



CITIZEN'S CHARTER

SEC EXTENSION OFFICES

FIRST EDITION | FY 2025



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VISION

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

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

MISSION

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



CORE VALUES



INTEGRITY

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



PROFESSIONALISM

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



ACCOUNTABILITY

We are responsible for our actions and decisions.



TEAMWORK

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



INDEPENDENCE

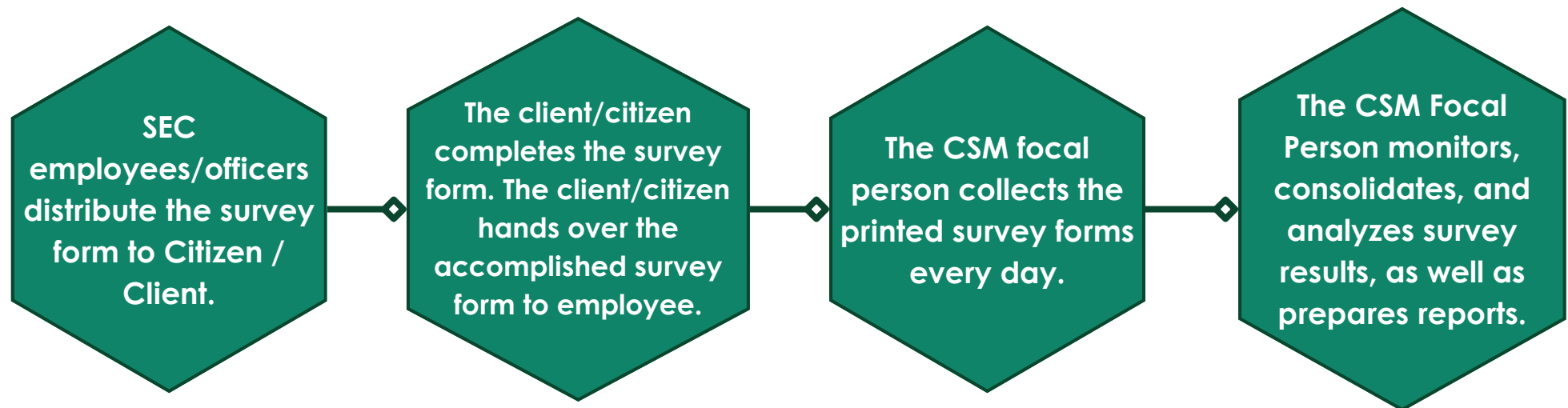
We act without fear or favor, and render sound judgment in the performance of our duties and responsibilities.



FEEDBACK AND COMPLAINTS MECHANISM

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

ON-SITE CONDUCT OF CSM FORM

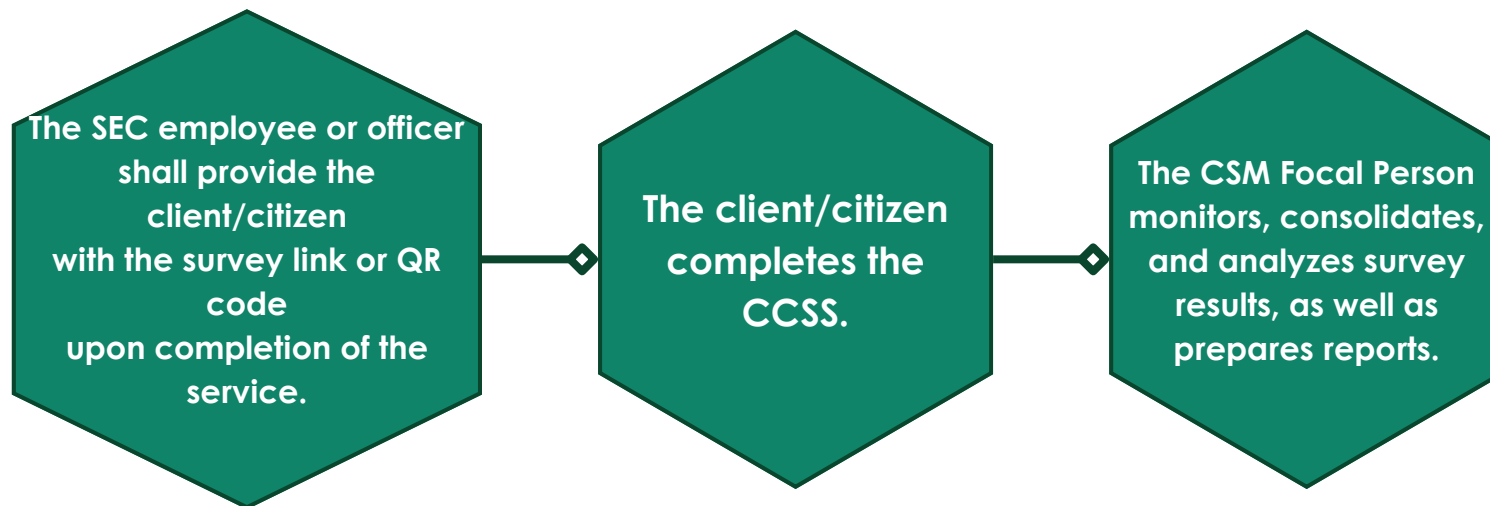




FEEDBACK AND COMPLAINTS MECHANISM

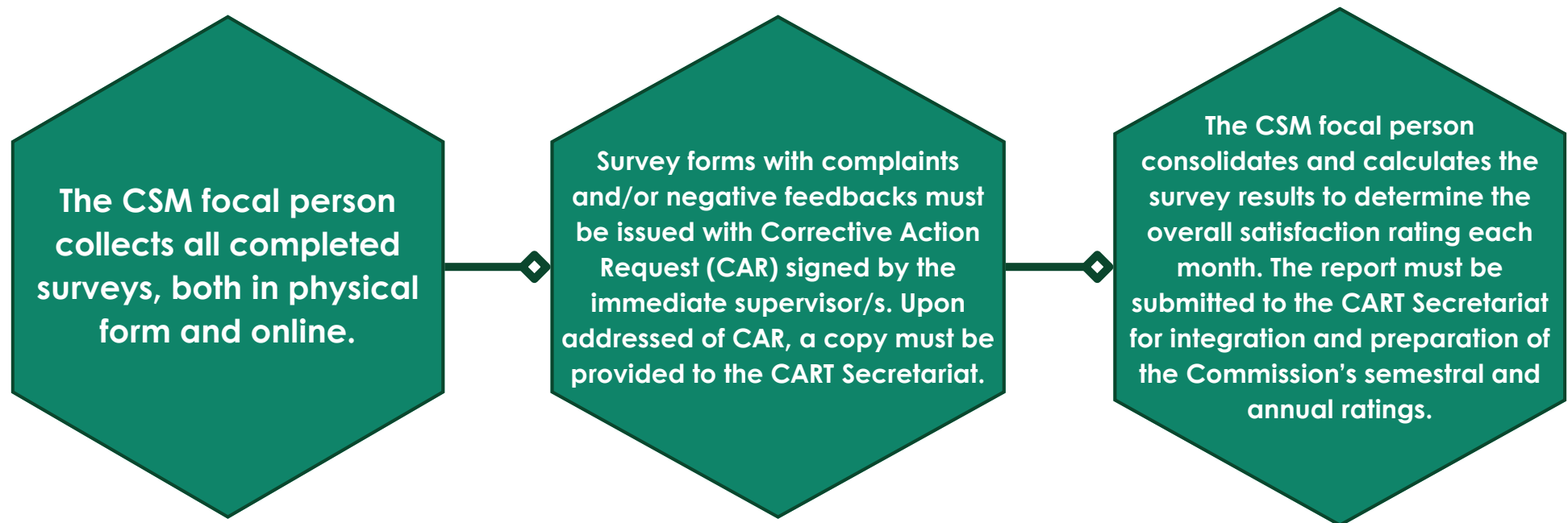
We value your feedback. Please let us know how we have served you through our Client Satisfaction Measure (CSM).

REMOTE CONDUCT OF CSM FORM





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





Issuance of Corrective Action Request (CAR)



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



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BACOLOR

SEC EXTENSION OFFICE

Citizen's Charter, FY 2025 | 1st Edition



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

This service is for application for change in the provisions in the Articles of Incorporation and/or By-Laws, *including but not limited to*:

1. corporate name;
2. purpose(s);
3. principal address;
4. terms of existence;
5. number of directors/trustees;
6. annual meeting;
7. fiscal year.

Note: This service does not apply to Application for Increase in Capital Stock, Stock-split or Reverse Stock-split, and all other applications classified as Highly Technical.

