authorized capital stock:</u><br><u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher<br><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher<br><u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000<br><u>Articles of Incorporation for non-</u> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                            | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <u>stock corporation:</u><br>PHP 1,000<br><u>Foreign Investments Act (FIA) Form 100:</u><br>PHP 3,000.00<br><u>Company Name Reservation:</u> PHP 100.00<br><br><u>Each additional trade name/s:</u> PHP 100.00<br><u>Documentary Stamp Tax:</u> PHP 30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |

## 12. Registration of One Person Corporation (OPC)

This service details the procedure on registration of One Person Corporation (OPC) pursuant to Section 5, 115-132 of the Revised Corporation Code (R.A. No. 11232)

|                                                                                                                                                                                                                                                               |                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                    | <b>SEC Zamboanga Extension Office (SEC-ZEO)</b>             |
| <b>Classification:</b>                                                                                                                                                                                                                                        | Simple                                                      |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                   | G2C – Government to Client; G2B – Government to Business    |
| <b>Who may avail:</b>                                                                                                                                                                                                                                         | All Natural and Juridical persons and their representatives |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                              |                                                             |
| <b>1. Cover Sheet</b><br><b>2. Articles of Incorporation</b><br><b>3. Acceptance letter of the Nominee and Alternate Nominee</b><br><br><b>*Please be informed to arrange in accordance with the order in the checklist in 3 original set and 1 photocopy</b> | SEC Extension Office                                        |
| Computation of filing fee: <a href="http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf">www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf</a>                                                                                   |                                                             |

| CLIENT STEPS                                                                                                       | AGENCY ACTIONS                                                                                       | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE        |
|--------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------|
| 1. Log-in to <a href="https://apps004.sec.gov.ph:8001/application">https://apps004.sec.gov.ph:8001/application</a> | 1. None                                                                                              | None            |                 | Applicant/Registrant      |
| 2. Fill-out all the details needed and submit online                                                               | 2. System assigns the application to Name Verification Officer for the reservation of corporate name | None            | 10 minutes      | Name Verification Officer |

| CLIENT STEPS | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE                                           |
|--------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|--------------------------------------------------------------|
|              | <p>2.1. Whether name is approved or disapproved, the name verification officer assigns the application to a processor</p> <p>2.2. Processor determines whether the details of the application is in accordance with the Revised Corporation Code and other pertinent rules and regulations</p> <p>2.3. If the application is approved, the processor uploads the Payment Assessment Form (PAF) in PDF file to the system. If the application is disapproved, the processor inputs the comments in the system. The system will send the PAF or the comments to the email of the applicant/ registran</p> |                 | 1-3 days        | <p>Securities Specialist II/<br/>Securities Specialist I</p> |

| CLIENT STEPS                                                                          | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                             | FEES TO BE PAID                                                                                                                                                                                      | PROCESSING TIME | PERSON RESPONSIBLE                                   |
|---------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------------|
| 3. Pays the filing fees and submits the hard copies of signed and notarized documents | 3. Receives the payment for filing fees, issues a receipt and forwards the registration documents to a processor<br><br>3.1. Processor reviews the documents submitted. If approved, the registration documents are forwarded to the Receiving Officer. If there are deficiencies, the documents are returned to the applicant/registrant. | <u>For stock corporation based on the authorized capital stock:</u>                                                                                                                                  | 5 minutes       | Frontline Staff/COS                                  |
|                                                                                       |                                                                                                                                                                                                                                                                                                                                            | <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher                           | 30 minutes      | Securities Specialist II/<br>Securities Specialist I |
|                                                                                       |                                                                                                                                                                                                                                                                                                                                            | <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher | 15 minutes      |                                                      |
|                                                                                       |                                                                                                                                                                                                                                                                                                                                            | <u>Articles of Incorporation for non-stock corporation:</u><br>PHP 1,000                                                                                                                             |                 |                                                      |

| CLIENT STEPS                                  | AGENCY ACTIONS                                                                                                                                                                                                                                | FEES TO BE PAID                                                                                                                                                                                                                                                                                                  | PROCESSING TIME | PERSON RESPONSIBLE  |
|-----------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------|
|                                               |                                                                                                                                                                                                                                               | <u>Foreign Investments Act (FIA) Form 100:</u><br>PHP 3,000.00<br><u>Company Name Reservation:</u> PHP 100.00<br><br><u>Each additional trade name/s:</u> PHP 100.00<br><u>Documentary Stamp Tax:</u> PHP 30.00<br><u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                     |
| 4. Submits the proof of payment and documents | 4. Officially receives and stamps the hard copies of the registration application, forwards to SEC EO for the generation of the Certificate of Registration (COR)<br><br>4.1. Enters company name in the EO Masterlist and prints Certificate | None                                                                                                                                                                                                                                                                                                             | 5 minutes       | Frontline Staff/COS |
|                                               |                                                                                                                                                                                                                                               |                                                                                                                                                                                                                                                                                                                  | 5 minutes       | COS                 |



| CLIENT STEPS                                                                                                                                                         | AGENCY ACTIONS                                                                                                                                                                                                                                    | FEES TO BE PAID                                                                                                                                          | PROCESSING TIME | PERSON RESPONSIBLE                                                               |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------|
|                                                                                                                                                                      | <p>4.2. Reviews and evaluates the application and supporting documents</p> <p>4.3. If compliant, signing of the Certificate of Registration (COR)</p> <p>4.4. If non-compliant, documents returned to the processor, then to the party/client</p> |                                                                                                                                                          | 10 minutes      | <p>Securities Specialists II/<br/>Securities Specialist I</p> <p>EO Director</p> |
| 5. Presents Official Receipt to secure the Certificate of Incorporation and signs the receiving logbook as proof of receipt of the Certificate of Registration (COR) | 5. Enters company name in the Masterlist and releases the Certificate together with registration application then stamps release the official receipt                                                                                             | None                                                                                                                                                     | 5 minutes       | Administrative Assistant II/ EO Frontline Staff/COS                              |
| TOTAL                                                                                                                                                                |                                                                                                                                                                                                                                                   | <p><u>For stock corporation based on the authorized capital stock:</u><br/> <u>With par value: 1/5 of 1% of the authorized capital stock but not</u></p> | 3 days          |                                                                                  |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|--------------------|
|              |                | <p>less than PHP 2,000 or the subscription price of the subscribed capital stock whichever is higher</p> <p><u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher</p> <p><u>Foreign Investments Act (FIA) Form 100:</u><br/> PHP 3,000.00<br/> <u>Company Name Reservation:</u> PHP 100.00<br/> <u>Each additional trade name/s:</u> PHP 100.00<br/> <u>Documentary Stamp Tax:</u> PHP 30.00<br/> <u>Legal Research Fee (LRF):</u> 1% of the</p> |                 |                    |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                    | PROCESSING TIME | PERSON RESPONSIBLE |
|--------------|----------------|----------------------------------------------------|-----------------|--------------------|
|              |                | Filing Fee but not less than Ten Pesos (PHP 10.00) |                 |                    |

## 12. Registration of Partnerships through the CRS

This service details the procedure and documentary requirements for the issuance of Certificates of Records. The process is done through the Company Registration System at [crs.sec.gov.ph](http://crs.sec.gov.ph), the online registration system of the SEC.

| <b>Office or Division:</b>                                                                                                                                                        | <b>SEC Zamboanga Extension Office (SEC-ZEO)</b>                                                                                                                                       |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Classification:</b>                                                                                                                                                            | Simple                                                                                                                                                                                |
| <b>Type of Transaction:</b>                                                                                                                                                       | G2C – Government to Citizen                                                                                                                                                           |
| <b>Who may avail:</b>                                                                                                                                                             | All natural and juridical persons and their representatives                                                                                                                           |
| CHECKLIST OF REQUIREMENTS                                                                                                                                                         | WHERE TO SECURE                                                                                                                                                                       |
| Cover Sheet (2 original; 1 photocopy)                                                                                                                                             | CRS-generated                                                                                                                                                                         |
| Signed & notarized Articles of Partnership (1 original; 2 photocopies)                                                                                                            | CRS-generated                                                                                                                                                                         |
| Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of Partnership and applicable document/s)                     | Bureau of Internal Revenue (BIR)                                                                                                                                                      |
| Tax Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)                                 | Bureau of Internal Revenue (BIR)                                                                                                                                                      |
| Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country)                                                                   | <a href="http://www.sec.gov.ph/wp-content/uploads/2015/01/Minimum-Paid-Up-Capital_Final1.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/01/Minimum-Paid-Up-Capital_Final1.pdf</a> |
| Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures |                                                                                                                                                                                       |