Office or Division:	SEC Bacolod Extension Office (SEC-BCDEO)
Classification:	Complex (7 days)
Type of Transaction:	G2B – Government to Business
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS: 1. Registration of the corporation with eSECURE (Electronic SEC Universal Registration Environment) at https://esecure.sec.gov.ph/	Clients may seek assistance at the Public Assistance Desk/Officer of the Day or through email request at secbacolod2018@gmail.com

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Registration of the corporation with eAmend (Electronic Application for Modification of Entity Data) https://eamend.sec.gov.ph/login 3. Bacolod Extension Office (BcdEO) Monitoring Clearance 4. Amended Articles of Incorporation/By-laws (2 original copies and 1 electronic copy) 5. Notarized Directors' or Trustees' Certificate (2 original copies and 1 electronic copy) 6. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (2 original copies and 1 electronic copy) 7. Clearance from other SEC Departments, if applicable 7.1. 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 and 1 electronic copy) 7.2 For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy and 1 electronic copy)	Clients may seek assistance at the Public Assistance Desk/Officer of the Day or through email request at secbacolod2018@gmail.com Bacolod Extension Office To be provided and uploaded by the client through eAmend (Electronic Application for Modification of Entity Data). Form is autogenerated by the eAmend (Electronic Application for Modification of Entity Data). Form is autogenerated by the eAmend (Electronic Application for Modification of Entity Data). Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Endorsement from other government agencies, if applicable (1 original copy and 1 electronic copy) <i>NOTE: Checklist of Requirements and sample formats from the Public Assistance Desk or through the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/</i> <u>SITUATIONAL REQUIREMENTS:</u> 9.A.1. If the provision to be amended is the corporate name, submit: a. Name Verification Slip (1 original and 1 electronic copy) b. Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the Articles of Incorporation) - (1 original and 1 electronic copy) 9.B.1. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit:	<u>BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES</u> A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions - <u>Bangko Sentral ng Pilipinas</u> B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- <u>Insurance Commission</u> C. Money Changer and Remittance Services- <u>Bangko Sentral ng Pilipinas</u> To be provided by the client. Clients may seek assistance at the Public Assistance Desk/ Officer of the Day or through email request at secbacolod2018@gmail.com To be provided by the client. Clients may seek assistance at the Public Assistance Desk/Officer of the Day or through email request at secbacolod2018@gmail.com

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a.) F-101 (1 original and 1 electronic copy) 9.C.1. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: a.) F-102 (1 original and 1 electronic copy)	Download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/ 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
1. Register Online through: 1.1. Register the corporation with eSECURE (Electronic SEC Universal Registration Environment) at https://esecure.sec.gov.ph/ and 1.2. Register the corporation with eAmend (Electronic Application for Modification of Entity Data) https://eamend.sec.gov.ph/login	1.1. Assist the client, if needed, in registering the corporation in the online platform of the Commission: a) eSECURE (Electronic SEC Universal Registration Environment); and b) eAmend (Electronic Application for Modification of Entity Data)	₱ 400	2 hours	Administrative Assistant II, Computer Operator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit application for amendment through eAmend (Electronic Application for Modification of Entity Data)	2.1. Review the application for completeness, and inform clients to upload and submit supporting documents.	None	2 hours	Administrative Assistant I and II, Confidential Asst., Administrative Officer II, Securities Specialist I, Securities Specialist II
3. Upload the necessary documents through eAmend (Electronic Application for Modification of Entity Data)	3.1. Do an initial review of the uploaded documents for completeness.	None	2 hours	Administrative Assistant I and II, Administrative Officer II, Securities Specialist I, Securities Specialist II
	3.2. Monitor the corporation.		3 days	Computer Operator, Administrative Assistant I Administrative Assistant II, Confidential Assistant III, Administrative Officer II, Securities Specialist I, Securities Specialist II
			1 day	
	3.3. Review the monitoring.		1 day	Securities Specialist I, Securities Specialist II, Securities Counsel I, Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4. Review and approve the monitoring. 3.5. Furnish the client of the Monitoring Sheet 3.6. Issue Payment Assessment Form (PAF) for the penalty, if any.		1 hour 1 hour	Director II Computer Operator, Administrative Assistant I, Administrative Assistant II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II Administrative Assistant I, Administrative Assistant II, Administrative Officer II, Information Officer II
4. Pay the Penalty. if any, through Landbank, GCash or any authorized payment center as indicated in the Payment Assessment Form.	4.1. Subject the application for legal review. 4.2. Issue Payment Assessment Form (PAF) for the processing fee.	Amount in the Payment Assessment Form (PAF)	2 hours 1 hour	Securities Counsel I, Securities Counsel II Administrative Assistant II, Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Pay the Processing Fee through Landbank, GCash or any authorized payment center as indicated in the Payment Assessment Form.	5.1. Instruct the client to submit original hard copies of the application together with the attached supporting documents.	Amount as indicated in the Payment Assessment Form (PAF)	30 minutes	Administrative Assistant II, Administrative Officer II, Securities Specialist I, Securities Specialist II
6. Submit Two (2) Original Hard Copies of the Application together with the attached supporting documents, and receive the Certificate of Amended Articles of Incorporation and/or By-Laws. <i>Note: All submitted hard copies must be in A4 Size.</i>	6.1. Review the submitted documents. 6.2. Issue a Certificate of Amended Articles of Incorporation and/or By-Laws.	None	4 hours 30 minutes	Computer Operator Administrative Assistant I, Administrative Assistant II, Administrative Officer II, Securities Specialist I, Securities Specialist II Administrative Assistant II
Total Processing Time			7 days	
Total Processing Fee			₱400 + Processing Fees. Plus Penalty Fees, if any.	

2. Application for Amendment of Partnerships

This service details the procedure in applying for any changes of the Articles of Partnerships, including change of partners, and terms of the partnership.

Office or Division:	SEC Bacolod Extension Office (SEC-BCDEO)
Classification:	Complex (7 days)
Type of Transaction:	G2B – Government to Business
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS: 1. Registration of the corporation with eSECURE (Electronic SEC Universal Registration Environment) at https://esecure.sec.gov.ph/ 2. Registration of the corporation with eAmend (Electronic Application for Modification of Entity Data) https://eamend.sec.gov.ph/login 3. Cover Sheet (2 original)	Clients may seek assistance at the Public Assistance Desk/Officer of the Day or through email request at secbacolod2018@gmail.com Clients may seek assistance at the Public Assistance Desk/Officer of the Day or through email request at secbacolod2018@gmail.com Automatically generated by the system.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Amended Articles of Partnership (2 original) 5. Payment Assessment Form (1 original) SITUATIONAL REQUIREMENTS: 1. 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) 2. 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) 3. If provision for amendment is to have foreign equity of a registered partnership, submit: a. Form: F-106	To be provided by the client. To be provided by the client. To be provided by the client. Clients may seek assistance at the Public Assistance Desk/ Officer of the Day or through email request at secbacolod2018@gmail.com To be provided by the client. Clients may seek assistance at the Public Assistance Desk/ Officer of the Day or through email request at secbacolod2018@gmail.com To be provided by the client. Clients may seek assistance at the Public Assistance Desk/ Officer of the Day or through email request at secbacolod2018@gmail.com

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. If provision for amendment is to further increase the foreign equity of a registered partnership, submit: a. Form: F-107	Download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/ 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
1. Register Online through: 1.1. Register the corporation with eSECURE (Electronic SEC Universal Registration Environment) at https://esecure.sec.gov.ph/ and 1.2. Register the corporation with eAmend (Electronic Application for Modification of Entity Data) at https://eamend.sec.gov.ph/login	1.1. Assist the client, if needed, in registering the corporation in the online platform of the Commission: a) eSECURE (Electronic SEC Universal Registration Environment); and b) eAmend (Electronic Application for Modification of Entity Data)	₱ 400	2 hours	Administrative Assistant II
2. Submit application for amendment through eAmend (Electronic Application for Modification of Entity Data)	2.1. Review the application for completeness, and inform clients to upload and submit supporting	None	2 days	Administrative Assistant I Administrative Assistant II, Confidential

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documents.			Assistant III, Administrative Officer II, Securities Specialist I, Securities Specialist II
3. Upload the necessary documents through eAmend (Electronic Application for Modification of Entity Data)	3.1. Do an initial review of the uploaded documents for completeness.	None	1 day	Administrative Assistant I, Administrative Assistant II, Administrative Officer II, Securities Specialist I, Securities Specialist II
	4.2. Subject the application for legal review.		2 days	Securities Counsel I, Securities Counsel II
	4.2. Issue Payment Assessment Form (PAF) for the processing fee.		1 hour	Administrative Assistant II,
5. Pay the Processing Fee through Landbank, GCash or any authorized payment center as indicated in the Payment Assessment Form.	5.1. Instruct the client to submit original hard copies of the application together with the attached supporting documents.	Amount as indicated in Payment Assessment Form (PAF)	1 hour	Administrative Assistant II, Administrative Officer II, Securities Specialist I, Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Submit Two (2) Original Hard Copies of the Application together with the attached supporting documents, and receive the Certificate of Amended Articles of Partnership. <i>Note: All submitted hard copies must be in A4 Size.</i>	6.1. Review the submitted documents. 6.2. Issue a Certificate of Amended Articles of Partnership.	None	4 hours 1 hour	Computer Operator Administrative Assistant I, Administrative Assistant II, Administrative Officer II, Securities Specialist I, Securities Specialist II Administrative Assistant II
Total Processing Time			6 days and 1 hour	
Total Processing Fee			₱400 + Processing Fees.	

3. Increase of Capital Stock by way of Cash

This service details the procedure in applying for increase in Authorized Capital Stock.