|                                                                                                                                                          |                                                                                                                                                                                                                                                                                                                                                                                            |
|----------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Minimum paid-up</b>                                                                                                                                   |                                                                                                                                                                                                                                                                                                                                                                                            |
| <b>If there are one (1) or more foreign partners<br/>Signed &amp; notarized F-105 (Foreign Investments Act Application Form)</b>                         | CRS-generated                                                                                                                                                                                                                                                                                                                                                                              |
| <b>If documents were signed in a foreign jurisdiction,<br/>Authenticated/Apostilled Articles of Partnership and/or F-105 (1 original; 2 photocopies)</b> | Philippine Embassy/Consulate                                                                                                                                                                                                                                                                                                                                                               |
| <b>If applicable, Endorsement/Clearance from other government agencies, if applicable (1 original, 2 photocopies)</b>                                    | <p>BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES</p> <p>A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas</p> <p>B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission</p> <p>C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas</p> |

| CLIENT STEPS                                                                                                                                                                                                                   | AGENCY ACTIONS                                                                                                                                                                                         | FEES TO BE PAID | PROCESSING TIME                                                                        | PERSON RESPONSIBLE |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|----------------------------------------------------------------------------------------|--------------------|
| <p>1. Creates an account in the Company Registration System (CRS) by logging in at <a href="http://www.crs.gov.ph">www.crs.gov.ph</a></p> <p>1.1. Verifies the created account through e-mail then logs-in his/her account</p> | <p>1. System sends verification confirmation to allow applicant to sign-in in the facilities therein.</p> <p>1.1. *Email account created automatically expires within 90 calendar days if inactive</p> | None            | <p>10 minutes (under normal circumstances, i.e. system is working)</p> <p>1 minute</p> | System-generated   |

| CLIENT STEPS                                                                                                    | AGENCY ACTIONS                                                                                                      | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE        |
|-----------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------|
| 1.2. Verifies, reserves, or appeals the proposed company name including trade or business names, if applicable. | 1.2. System approves/denies the proposed company name in accordance with Memorandum Circular No. 13, series of 2019 |                 | 10 minutes      | Name Verification Officer |
| 1.3. If approved, proceeds with the encoding of company information                                             | 1.3. System approves the proposed name/s                                                                            |                 | 30 minutes      |                           |
| 1.4. *Reservation of proposed company name expires on the 4 <sup>th</sup> day if in-forms are not filled up     | 1.4. Approves the appeal                                                                                            |                 |                 |                           |
|                                                                                                                 | 1.5. Denies the appeal                                                                                              |                 |                 |                           |
|                                                                                                                 | 1.6. None                                                                                                           |                 |                 |                           |
|                                                                                                                 | 1.7. System acknowledges submission of documents                                                                    |                 |                 |                           |
| 1.5. If denied, avails online appeal of rejected names by uploading appeal letter and/or supporting documents   |                                                                                                                     |                 |                 |                           |
| 1.6. Encodes company information                                                                                |                                                                                                                     |                 |                 |                           |
| 1.7. Uploads and submits CRS-generated or non-CRS generated documents                                           |                                                                                                                     |                 |                 |                           |

| CLIENT STEPS                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | AGENCY ACTIONS                                                                                                                                                                          | FEES TO BE PAID | PROCESSING TIME           | PERSON RESPONSIBLE                                |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|---------------------------|---------------------------------------------------|
| 2. Waits for the evaluation of submitted documents                                                                                                                                                                                                                                                                                                                                                                                                                             | 2. Evaluates uploaded documents                                                                                                                                                         | None            | 1-6 hours per application | Securities Specialist II/ Securities Specialist I |
| 3. Receives notification through email and CRS account<br><br>3.1. If for compliance, opens the compliance section in the CRS and complies the deficiencies and completes the requirements<br><br>3.2. If for payment, pays the filing fee online or on collection then uploads the documentary requirements<br><br>3.3. If online, pays through GCash or Landbank then uploads documentary requirements through CRS<br><br>3.4. If on collection, prints the Order of Payment | 3. System issues compliance e-mail alert if the documents are incomplete or with deficiencies<br><br>3.1. System issues payment e-mail alert if the documents are complete and in order | None            |                           |                                                   |