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

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)
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
STANDARD REQUIREMENTS: 1. Cover sheet (2 original) 2. Signed and notarized Director's Certificate (2 original) 3. Signed and notarized Secretary's Certificate on non-existence of intra-corporate dispute (2 original)	To be provided by the client. Clients may seek assistance at the Public Assistance Desk/ Officer of the Day or through email request at secbacolod2018@gmail.com To be provided by the client. Clients may seek assistance at the Public Assistance Desk/ Officer of the Day or through email request at secbacolod2018@gmail.com

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Signed and notarized Application for Increase of Capital Stock (2 original) a. Signed and Notarized Treasurer's Affidavit (2 original) 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 (2 original) c. Signed and notarized Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (2 original) 5. Amended Articles of Incorporation (2 original) 6. SEC Bacolod Extension Monitoring Clearance (1 original)	To be provided by the client. Clients may seek assistance at the Public Assistance Desk/ Officer of the Day or through email request at secbacolod2018@gmail.com To be provided by the client. Clients may seek assistance at the Public Assistance Desk/ Officer of the Day or through email request at secbacolod2018@gmail.com To be provided by the client. Clients may seek assistance at the Public Assistance Desk/ Officer of the Day or through email request at secbacolod2018@gmail.com To be provided by the client. Clients may seek assistance at the Public Assistance Desk/ Officer of the Day or through email request at secbacolod2018@gmail.com SEC Bacolod Extension Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
SITUATIONAL REQUIREMENTS: 1. Endorsement from other government agencies, if applicable (1 original) 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 (1 original) 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 (1 original) 4. Special Audit Report (1 original) a. Listed companies; b. Public companies defined under Securities Regulation Code; c. Companies that offer or sell securities to the public; and/or	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 Desk or may download from SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/ For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s-2008.pdf For guidance, refer to Memorandum Circular No. 6 series of 2012

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
d. Where payment to subscription to the increase is more than P50,000,000.00 4.1. Subscription Contract in lieu of the Special Audit Report if not among those mentioned from 4.a. to 4.d. above. <i>Note: Per Memorandum Circular No. 11 Series of 2016</i> 5. 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 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 (1 original)	Bangko Sentral ng Pilipinas

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application for Increase of Capital Stock and all applicable draft documents at SEC Bacolod Extension Office or through email at secbacolod2018@gmail.com and fill out transmittal slip for documents submitted. <i>Note: Monitoring Clearance is not required to be submitted initially.</i>	1.1. Accepts draft documents for encoding in the Master List and assignment to Designated Processors.	None	4 hours	Administrative Assistant II, Computer Operator
	1.2. Verify whether the application submitted is complete and attached with necessary requirements. Reject incomplete or non-compliant, and issue an order/letter detailing the reason for the rejection.		2 days	Securities Specialist I Securities Specialist II
	1.3. Evaluate the contents and substance of the application including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. <i>Simultaneously Monitoring the corporation.</i>		10 days	Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4. Evaluate for legal review the contents and substance of the application including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. <i>Review the results of the monitoring procedure.</i>		2 days	Securities Counsel I, Securities Counsel II
	1.5. Initiate a final review on the contents of and substance of the application including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. <i>Finalize the monitoring results.</i>		1 days	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6. Issue a Payment Assessment Form (PAF) for the processing fees for complete and compliant application. Send the Monitoring Sheet to the client, and issue another Payment Assessment Form (PAF) for the penalty, if any.		2 hours	Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the processing fees, including penalty if any, as indicated in the Payment Assessment Form (PAF) through Landbank, GCash or any payment center authorized by the Commission, and present proof of payment to Bacolod Extension Office. <i>Note: Please immediately present proof of payment to Bacolod Extension Office upon payment of processing fees.</i>	2.1. Issue the necessary clearance e.g. <i>Monitoring Clearance</i>. 2.2. Instruct the client to submit hard copies of all the documents in support to the application and remind them that some documents need to be notarized.	a) Amended Articles of Incorporation – ₱1,000.00 b) LRF ₱ 10.00 c) Handling Fee ₱ 20.00 d) Documentary Stamp Tax ₱ 30.00 For the increase: For corporation with par value a. 1/5 of 1% of the increase in capital stock but not less than ₱3,000.00 or the subscription price of the subscribed capital stock, whichever is higher For corporation without par value	1 day 1 day	Securities Specialist I Securities Specialist II Securities Specialist I Securities Specialist II

		a. 1/5 of 1% of the increase in capital stock computed at ₱100.00 per share but not less than ₱3,000.00 or the issue value of the subscribed capital stock, whichever is higher b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than ₱10.00 c. Documentary Stamp tax ₱ 60.00 d. Handling Fee ₱ 20.00 For Corporations with FIA Application - Additional ₱3,060, inclusive of LRF of ₱30.00 and DST of ₱30.00		
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit Two (2) Original Hard Copies of the Application together with the attached supporting documents at SEC Bacolod Extension Office.	3.1. Review the submitted documents.	None	1 day	Securities Specialist I Securities Specialist II
	3.2. Print Certificate for Increase of Authorized Capital Stock and Amended Articles of Incorporation		4 hours	Administrative Assistant II
	3.3. Sign Certificate for Increase of Authorized Capital Stock and Amended Articles of Incorporation		4 hours	Director II
4. Receive the Certificates for Increase of Authorized Capital Stock and Amended Articles of Incorporation at SEC Bacolod Extension Office.	4.1 Issue and log the Certificate for Increase of Authorized Capital Stock and Amended Articles of Incorporation to the client.	None	2 hours	Administrative Assistant II

TOTAL	For the amendment: a. Amended Articles of Incorporation – P1,000.00 b. LRF P 10.00 c. Handling Fee P 20.00 d. Documentary Stamp Tax P 30.00 For the Increase: For corporation with par value a. 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher For corporation without par value a. 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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax of P60.00 d. Handling Fee – P 20.00 For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00	20 Days	
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4. 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 Bacolod Extension Office (SEC-BACEO)
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 in A4 size bond paper) 1. Cover sheet 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 a. Signed and Notarized Treasurer's Affidavit with documentary stamps on one original set 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 c. Signed and notarized Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders with documentary stamps on one original set	May secure Checklist of requirements and sample formats from the Public Assistance Desk or through the Commission's website through URL http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37) To be provided by the applicant EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Amended Articles of Incorporation Additional Requirements 1. Endorsement from other government agencies, if applicable (1 original) 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 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 <i>Note: Per Memorandum Circular No. 11 Series of 2016</i> 6. For RURAL BANKS:	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 Desk or may download from SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/ Bangko Sentral ng Pilipinas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	
ADDITIONAL REQUIREMENTS depending on the mode of payment	
7. Conversion of Advances / Liabilities to Equity	
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)	To be provided by the Applicant.
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	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s-2008.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7.3 Deed of Assignment of advances / liabilities	To be provided by the Applicant.
8. Stock Dividends	
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	To be provided by the Applicant.
8.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC	To be provided by the Applicant.
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	To be provided by the Applicant.
8.4 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings	To be provided by the Applicant.
8.5 Reconciliation of Retained Earnings	Refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s-2008.pdf
9. Land, buildings / condominium units	
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	To be provided by the Applicant.
9.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively	To be provided by the Applicant.
9.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
9.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
9.5 Deed of Assignment	To be provided by the Applicant.
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	To be provided by the Applicant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	To be provided by the Applicant.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submits application for Increase of Capital Stock 1.1 Fills out transmittal slip for documents submitted	1. Accepts documents by the OD, for encoding in the MasterList for assigning a monitor by RECORDS OFFICER OD and assignment to MONITORS	None	5 minutes	Officer of the day or OD Records Officer MONITORS: Computer Operator/Admin. Asst. II/Admin. Asst. I
	1.1. Verifies completeness of documentary requirements	None	30 minutes	Securities Specialist I Securities Specialist II
	1.1.1. If documents are complete: Accepts documents, prepares Routing Slip, informs client to wait for a call or e-mail if ok to proceed		15 minutes	
	1.1.2. Processes and evaluates documents submitted then forwards the documents for legal review		2 hours or if for queuing: within 17 days	Securities Specialist I Securities Specialist II Counsel II / Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.1.3 Reviews and evaluates application (Monitoring period/s excluded) 1.1.3. If application is NOT complete or for compliance, processor prepares a checklist of deficiencies		30 minutes	Securities Specialist I Securities Specialist II
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents	2. Reviews resubmission 2.1. If for queuing informs client to wait for a text, call or email	None	2 hours or if for queuing: within 17 days	Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. If application is compliant, the processor forwards the application for final review 2.3 Reviews and evaluates application 2.3. Issues Payment Assessment Form (PAF)	For the amendment: a. Amended Articles of Incorporation – P1,000.00 b. LRF P 10.00 c. Handling Fee P 20.00 d. Documentary Stamp Tax P 30.00 For the increase: For corporation with par value	5 minutes	Counsel II / Counsel I Administrative Assistant I Administrative Assistant II Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		a. 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher For corporation without par value a. 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		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax P 60.00 d. Handling Fee P 20.00 For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
3. Pays the filing fees for online or through Landbank	None	As indicated in PAF	None	Online via eSPAYSEC: https://www.sec.gov.ph/sec-payment-portal or OTC at Landbank

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceeds to EO Counter to present proof of payment and documentary requirements	4. Verifies proof of payment and receives documentary requirements; 4.1 Forwards documents for printing of Certificates If for queueing, informs client to wait for a text, call or email once approved application is ready for pick up	None	30 minutes If for queueing: Within 1 day	Securities Specialist I Securities Specialist II
5. Waits for the issuance of signed Certificate	5. Prepares the Certificate for Increase of Authorized Capital Stock and Amended Articles of Incorporation 5.1. Signs the Certificate for Increase of Authorized Capital Stock and Amended Articles of Incorporation	None	30 minutes 10 minutes	Administrative Assistant II Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Proceeds to the Releasing Unit, signs the logbook and 2 duplicate copies; Receives the approved Certificate for Increase of Authorized Capital Stock and Amended Articles of Incorporation	6. Logs and releases signed Certificate for Increase of Authorized Capital Stock and Amended Articles of Incorporation	None	15 minutes	Officer of the Day
TOTAL	For the amendment: a. Amended Articles of Incorporation P1,000.00 b. LRF P 10.00 c. Handling Fee P 20.00 d. Documentary Stamp Tax P 30.00 For the increase: For corporation with par value a. 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher For corporation without par value a. 1/5 of 1% of the increase in capital		18 days, 5 hours and 25 minutes or Maximum 20 days	

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax o P 60.00 d. Handling of Fee- P 20.00 For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00			

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 Bacolod Extension Office
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
SEC FORM 2015-001 (1 Original) Monitoring Clearance (1 photocopy) * Primary Licenses * Lending * Foundation	SEC EO SEC EO CGFD CGFD
For Corporations with Secondary Licenses, attach the Articles of Incorporation or latest Amended Articles of Incorporation, if any	Corporate Secretary or at www.secexpress.ph
For Partnerships, attach the Articles of Partnership or latest Amended Articles of Partnership, if any	Corporate Secretary or at www.secexpress.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out request form	1. Provide Request Form for the Certification	None	5 minutes	Officer of the Day Administrative Assistant II / Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Waits for the processing of request	2. Receives request with documentary requirements	None	5 minutes	Officer of the Day Administrative Assistant II / Administrative Assistant I
	2.1. Monitoring of compliance with SEC reports and other SEC requirements; Verifies the status of corporation through CIS-URDB		2 hours If for queuing: Within 2 days For Foundations, Lending and Financing – Maximum 20 days	Administrative Officer II Administrative Officer II
	b. If application is cleared issues Payment Assessment Form	No Derogatory Fee: P 500.00 Documentary Stamp Tax P 30.00	5 minutes	Administrative Officer II
	c. If not cleared, issues a checklist for compliance		20 minutes	Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pays the filing fee for online or through Landbank	None	None	None	Online via eSPAYSEC: https://www.sec.gov.ph/sec-payment-portal or OTC at Landbank
4. Presents proof of payment	4. Process No Derogatory Request through the CIS-URDB. 4.1. Signs the Certificate of No Derogatory Information. 4.2. Seals the Certificate of No Derogatory Information with the SEC logo	None	10 minutes 5 minutes 5 minutes	Administrative Officer II Director II Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Receives the certification	5. Releases the Certificate of No Derogatory Information (CNDI) to the applicant.	None	5 minutes	Administrative Officer II or Officer of the day
TOTAL		No Derogatory Fee: P 500.00 Documentary Stamp Tax P 30.00	2 days 3 hours Maximum 3 days For Foundations, Lending and Financing – Maximum 20 days	

6. 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.

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)
Classification:	Simple
Type of Transaction:	G2B – Government to Business
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Monitoring Clearance	SEC EO

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out form for request (FOI form) with attached government issued ID of the requesting party/representative	1. Receives request, checks status of entity in the SEC database, and retrieves the corporate file.	None	30 minutes If for queuing: Maximum 3 days	Administrative Officer II
	1.1. If available, issues Payment Assessment Form	a. Certification Fee P 500.00 b. Documentary Stamp Tax P30.00	5 minutes	Administrative Assistant I Administrative Assistant II Administrative Officer II
	1.2. If corporate files are not available, informs client to wait for notification within 3 days	None	10 minutes	Administrative Officer II or Officer of the Day

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Processor emails Head Office for confirmation of Status			
2. Pays the filing fee online or through Landbank	None	None	None	Online via eSPAYSEC: https://www.sec.gov.ph/sec-payment-portal or OTC at Landbank
3. Presents the proof of payment	3. Prints the Certification and forwards certification and corporate records to the Office of the Director	None	15 minutes	Administrative Officer II
	1.1. Signs the certification		5 minutes	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceeds to the Releasing Unit; signs in the logbook	1. Releases signed Certification as to Status	None	10 minutes	Administrative Officer II Officer of the day
TOTAL	a. Certification Fee P 500.00 b. Documentary Stamp Tax P 30.00		2 days, 1 hour and 15 minutes Maximum 3 days	

7. Issuance of Plain/Authenticated Copies of Documents (G2B & G2C)

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

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)
Classification:	Simple
Type of Transaction:	G2B – Government to Business; G2C – Government to Citizen
Who may avail:	All Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. FOI form (1 copy)	May secure copy from the Public Assistance Desk
2. eFOI form (via sec.bcdextension@gmail.com)	May be requested by sending an e-mail to sec.bcdextension@gmail.com
3. Photocopy of any government issued ID (1 copy)	To be provided by Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out form for request (FOI form) with attached government issued ID of the requesting party/representative	1. Receives request, checks availability of requested documents in database and corporate records available		30 minutes If for queuing: Maximum 3 days	Officer of the Day
1.1 For online/e-mail requests, client fills out form for request (eFOI form) with attached government issued ID of the requesting party/representative via sec.bcdextension@gmail.com	1.1. If available, Issues Payment Assessment Form (PAF)	For CTC/set: Articles of Incorporation- P 2000.00 By-Laws- P 2000.00 Articles of Partnership P 2000.00	5 minutes	Administrative Assistant I Administrative Assistant II
	1.2. If corporate files are not available informs client to wait for a notification within 3 days	Amended Articles of Incorporation- P 2000.00 Amended By-Laws -P 2000.00 Amended Articles of Partnership -P 2000.00 Increase in Capital		Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Processor emails Head Office for the document/s requested	Stock-P 2000.00 GIS- P 2000.00 FS- number of pages x P100.00 plus service fee P 50.00 Certificate of Registration- P 100.00 and Documentary Stamp Tax-P30.00/set For Plain Copy Articles of Incorporation- P 1500.00 y-Laws- P 1500.00 Articles of Partnership- P 1500.00 Amended Articles of Incorporation- P 1500.00 Amended By-Laws- P 100.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amended Articles of Partnership- P 1500.00 Increase in Capital Stock- P1500 GIS- P1500 FS- number of pages x P100.00		
2. Pays the filing fee online or through Landbank	None	None	None	Online via eSPAYSEC: https://www.sec.gov.ph/sec-payment-portal or OTC at Landbank

3. Presents the proof of payment and request form	3 . Prepares the requested documents with clearance from the DPO 3.1. If plain copy: prints the documents 3.2. If authenticated copy, prints and stamps the documents 3.3. Releases signed CTC or Plain copy of documents	Non	10 minutes/ document or depends on the type of document 30 minutes per document or depends on the type of document 30 minutes per document or depends on the type of document 5 minutes	Administrative Assistant I Administrative Officer II Administrative Assistant I Administrative Officer II
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		For CTC/set: Articles of Incorporation - P 200.00 By-Laws - P 2000.00 Articles of Partnership - P 2000.00 Amended Articles of Incorporation - P 2000.00 Amended By-Laws - P 2000.00 Amended Articles of Partnership - P 2000.00 Increase in Capital Stock - P2000 GIS – P2000	1 hour, 25 minutes or Maximum 3 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		FS – number of pages x P100.00 plus service fee P50 Certificate of Registration – P 100.00 And Documentary Stamp Tax – P 30.00/set For Ordinary Copy Articles of Incorporation – P 1500.00 By-Laws – P 1500.00 Articles of Partnership – P 1500.00 Amended Articles of Incorporation – P 1500.00 Amended By-Laws – P 1500.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amended Articles of Partnership – P 1500.00 Increase in Capital Stock – P15000.00 GIS – P1500.00 FS – number of pages x P100.00		

8. Issuance of Plain/Authenticated Copies of Documents (G2G)

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

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)
Classification:	Simple
Type of Transaction:	G2G – Government to Government
Who may avail:	All Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. FOI form (1 copy)	May secure copy from the Public Assistance Desk
2. eFOI form (via sec.bcdextension@gmail.com)	May be requested by sending an e-mail to sec.bcdextension@gmail.com
3. Official letter from the concerned government agency	To be provided by Applicant
4. Photocopy of any government issued ID (1 copy)	To be provided by Applicant
5. Applicant must provide ample A4-size paper commensurate with the requested documents.	To be provided by Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	To be provided by Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out form for request (FOI form) with attached government issued ID of the requesting party/representative 1.1 For online/e-mail requests, client fills out form for request (eFOI form) with attached government issued ID of the requesting party/representative via sec.bcdextension@gmail.com	1. Receives request, checks availability of requested documents in database and corporate records available 1.1. If available, Issues Payment Assessment Form (PAF) 1.2. If corporate files are not available informs client to wait for a notification within 3 days	For CTC/set: Articles of Incorporation- FREE OF CHARGE By-Laws- FREE OF CHARGE Articles of Partnership -FREE OF CHARGE Amended Articles of Incorporation- FREE OF CHARGE Amended By-Laws	30 minutes If for queuing: Maximum 3 days 5 minutes	Officer of the Day Administrative Assistant I Administrative Assistant II Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Processor emails Head Office for the document/s requested	FREE OF CHARGE Amended Articles of Partnership FREE OF CHARGE increase in Capital Stock -FREE OF CHARGE GIS - FREE OF CHARGE FS- number of pages FREE OF CHARGE Certificate of Registration- FREE OF CHARGE and Documentary Stamp Tax-P30.00/set For Plain Copy Articles of Incorporation- FREE OF CHARGE By-Laws- FREE OF CHARGE Articles of Partnership- FREE OF CHARGE Amended Articles of		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Incorporation- FREE OF CHARGE Amended By-Laws- FREE OF CHARGE Amended Articles of Partnership- FREE OF CHARGE Increase in Capital Stock- FREE OF CHARGE GIS- FREE OF CHARGE FRS- number of pages FREE OF CHARGE		
2. Pays the filing fee online or through Landbank	None	None	None	Online via eSPAYSEC: https://www.sec.gov.ph/sec-payment-portal or OTC at Landbank

3. Presents the proof of payment and request form	3 . Prepares the requested documents with clearance from the DPO 3.1. If plain copy: prints the documents 3.2. If authenticated copy, prints and stamps the documents 3.3. Releases signed CTC or Plain copy of documents	None	10 minutes/ document or depends on the type of document 30 minutes per document or depends on the type of document 30 minutes per document or depends on the type of document 5 minutes	Administrative Assistant I Administrative Officer II Administrative Assistant I Administrative Officer II
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		For CTC/set: FREE OF CHARGE Documentary Stamp Tax – P 30.00/set For Ordinary Copy FREE OF CHARGE	1 hour, 25 minutes or Maximum 3 days	

NOTICE: Per REVENUE MEMORANDUM NO. 26-2023 ISSUED ON JULY 19, 2023, all requests from the Bureau of Internal Revenue must be requested from the bureau's DPO to the SEC HQ DPO for the proper handling of sensitive information.