| CLIENT STEPS                                                                                                                                                                                                                                                        | AGENCY ACTIONS                                                                                                                                                                                                    | FEES TO BE PAID                                                                                                                                                                                                                                                              | PROCESSING TIME                  | PERSON RESPONSIBLE                                 |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------|----------------------------------------------------|
| <p>4. Presents the Order of Payment</p> <p>4.1. If at SEC Head Office or Extension Office, presents the Order of Payment</p> <p>4.2. *Brings the documentary requirements</p> <p>4.3. If at any SEC-accredited Landbank branches, presents the Order of Payment</p> | <p>4. Issues and prints out the Payment Assessment Form (PAF)</p> <p>4.1. Presents PAF to the assigned CRS processor for his/her initial/signature</p> <p>4.2. Issues machine-validated Oncoll Payment Slip/s</p> |                                                                                                                                                                                                                                                                              | <p>5 minutes</p> <p>1 minute</p> | Securities Specialist II / Securities Specialist I |
| <p>5. Presents the PAF at the SEC Cashier and pays the filing fees</p>                                                                                                                                                                                              | <p>5. Accepts payment and issues Official Receipt (O.R.) and machine-validated Payment Assessment Form</p>                                                                                                        | <p>a) <u>Articles of Partnership</u>: 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) of not less than PHP 20.00.</p> <p>c) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable;</p> | 5 minutes                        | Cashier                                            |

| CLIENT STEPS                                                                                                                                                                                          | AGENCY ACTIONS                                                                                                                                          | FEES TO BE PAID                                                                                           | PROCESSING TIME           | PERSON RESPONSIBLE      |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------|---------------------------|-------------------------|
|                                                                                                                                                                                                       |                                                                                                                                                         | c) Documentary Stamp – PHP 30.00<br>d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00 |                           |                         |
| 5.1. Upon payment,<br><br>5.2. Proceeds to SEC-EO for the uploading of proof of payment and documentary requirements; or<br><br>5.3. Uploads the proof of payment and documentary requirements in CRS | 5.4. Uploads the proof of payment and documentary requirements                                                                                          | None                                                                                                      | 2 minutes                 | Frontline Staff/<br>COS |
| 6. Gets a number and proceeds to the EO Counter<br><br>6.1. Submits three (3) sets of documentary requirements (1 original; 2 photocopies) at the CRMD Receiving Section                              | 6. Calls the number<br><br>6.1. Checks the completeness of the documents submitted to ensure that there is at least one original set of the application | None                                                                                                      | 1 minute<br><br>5 minutes | Frontline Staff/<br>COS |



| CLIENT STEPS                                       | AGENCY ACTIONS                                                                                                                                                        | FEES TO BE PAID | PROCESSING TIME | PERSON RESPONSIBLE        |
|----------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|-----------------|---------------------------|
|                                                    | 6.2. Stamps receives and put initials on the submitted documents and advises registrant to wait for 3 working days for the release of the Certificate of Registration |                 |                 |                           |
| 7. Waits for the release of the signed Certificate | 7. Checks the uploaded proof of payment and documentary requirements                                                                                                  | None            | 5 minutes       | Securities Specialist II/ |
|                                                    | 7.1. If complete and compliant, tags the application in CRS as "For Receiving"                                                                                        |                 | 5 minutes       | Securities Specialist I   |
|                                                    | 7.2. If incomplete and/or non-compliant, returns the application to the applicant through CRS                                                                         |                 | 5 minutes       |                           |
|                                                    | 7.3. Tags the application in CRS as "Received"<br>7.4. Retrieves the hard copies of the application and forwards to the Data Analyst                                  |                 | 5 minutes       | Frontline Staff/COS       |

| CLIENT STEPS                                                                                 | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                                                                                                              | FEES TO BE PAID | PROCESSING TIME                    | PERSON RESPONSIBLE                         |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------|--------------------------------------------|
|                                                                                              | <p>7.5. Generates the Certificate through CRS and forwards the same with the submitted proof of payment and documentary requirements to the authorized signatory</p> <p>7.6. Reviews the application</p> <p>7.7. Signs the Certificate; or</p> <p>7.8. Returns the application for compliance.</p> <p>7.9. Generates the Unified Registration Records (URRs) of the partnership and forwards the Certificate with URR to the EO Counter</p> |                 | <p>10 minutes</p> <p>5 minutes</p> | <p>Director</p> <p>Frontline Staff/COS</p> |
| 8. Gets a number and proceeds to the EO Counter                                              | 8. Calls the number                                                                                                                                                                                                                                                                                                                                                                                                                         | None            | 1 minute                           | Frontline Staff                            |
| 8.1. Presents original proof of payment to the EO Counter and claims the Certificate and URR | 8.1. Releases Certificate and URR to the applicant                                                                                                                                                                                                                                                                                                                                                                                          |                 | 5 minutes                          |                                            |

| CLIENT STEPS | AGENCY ACTIONS | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                                                                                   | PROCESSING TIME        | PERSON RESPONSIBLE |
|--------------|----------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|--------------------|
| TOTAL        |                | <p>a) <u>Articles of Partnership</u>: 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus 1% Legal Research Fee (LRF) of not less than PHP 20.00.</p> <p>c) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable;</p> <p>c) Documentary Stamp – PHP 30.00</p> <p>d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00</p> | 2 hours and 21 minutes |                    |

### 13. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock).

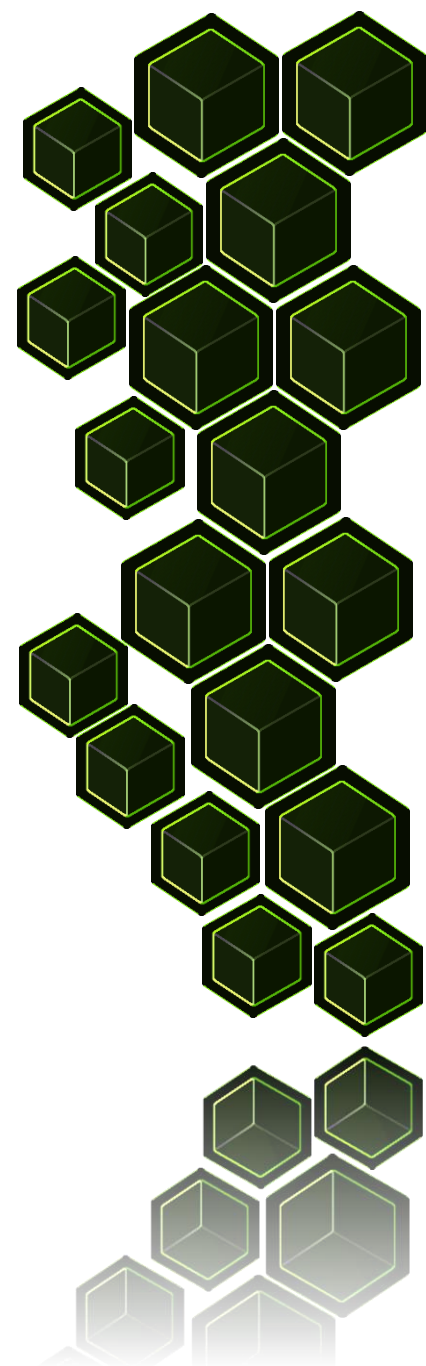
|                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                                                                        |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------|
| <b>Office or Division:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | <b>SEC Zamboanga Extension Office (SEC-ZEO)</b>                                        |
| <b>Classification:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Simple                                                                                 |
| <b>Type of Transaction:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | G2C – Government to Citizen                                                            |
| <b>Who may avail:</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | All registered domestic corporations through their Authorized Representatives          |
| <b>CHECKLIST OF REQUIREMENTS</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | <b>WHERE TO SECURE</b>                                                                 |
| <ol style="list-style-type: none"> <li>1. Copy of the Latest due Financial Statements and any amendments thereto (duly stamped received by BIR and SEC)</li> <li>2. Copy of the Latest due General Information Sheet and any amendments thereto (duly stamped received by SEC)</li> <li>3. Copy of the Certificate of Incorporation and latest Certificate of filing of Amended Articles or By-laws (if any) together with copies of the latest Articles of Incorporation and By-laws</li> <li>4. Copy of Registration of Stock and Transfer Book/Membership Book</li> <li>5. Copy of the latest Confirmation of Payment (COP), if any</li> <li>6. Other documents (per monitorer's instructions) such as:</li> <li>7. Secretary's Certificate explaining the double filing of General Information Sheet;</li> <li>8. Secretary's Certificate of No Intra-Corporate Dispute;</li> <li>9. Secretary's Certificate (Clarification)</li> </ol> | <p>To be provided by client</p> <p>Public Assistance and Complaint Desk/EO Counter</p> |