9. Public Assistance & Complaints Desk

This service details the assistance rendered to walk-in clients on their concerns and queries pertaining to matters under the purview and jurisdiction of the Commission. This also includes services such as providing advice and counseling to clients on their complaints and/or to refer them to the appropriate person or Department of the Commission.

Office or Division:	SEC Bacolod Extension Office
Classification:	Simple (3 days)
Type of Transaction:	G2C- Government to Citizen; G2B - Government to Business; G2G - Government to Government
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENT: 1. Valid proof of identification	To be provided by the client.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SITUATION: NATURE OF CONCERN, QUERY, OR COMPLAINT A. Simple Concerns, including but not limited to: a. Request for certified true copy of documents; b. Request for draft copy of documents; and c. Query on dates of submission of reports. 1.A. Present any valid proof of identification to the personnel at the Public Assistance & Complaints Desk, and inform him/her of your concern(s), query or complaint.	1.A.1. Record the name, proof of identification presented including its identification number at the Record/Log Book. 1.A.2. Render advice depending on the concern/query; or hands out the requested checklist of requirements, guidelines, or sample forms.	None	1 hour 3 hours	Computer Operator, Administrative Assistant II Computer Operator, Administrative Assistant II, Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
B. Complex and Highly Technical Concerns, including but not limited to: a. Legal questions; b. Accounting questions; and c. Complaint for potential Investment Scams. 1.B. Present any valid proof of identification to the personnel at the Public Assistance & Complaints Desk, and inform him/her of your concern(s), query or complaint.	1.B.1. Record the name, proof of identification presented including its identification number at the Record/Log Book, and refer the concern/query/complaint to a designated personnel or to an appropriate Department of the Commission. 1.B.2. Render advice depending on the concern/query/complaint; or hand out the requested checklist of requirements, guidelines, or sample forms; record their complaint and give out instructions necessary to the client.	None	1 hour 2 days	Computer Operator, Administrative Assistant II Investigator as processor designate Administrative Officer II, Information Officer II, Securities Specialist I, Investigator as processor designate Securities Specialist II, Securities Counsel I, Securities Counsel II, Director II
Total Processing Time		Situation A: 4 hours Situation B: 2 days and 1 hour		
Total Processing Fee		None		

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

This service is for corporations to request for their compliance with laws, rules, and regulations implemented by the Commission including timely submission of reports.

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)
Classification:	Complex (7 days)
Type of Transaction:	G2B – Government to Business
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENT: 1. Monitoring Request Form (1 electronic copy) 2. Authority to Process Request, attached with valid government-issued proof of identification. This is not required if the requesting party is the Chief Executive Officer(CEO)/President of the corporation. (1 electronic copy) <i>Note: All request for monitoring must be:</i>	1. Public Assistance Desk, or through email at <u>secbacolod2018@gmail.com</u> 2. To be provided by the requesting party/client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. dated and signed; b. specifically indicate the SEC Registration Number and Corporate Name; and c. in “.pdf”, “.png”, or “.jpeg” format. <i>Incomplete/Non-compliant requests shall be automatically rejected.</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request monitoring request form at Public Assistance Desk or through email at secbacolod2018@gmail.com	1.1. Provide the client a copy of the monitoring request form.	None	1 hour	Administrative Officer II, Computer Operator
2. Fill out, scan and submit request form to secbacolod2018@gmail.com	2.1. Verify and duly acknowledge complete request. Reject non-compliant requests and email the client a checklist of requirements. 2.2. Monitor the corporation.	None None	4 hours 3 days	Computer Operator Computer Operator, Administrative Assistant I, Administrative Assistant II, Administrative Officer II,

	3.3. Review the monitoring.	None	1 day	Securities Specialist I, Securities Specialist II
	3.4. Review and approve the monitoring.	None	1 day	Securities Specialist I, Securities Specialist II, Securities Counsel I, Securities Counsel II
	3.5. Furnish the client of the Monitoring Sheet and issue Payment Assessment Form (PAF) for the penalty, if any.	None	2 hours	Director II Administrative Assistant II, Administrative Officer II, Securities Specialist I, Securities Specialist II
3. Pay the Penalty, if any, through Landbank, GCash or any authorized payment center as indicated in the Payment Assessment Form, and present proof of payment to Bacolod Extension Office.	4.1. Issue a Payment Confirmation/ Monitoring Clearance to the client.	Amount of Penalty, if any	1 hour	Administrative Assistant II
Total Processing Time		6 days		
Total Processing Fees		Amount of Penalty, if any		

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

This service facilitates the ONLINE application for registration of: (1) Domestic corporations (stock and nonstock) 2-4 incorporators and 5 or more incorporators; (2) One Person Corporation (OPC); and (3) Corporation Sole, including providing technical assistance and guidance to these applications.

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)
Classification:	Complex (7 days)
Type of Transaction:	G2C – Government to Citizen, G2B - Government to Business
Who may avail:	All citizens and businesses, domestic or foreign.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements: 1. Cover Sheet (2 original and 1 electronic copies) 2. Articles of Incorporation (AI) (2 original and 1 electronic copies) 3. Proof of Identity:	Automatically generated by the system. Automatically generated by the system.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Tax Identification Numbers (TIN) of Filipino incorporators, directors, stockholders including corporate subscribers b. 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) (2 photocopy and 1 electronic copy) 5. By-Laws (2 original and 1 electronic copies) 6. Payment Assessment Form (PAF) (2 original and 1 electronic copies) Situational Requirements: 1. Foreign Investments Act (FIA) Application Form (F-100),* if more than 40% foreign equity a. Foreign Investments Act F-100 (for corporations with more than 40% foreign equity) whose paid-up capital is CASH and/or PEZA Endorsement if located within the PEZA economic zones (2 original and 1 electronic copies) 2. Clearance from other government agencies (depending on industry) (2 original and 1 electronic copies)	To be provided by the client. To be provided by the client. Automatically generated by the system. Automatically generated by the system. Automatically generated by the system. Respective government agency issuing the clearance, e.g. Bangko Sentral ng Pilipinas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. For Partnerships as incorporators a. Partners' Affidavit duly notarized stating that they have authorized the partnership to invest in the corporation about to be formed and designating one of the partners as the signatory of the corporation. b. Copy of the Certificate of Registration (2 original and 1 electronic copies) 4. For Domestic Corporation as incorporators a. Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, indicating the necessary approvals of the investment, as well as the authorized signatory to the incorporation documents, executed under oath b. Copy of the Certificate of Registration c. Latest General Information Sheet (2 original and 1 electronic copies) 5. For Foreign Corporation as incorporators a. Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, duly authenticated by a Philippine Consulate or with an Apostille affixed thereto, authorizing the foreign corporation to invest in the corporation being formed and specifically naming the designated signatory on behalf of the foreign corporation	To be provided by the client. To be provided by the client. To be provided by the client. SEC - Bacolod Extension Office SEC - Bacolod Extension Office To be provided by the client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. Proof of Existence of the Foreign Corporation such as Apostilled Certificate of Registration or Apostilled Certificate of Good Standing c. Certificate of Inward Remittance (2 original and 1 electronic copies) 6. For Foreign Corporation as subscribers a. Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, duly authenticated by a Philippine Consulate or with an Apostille affixed thereto, authorizing the foreign corporation to invest in the corporation being formed b. Proof of Existence of the Foreign Corporation such as Apostilled Certificate of Registration or Apostilled Certificate of Good Standing c. Certificate of Inward Remittance (2 original and 1 electronic copies) 7. For non-stock religious' aggregates a. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder (2 original and 1 electronic copies) <i>Note: Not required if already part of the Articles of Incorporation</i> 8. For Foundation	To be provided by the client. To be provided by the client. To be provided by the client. To be provided by the client. To be provided by the client. Automatically generated by the system, and to be accomplished by the client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 b. Statement of Willingness to allow the Commission to conduct an audit (2 original and 1 electronic copies) 9. For Federation a. List of Member-Associations certified by the Corporate Secretary (2 original and 1 electronic copies) 10. For Confederation a. List of Member-Federations certified by the Corporate Secretary (2 original and 1 electronic copies) 11. For condominium corporation/association a. Notarized Copy of the Master Deed with primary entry of the Register of Deeds b. Certification that there is no existing similar condominium association within the condominium project (2 original and 1 electronic copies) 12. For One Person Corporation (OPC) a. Acceptance letter of the Nominee and Alternate Nominee (2 original and 1 electronic copies)	To be provided by the client. To be provided by the client. To be provided by the client. To be provided by the client. To be provided by the client. To be provided by the client. To be provided by the client.