|                                                                                                                                                                                                                                                                                       |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <b>10. Affidavit of the Corporate Secretary (Anti-Dummy Law/One and the Same/Auditor);</b><br><b>11. General Form for Financial Statements when the gross revenue/total assets exceeds Five Million Pesos (P5,000,000)</b><br><b>12. OGA's Acknowledgement on Functional Currency</b> |  |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

| CLIENT STEPS                                                                        | AGENCY ACTIONS                                                                                                                                                                                                                                                                                                                                       | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                        | PROCESSING TIME                          | PERSON RESPONSIBLE          |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------|-----------------------------|
| 1. Submits completely filled-up "Request for Monitoring" and the required documents | 1. Pre-evaluates required documents                                                                                                                                                                                                                                                                                                                  | None                                                                                                                                                                                                                                                                                                                                   | 15 minutes                               | Frontline Staff/COS         |
|                                                                                     | 1.1. If documents are not complete, the same are returned together with the checklist of the requirements;<br><br>1.2. If the documents are complete the request is accepted and assigned to monitoring staff the proposed name/s<br><br>1.3. Determines compliance, deficiencies and violations, and prepares the Monitoring Assessment Sheet (MSh) | Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements;<br>Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010 | 30-45 minutes on average per corporation | Administrative Assistant II |

| CLIENT STEPS                                                                            | AGENCY ACTIONS                                                                                                                                                                                                                                      | FEES TO BE PAID                                                                                                                                                                                                                                                                                                                     | PROCESSING TIME | PERSON RESPONSIBLE                             |
|-----------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------|------------------------------------------------|
| 2. Returns on assigned day, and if is agreeable to the findings presented, signs the MS | 2. Presents the findings to the applicant<br><br>2.1. If there are no deficiencies, the MSh prepared by the Monitoring Staff will indicate such finding with computation of penalties and will be directly submitted to the EO Director for signing | None                                                                                                                                                                                                                                                                                                                                | 1-2 days        | Administrative Assistant II<br><br>EO Director |
| 3. Pays the assessed fines and penalties                                                | 3. Receives payment of assessed fines and penalties and issues official receipt                                                                                                                                                                     | None                                                                                                                                                                                                                                                                                                                                | 10 minutes      | Cashier                                        |
| TOTAL                                                                                   |                                                                                                                                                                                                                                                     | Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); Amended rules governing the distribution of excess profits of corporation; Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010 | 2 days          |                                                |

# LIST OF EXTENSION OFFICES



## SEC CONTACT CENTER

The Securities and Exchange Commission (SEC) Main Office, Satellite Offices and Extension Offices will continue to operate at limited capacity and implement alternative work arrangements while quarantine measures remain in place across the country due to the COVID-19 pandemic.

In the meantime, the public may reach the Commission through the following email addresses and interim hotline numbers for queries and other concerns during office hours. The Commission will set up more interim hotlines and update the SEC Contact Center accordingly.

| EXTENSION OFFICE          | EMAIL ADDRESS                                       | INTERIM HOTLINE                                        |
|---------------------------|-----------------------------------------------------|--------------------------------------------------------|
| <i>SEC Baguio</i>         | secbaguio@sec.gov.ph                                | (074) 309-5804                                         |
| <i>SEC Tarlac</i>         | rrlaus@sec.gov.ph mrtorres@sec.gov.ph               | (045) 491-0140                                         |
| <i>SEC Legazpi</i>        | secbicol@gmail.com                                  | (052) 480-8272<br>(+63) 929-883-1917                   |
| <i>SEC Cebu</i>           | seccebu@sec.gov.ph<br>tjyabutay@sec.gov.ph          | (032) 416-9339<br>(032) 253-5337                       |
| <i>SEC Bacolod</i>        | sec.bcdextension@gmail.com secbacolod2018@gmail.com | (034) 445-5714                                         |
| <i>SEC Iloilo</i>         | sec_ieo6@yahoo.com                                  | (033) 337-9984<br>(033) 335-0025                       |
| <i>SEC Cagayan de Oro</i> | seccdoeo@gmail.com nmconde@sec.gov.ph               | (088) 857-4325<br>(+63) 945-708-8317                   |
| <i>SEC Davao</i>          | secdavao@gmail.com                                  | (+63) 915-327-4459<br>(+63) 933-455-3547               |
| <i>SEC Zamboanga</i>      | sec_zeo@yahoo.com                                   | (062) 991-7163<br>(062) 993-1437<br>(+63) 977-671-5853 |