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
1. Submit an application at https://esparc.sec.gov.ph/ <i>Note: Client must select REGULAR PROCESSING for this service.</i>	1. Verifies the name of the corporation. Approves application if compliant and if not, inform client with remarks.	None	4 hours	Administrative Assistant II, Information Officer II
	1.1. Evaluate the application of name-verified corporations. Approves application if compliant and if not, returns the same with remarks.		3 days	Administrative Assistant I, Administrative Assistant II, Administrative Officer II, Information Officer II, Confidential Assistant III, Securities Specialist I, Securities Specialist II
	1.2. Evaluate name-verified and compliant corporations for legal review.		1 day	Securities Counsel I, Securities Counsel II, Director II
	1.3. Review for Pre-approval.		4 hours	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4. Instruct the client to upload the required documents for the application.		1 hour	Administrative Assistant I, Administrative Assistant II, Administrative Officer II, Information Officer II, Confidential Assistant III, Securities Specialist I, Securities Specialist II
2. Upload the required documents for the application at https://esparc.sec.gov.ph/	2.1. Verify uploaded documents. Approves application if compliant and if not, inform client with remarks.	None	4 hours	Administrative Assistant I, Administrative Assistant II, Administrative Officer II, Information Officer II, Confidential Assistant III, Securities Specialist I, Securities Specialist II
	2.2. Inform the client to pay the registration and other fees.		1 hour	Administrative Assistant I, Administrative Assistant II, Administrative Officer II, Information Officer II, Confidential Assistant III, Securities Specialist I, Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay the registration and other fees through Landbank, GCash or any payment center authorized by the Commission. <i>Note: If payment is successful, the client will receive a digital Certificate of Registration.</i>	3.1. Inform the client that upon payment, he/she will receive a digital Certificate of Registration. 3.2. Instruct the client to submit the Original Hard Copies of the registration documents including uploaded documents at Bacolod Extension Office for receiving.	For stock corporation: a. With par value: 1/5 of 1% of the authorized capital stock but not less than ₱2,000 or the subscription price of the subscribed capital stock whichever is higher b. Without par value: 1/5 of 1% of the authorized capital stock computed at ₱100 per share but not less than ₱2,000 or the issue value of the subscribed capital stock whichever is higher By-Laws: ₱1,000 Articles of Incorporation for non-stock corporation: ₱1,000 Foreign Investments Act (FIA) Form 100: ₱3,000.00 Company Name Reservation: a. ₱100.00 b. For each additional trade name/s: ₱100.00	1 hour 1 hour	Administrative Assistant I, Administrative Assistant II, Administrative Officer II, Information Officer II, Confidential Assistant III, Securities Specialist I, Securities Specialist II Administrative Assistant I, Administrative Assistant II, Administrative Officer II, Information Officer II, Confidential Assistant III, Securities Specialist I, Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax: ₱30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than ₱10.00 <i>Note: May include Electronic Transfer Fees or Convenience Fees</i>		
4. Submit the Original Hard Copies (2 copies) of the requirements at Bacolod Extension Office, and receive Certificate of Registration. <i>Note: All submitted hard copies must be in A4 Size.</i>	4.1. Verify and receive the hard copies submitted. 4.2. Print Certificate of Registration to compliant submission. 4.3. Sign Certificate of Registration, if applicable. 4.4. Release Certificate of Registration to the client.	None	2 hours 30 minutes 1 hour 30 minutes	Administrative Assistant II Administrative Assistant I, Administrative Assistant II Director Administrative Assistant II
Total Processing Time:		6 days and 4 hours		

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Total Processing Fees:		For stock corporation: a. With par value: 1/5 of 1% of the authorized capital stock but not less than ₱2,000 or the subscription price of the subscribed capital stock whichever is higher b. Without par value: 1/5 of 1% of the authorized capital stock computed at ₱100 per share but not less than ₱2,000 or the issue value of the subscribed capital stock whichever is higher By-Laws: ₱1,000 Articles of Incorporation for non-stock corporation: ₱1,000 Foreign Investments Act (FIA) Form 100: ₱3,000.00 Company Name Reservation: a. ₱100.00 b. For each additional trade name/s: ₱100.00 Documentary Stamp Tax: ₱30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than ₱10.00 Note: May include Electronic Transfer Fees or Convenience Fees		

12. Registration of Partnerships, Lending and Financing Corporations through the Electronic Simplified Processing of Application for Registration of Company (eSPARC)

This service facilitates the ONLINE application for registration of: 1. Lending and Financing Companies; and 2. Partnerships, , including providing technical assistance and guidance to these applications.

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	G2C – Government to Citizen, G2B - Government to Business
Who may avail:	All citizens and businesses, domestic or foreign.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements: 1. Cover Sheet (2 original and 1 electronic) 2. Articles of Incorporation (AI) (2 original and 1 electronic) 3. Proof of Identification a. Tax Identification Numbers (TIN) of Filipino incorporators, directors, stockholders including corporate subscribers (to be written in the Articles of Incorporation and applicable document/s)	Automatically generated by the system. Automatically generated by the system. To be provided by the client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. 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) (2 original and 1 electronic) 4. Treasurer's Affidavit, if not incorporated in the Articles of Incorporation (2 original and 1 electronic) 5. By-Laws (2 original and 1 electronic) 6. Payment Assessment Form (PAF) (2 original and 1 electronic) Situational Requirements: 1. For corporation with more than 40% foreign equity Foreign Investments Act (FIA) Application Form (F-100) a. Foreign Investments Act F-100 (for corporations with more than 40% foreign equity) whose paid-up capital is CASH and/or PEZA Endorsement if located within the PEZA economic zones (2 original and 1 electronic) 2. For Regulated Corporations, clearance from other government agencies, depending on industry (2 original and 1 electronic)	To be provided by the client. Automatically generated by the system. Automatically generated by the system. Automatically generated by the system. Automatically generated by the system. Respective government agency issuing the clearance, e.g. Bangko Sentral ng Pilipinas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. For Lending Companies: a. Application Form; (2 original and 1 electronic) b. Information Sheet; (2 original and 1 electronic) c. Valid National Bureau of Investigation (NBI) Clearance of all incorporator and stockholders; (1 original, 1 photocopy and 1 electronic) d. For Foreign Directors: i. Alien Certificate of Registration Card/Immigrant Certificate of Residence Card(2 photocopy and 1 electronic); ii. Passport with valid Visa (2 photocopy and 1 electronic); and iii. Clearance from Bureau of Immigration (2 photocopy and 1 electronic) e. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (2 original and 1 electronic):	Automatically generated by the system. Automatically generated by the system. National Bureau of Investigation (NBI) To be provided by the client. To be provided by the client. Bureau of Immigration To be provided by the client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
i. Shall include an undertaking that the applicant shall submit hard and soft copies of its Money Laundering and Terrorist Financing Prevention Program (MTPP) to the Anti-Money Laundering Division and Enforcement and Investor Protection Department (AMLD - EIPD) within 10 days from receipt of its Certificate of Registration and/or secondary license from the Commission; ii. Stamped received by the Anti-Money Laundering Division of the Anti-Money Laundering Division and Enforcement and Investor Protection Department (AMLD - EIPD) or with attached email confirmation sent by the Anti-Money Laundering Division and Enforcement and Investor Protection Department (AMLD - EIPD) stating that the Sworn Certification was duly received; f. Notarized Bank Certificate of Deposit (2 original and 1 electronic) <i>Note: Complete set of requirements at https://www.sec.gov.ph/wp-content/uploads/2021/06/2021CheckList_Lending.pdf</i> 4. For Financing Companies:	To be provided by the client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Application Form (2 original and 1 electronic);	Automatically generated by the system.
b. Information Sheet (2 original and 1 electronic);	Automatically generated by the system.
c. Personal Information Sheet of Directors and Officers(2 original and 1 electronic);	To be provided by the client.
d. Valid NBI Clearance of all incorporator and stockholders(1 original and 1 electronic);	National Bureau of Investigation (NBI)
e. For Foreign Directors:(2 original and 1 electronic)	To be provided by the client.
i. Alien Certificate of Registration Card/Immigrant Certificate of Residence Card;	To be provided by the client.
ii. Passport with valid Visa; and	Bureau of Immigration
iii. Clearance from Bureau of Immigration;	Bangko Sentral ng Pilipinas (BSP)
f. Clearance from Bangko Sentral ng Pilipinas, if applicant is subsidiary or affiliate of a bank and/or non-bank financial institutions with quasi-banking license (1 original and 1 electronic);	To be provided by the client.
g. Manual on Corporate Governance (2 original and 1 electronic)	
i. If foreign participation in voting stock is more than 40 %; or	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ii. If total assets is Php 50 million or more; or iii. If commercial paper issuer, either exempt or registered	To be provided by the client.
h. Board Resolution on the Adoption of Manual on Corporate Governance certified by the Corporate Secretary (2 original and 1 electronic);	To be provided by the client.
i. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (2 original & 1 electronic): i. Shall include an undertaking that the applicant shall submit hard and soft copies of its Money Laundering and Terrorist Financing Prevention Program (MTPP) to the Anti-Money Laundering Division and Enforcement and Investor Protection Department (AMLD - EIPD) within 10 days from receipt of its Certificate of Registration and/or secondary license from the Commission; ii. Stamped received by the Anti-Money Laundering Division of the Anti-Money Laundering Division and Enforcement and Investor Protection Department (AMLD - EIPD) or with attached email confirmation sent by the Anti-Money Laundering Division and Enforcement and Investor Protection Department (AMLD - EIPD) stating that the Sworn Certification was duly received;	To be provided by the client. To be provided by the client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
g. Format of Disclosure Statement on Loan/Credit Transactions(2 original and 1 electronic); h. Notarized Bank Certificate of Deposit (2 original and 1 electronic) <i>Note: Complete set of requirements at https://www.sec.gov.ph/wp-content/uploads/2021/06/2021CheckList_Financing.pdf</i> 5. For Partnership: (1 original; 2 photocopies; 1 electronic) a. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country) b. 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 i. If there are one (1) or more foreign partners Signed & notarized F-105 (Foreign Investments Act Application Form) ii. If documents were signed in a foreign jurisdiction, Authenticated/Apostilled Articles of Partnership and/or F-105	To be provided by the client. To be provided by the client.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit an application at https://esparc.sec.gov.ph/ <i>Note: Client must select REGULAR PROCESSING for this service.</i>	1. Verifies the name of the corporation. Approves application if compliant and if not, inform client with remarks.	None	4 hours	Administrative Assistant II, Information Officer II
	1.1. Evaluate the application of name-verified corporations. Approves application if compliant and if not, returns the same with remarks.		7 days	Securities Specialist I, Securities Specialist II
	1.2. Evaluate name-verified and compliant corporations for legal review.		3 days	Securities Counsel I, Securities Counsel II, Director II
	1.3. Review for Pre-approval.		2 days	Director II
	1.4. Instruct the client to upload the required documents for the application.		1 hour	Securities Specialist I, Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Upload the required documents for the application at https://esparc.sec.gov.ph/	2.1. Verify uploaded documents. Approves application if compliant and if not, inform client with remarks.	None	3 days	Securities Specialist I, Securities Specialist II
	2.2. Inform the client to pay the registration and other fees.		1 hour	Securities Specialist I, Securities Specialist II
3. Pay the registration and other fees through Landbank, GCash or any payment center authorized by the Commission. <i>Note: If payment is successful, the client will receive a notification from the system.</i>	3.1. The system automatically generates a notice to the client to submit hard copies to the Commission (Bacolod Extension Office).	For stock corporation based on the authorized capital stock: a. With par value: 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 b. Without par value: 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	1 day	Information and Communications Technology Department (ICTD)

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit the Original Hard Copies (2 copies) of the requirements at Bacolod Extension Office <i>Note: All submitted hard copies must be in A4 Size.</i>	4.1. Verify and receive the hard copies submitted.	None	2 days	Administrative Assistant II
	4.2. Print Certificate of Registration and Certificate of Authority to compliant submission.		1 hour	Administrative Assistant I, Administrative Assistant II
	4.3. Sign Certificate of Registration, if applicable.		4 hours	Director
	4.4. Release Certificate of Registration to the client.		1 hour	Administrative Assistant II
Total Processing Time:		19 days and 4 hours		

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Total Processing Fees:		For stock corporation: c. With par value: 1/5 of 1% of the authorized capital stock but not less than ₱2,000 or the subscription price of the subscribed capital stock whichever is higher d. Without par value: 1/5 of 1% of the authorized capital stock computed at ₱100 per share but not less than ₱2,000 or the issue value of the subscribed capital stock whichever is higher By-Laws: ₱1,000 Articles of Incorporation for non-stock corporation: ₱1,000 Foreign Investments Act (FIA) Form 100: ₱3,000.00 Company Name Reservation: c. ₱100.00 d. For each additional trade name/s: ₱100.00 Documentary Stamp Tax: ₱30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than ₱10.00 <i>Note: May include Electronic Transfer Fees or Convenience Fees</i>		

13. Registration of Corporations through the One day Submission and E-registration of Companies (eFAST) (for Stock Corporations Only)

The One day Submission and E-registration of Companies (OneSEC) is a subsystem of the ESPARC that is currently catering to registration applications of DOMESTIC STOCK corporations which may be a ONE PERSON CORPORATION or CORPORATION with 2 to 15 incorporators, board of directors, and stockholders. This ESPARC subsystem is considered “pass through” since it only requires minimal encoding of data on the part of the registrants, as most of the company information are already pre-filled. The OneSEC processing is completely seamless and fully automated in the absence of human intervention on the part of the Commission starting from the name verification on the proposed corporate name, until the issuance of the digital copy of the Interim Certificate of Incorporation.

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)
Classification:	Simple (3 days)
Type of Transaction:	G2C – Government to Citizen
Who may avail:	All natural and juridical persons and their representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements: 1. Cover Sheet (2 original) 2. Articles of Incorporation (AI) (2 original) 3. Proof of Identification	Automatically generated by the system. To be provided by the client.

a. 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. 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) 4. Treasurer's Affidavit (in case not incorporated in the Articles of Incorporation) (2 original) 5. By-Laws (2 original) 6. Joint Affidavit of Undertaking to Change Name (in case not incorporated in the Articles of Incorporation) (2 original) Situational Requirements 1. Foreign Investments Act (FIA) Application Form (F-100), if more than 40% foreign equity (2 original) 2. Affidavit of Relinquishment (in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity (2 original) 3. Authenticated/Apostilled Articles of Incorporation and ByLaws and supporting documents, if the same were executed in a foreign jurisdiction (1 original, 2 photocopies)	To be provided by the client. Automatically generated by the system. Automatically generated by the system. Automatically generated by the system. Automatically generated by the system. To be provided by the client. To be provided by the client.
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4. Endorsement/Clearance from other government agencies, if applicable (1 original, 2 photocopies) 5. Endorsement/Clearance from other departments of the SEC, if applicable (1 original, 2 photocopies) 6. 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) 7. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of any corporate subscriber (1 photocopy) 8. Proof of existence of foreign corporate subscriber/s (1 photocopy) 9. Other requirement/s as may be required by the Director (1 original, or if applicable, 1 photocopy only)	Appropriate government agency Appropriate SEC department Appropriate government agency SEC Bacolod Extension Office To be provided by the client. To be provided by the client.
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit an application at https://esparc.sec.gov.ph/ <i>Note: Client must select OneSEC Processing for this service.</i>	1.1. The system automatically generates Payment Assessment Form (PAF) for the client. 1.2. After payment, the system automatically notifies the client to submit hard copies of the application to the Commission (Bacolod Extension Office), and simultaneously issued a Digital Certificate of Registration.	For stock corporation based on the authorized capital stock: a. With par value: 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 b. Without par value: 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 By-Laws for both stock and non-stock corporations: PHP 1,000 Articles of Incorporation for non-stock corporation: PHP 1,000 Foreign Investments Act (FIA) Form 100: PHP 3,000.00	4 hours 4 hours	ESPARC, Information and Communications Technology Department (ICTD) ESPARC, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00 Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) <i>Note: May include Electronic Transfer Fees or Convenience Fees</i>		
2. Submit the Original Hard Copies (2 copies) of the application and requirements at Bacolod Extension Office. <i>Note: All submitted hard copies must be in A4 Size.</i>	2.1. Perform post-audit name verification. 2.2. Perform a post-audit on the application.	None	1 day 1 day	Administrative Assistant II, Information Officer II Securities Counsel I, Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESsing TIME	PERSON RESPONSIBLE
Total Processing Time		3 days		
Total Processing Fees		For stock corporation: e. With par value: 1/5 of 1% of the authorized capital stock but not less than ₱2,000 or the subscription price of the subscribed capital stock whichever is higher f. Without par value: 1/5 of 1% of the authorized capital stock computed at ₱100 per share but not less than ₱2,000 or the issue value of the subscribed capital stock whichever is higher By-Laws: ₱1,000 Articles of Incorporation for non-stock corporation: ₱1,000 Foreign Investments Act (FIA) Form 100: ₱3,000.00 Company Name Reservation: e. ₱100.00 f. For each additional trade name/s: ₱100.00 Documentary Stamp Tax: ₱30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than ₱10.00 <i>Note: May include Electronic Transfer Fees or Convenience Fees</i>		

14. Petition for Revival of Corporate Existence

This service details the procedure and documentary requirements for the revival of corporate existence. The process is done through filing a verified petition for revival of corporate existence under the 2016 SEC Rules of Procedure and all the documentary requirements mentioned in the SEC Memorandum Circular No. 23, series of 2019.

Office or Division:	SEC Bacolod Extension Office (SEC-BACEO)
Classification:	Highly Technical, governed by the 2016 SEC Rules of Procedure that requires performance of Adjudicative Function
Type of Transaction:	G2B – Government to Business
Who may avail:	All domestic corporations that no longer have corporate existence.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements: 1. Verified Petition for Revival of Corporate Existence (2 original) <i>Note: Essential contents of the verified petition for revival of corporate existence are discussed in the SEC Memorandum Circular No. 23, series of 2019 which can be accessed through the following link:</i> https://www.sec.gov.ph/wp-content/uploads/2019/11/2019MCNo23.pdf	To be provided by the client. Draft may be requested at secbacolod2018@gmail.com.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Certificate of Incorporation and Articles of Incorporation (2 photocopy) 3. Certificate (s) of Filing of Amended Articles of Incorporation, with the respective Amended Articles of Incorporation, if Petitioner's Articles of Incorporation were amended (2 photocopy) 4. Revived Articles of Incorporation, consisting of Petitioner's latest Amended Articles of Incorporation and the proposed changes in the corporate term to be effected by the revival, which shall be underlined (2 original) 5. General Information Sheet ("GIS") as of the date of expiration of its corporate term, or an equivalent document, such as, but not limited to, the Secretary's Certificate indicating the list of stockholders and officers with the corresponding stockholdings (2 original) 6. Notarized list of stockholders or members as of the date of approval of the revival, stating their names, their nationalities, and number of shares subscribed, amount subscribed and paid, or the respective members' contributions for nonstock corporations, certified by the Corporate Secretary (2 original) 7. Supporting evidence (e.g. Deed of Sale, with the Certificate Authorizing Registration, Deed of Assignment, Death Certificate of a stockholder/member) referred to in the Reconciliation of the changes in the composition of the stockholders or members (2 photocopy)	To be provided by the client. To be provided by the client. To be provided by the client. To be provided by the client. GIS is downloadable from website www.sec.gov.ph To be provided by the client. To be provided by the client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9. Official Receipt(s) for the Payment of the Petition Fee and Filing Fee (2 photocopy) 10. A favorable recommendation of the appropriate government agency in the case of banks, banking and quasi-banking institutions, preneed, insurance, and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries (1 original and 1 photocopy) 13. Proof of Publication: Upon filing of Petition for Revival of Corporate Existence from the Commission: - Within fifteen (15) days from filing, Petitioner or its duly representative, shall publish in a newspaper of general circulation its Petition for Revival, stamped "Received" by the Commission, with the corresponding docket number; - Within fifteen (15) days from filing, Petitioner or its duly representative, shall file with the Commission the following pieces of evidence of the publication of the Verified Petition for Revival in a newspaper of general circulation: - Affidavit of the Newspaper Editor-in-Chief/Managing Editor/ Content Editor attesting to the fact of publication of the Petition for Revival; and - Actual Newspaper cutout of publication showing the date and name of the newspaper, and all the pages of the Petition with its attachments (1 original and 1 photocopy)	To be provided by the client. Appropriate government agency, e.g. Bangko Sentral ng Pilipinas, To be provided by the client after the petition has been docketed and published.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Situational Requirements: 1. If there has been a <u>change in the composition</u> of the stockholders or members since the expiration of Petitioner's corporate term, the General Information Sheet (GIS) of the Petitioner as of the date of stockholders' or members' approval of the resolution to file the Petition for Revival of its corporate existence, or the date of the board of directors' or trustees' approval of the filing of the said Petition, whichever is later (2 original) 2. If petitioner's <u>corporate name has already been validly reused, and is currently being used, by another corporation</u> duly registered with the Commission, Proof of Reservation of Petitioner's Proposed New Corporate Name. (1 original and 1 photocopy) 3. If petitioner is an expired corporation which <u>already availed of re-registration, in accordance with SEC Memorandum Circular No. 13, series of 2019, or other memorandum circulars</u> issued by the Commission pertaining to re-registration, Certification, under oath issued by the Corporate Secretary of the re-registered corporation stating that: a. the re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to undergo voluntary dissolution immediately after the issuance of the Petitioner's Certificate of Revival; "or"	To be provided by the client. To be provided by the client. To be provided by the client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. the re-registered corporation has given consent to the Petitioner's to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival. (1 original and 1 photocopy) <i>Note: All documents must be in A4 size bond paper.</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit and file a verified petition and its supporting documents, <i>except Proof of Publication Requirement</i>, at Bacolod Extension Office, and fill out the transmittal slip. <i>Note: The following petitions shall not be docketed and shall be automatically rejected:</i> a. Petitions with incomplete requirements;	1.1. Duly received the filing. 1.2. Verify whether the petition submitted is complete and attached with necessary requirements, the petition is verified, and the person signing the verification is duly authorized. Reject incomplete/non-compliant, and issue an order/letter detailing the reason for the rejection.	None	1 hour 1 day	Administrative Assistant II Administrative Officer II, Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>b. Unverified Petitions; and/or</i> <i>c. Petitions verified by a person with no valid authority.</i>	1.3. Evaluate the contents and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		6 days	Administrative Officer II, Securities Counsel I Investigator as processor designate
	1.4. Evaluate for legal review the contents and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		4 days	Securities Counsel I, Securities Counsel II
	1.5. Initiate a final review on the contents of and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		4 days	Director II
	1.6. Issue a Payment Assessment Form (PAF) for complete and compliant petition.		1 hour	Administrative Assistant II, Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the petition and filing fees as indicated in the Payment Assessment Form (PAF) through Landbank, GCash or any payment center authorized by the Commission, and present proof of payment to Bacolod Extension Office. <i>Note: Please immediately present proof of payment to Bacolod Extension Office upon payment of filing fees.</i>	2.1. Record and Docket of the Verified Petition 2.2. Provide the client one (1) copy of the Petition and its supporting documents for publication in the newspaper of general circulation.	a.) Petition Fee P3,080.00 b) Filing Fee for revival of corporate existence: Articles of Incorporation, Stock Corp., with par value: 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 c.) 1% Legal Research Fee (LRF) but not less than PHP 20.00 d.) Handling Fee PHP 20.00	2 hours 1 hour	Confidential Assistant III Administrative Assistant II, Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		f.) Documentary Stamp Tax –PHP30.00		
3. Submit Proof of Publication at Bacolod Extension Office.	3.1. Draft Order and Transmittal Letter to Securities and Exchange Commission - Headquarters. 3.2. Review and finalize Order, and sign the Transmittal Letter. 3.3. Mail the Petition together with its supporting documents, Order and Transmittal Letter to the Securities and Exchange Commission - Headquarters. 3.4. Securities and Exchange Commission - Headquarters reviews the petition. 3.5. Renders decision on the petition.	None	1 day 1 day 1 day 15 days 30 days	Confidential Assistant III, Administrative Officer II, Securities Counsel I Director II Confidential Assistant III Office of the Commission Secretary Office of the Commission Secretary

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6. Receive signed Order and/or Certificate of Revival for granted petition, or signed Order for denial of petition. Inform the client that an Order has been issued to their petition, and instruct the client to claim the Order and/or Certificate of Revival.		1 day	Confidential Assistant III, Administrative Officer II
4. Receive the Order, and/or Certificate of Revival, if any, at Bacolod Extension Office.	4.1. Release Order, and/or Certificate of Revival, if any, to the client.	None	1 hour	Administrative Assistant II
Total Processing Time		64 days and 6 hours (19 days and 6 hours for Bacolod Extension Office Processing Time)		
Total Processing Fees		a.) Petition Fee P3,080.00; b) Filing Fee for revival of corporate existence;		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCES SING TIME	PERSON RESPONSIBLE
		c.) Articles of Incorporation, Stock Corp., with par value: 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; d.) 1% Legal Research Fee (LRF) but not less than PHP 20.00; e.) Handling Fee PHP 20.00; f.) Documentary Stamp Tax –PHP30.00		

15. Petition to Lift Order of Revocation/Suspension

This service details the procedure and documentary requirements for the lifting of the revoked/suspended status of the corporation. The process is done through filing a verified petition under the 2016 SEC Rules of Procedure and all the documentary requirements mentioned in the SEC Memorandum Circular No. 5, series of 2016.

Office or Division:	Bacolod Extension Office
Classification:	Highly Technical, governed by the 2016 SEC Rules of Procedure that requires performance of Adjudicative Function
Type of Transaction:	G2B-Government to Business
Who may avail:	All domestic corporations that have their primary license revoked/suspended.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements: (All submitted documents must be 2 original copies, unless specified, and must all be in A4 size bond paper) 1) Verified Petition to set aside the Order of Revocation or Suspension 2) Directors'/Trustee's Certificate 3) Certificate of Non-Forum Shopping signed by the corporation's duly authorized representative designated in the Director's/Trustees' Certificate	To be provided by the client. A draft/template of the petition may be requested at secbacolod201@gmail.com To be provided by the client. To be provided by the client, and contents can be found at Section 3-4, Rule 3, Part III 2016 SEC Rules of Procedure

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4) Latest Due Audited Financial Statements	To be provided by the client.
5) Latest Due General Information Sheet	To be provided by the client.
6) Articles of Incorporation and latest Certificate of Filing or Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws	To be provided by the client.
7) Copies of the stock and transfer book or membership book	To be provided by the client.
8) Secretary's Certificate of No Intra-Corporate Controversy	To be provided by the client.
9) Sworn Certification by External Auditor	To be provided by the client.
10) Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following but not limited to: a. Audited Financial Statements; b. Income Tax Returns; c. Mayor's or Business Permits/barangay certificate in lieu of Mayor's permit if none; d. Contracts; e. Receipts showing payment of Real Estate Tax; f. Certifications/Recognitions/Annual Conventions; or g. Any similar/related documents	Mayor's Office/Permits and Licenses Department of the Local Government Unit (LGU), Bureau of Internal Revenue, or any appropriate office/agency.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11) Latest Mayor's/Business Permit	Mayor's Office/Permits and Licenses Department of the Local Government Unit (LGU)
12) Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return were received by the SEC and BIR respectively	To be provided by the client.
13) Monitoring Clearance	Bacolod Extension Office
14) Clearance from Enforcement and Investor Protection Department (EIPD) and Office of the General Counsel (OGC), if applicable	Bacolod Extension Office
Situational Requirements:	
1. For foreign corporations:	
a. SEC License and Application (1 photocopy);	To be provided by the client.
b. Copy of latest Certificate of Securities Deposit, if any (1 photocopy);	To be provided by the client.
c. If with Foreign Direct Cost, Special Audit Purpose Income Statement/Special Audited Financial Statement (1 photocopy);	To be provided by the client.
d. For Branch Offices of Foreign Airline Companies, Modified Formula Computation (1 photocopy);	To be provided by the client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
e. For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ), Proof of Inward Remittance (1 photocopy) <i>Note: All documents must be in A4 size bond paper.</i>	To be provided by the client.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit and file a verified petition and its supporting documents at Bacolod Extension Office, and fill out the transmittal slip. <i>Note:</i> <i>The following petitions shall not be docketed and shall be automatically rejected:</i> <i>Petitions with incomplete requirements;</i> <i>Unverified Petitions; and/or</i>	1.1. Duly received the filing. 1.2. Verify whether the petition submitted is complete and attached with necessary requirements, the petition is verified, and the person signing the verification is duly authorized. Reject incomplete/non-compliant, and issue an order/letter detailing the reason for the rejection. 1.3. Evaluate the contents and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. <i>Simultaneously Monitoring the corporation.</i>	None	1 hour 1 day 9 days	Administrative Assistant II Investigator as processor designate WITH Administrative Officer II, Securities Counsel I Investigator as processor designate WITH Administrative Officer II, Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
c. <i>Petitions verified by a person with no valid authority.</i> • <i>Monitoring Clearances and Clearance from Enforcement and Investor Protection Department (EIPD) and Office of the General Counsel (OGC) will be provided by the Commission.</i>	1.4. Evaluate for legal review the contents and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. <i>Review the results of the monitoring procedure.</i>		3 days	Securities Counsel I, Securities Counsel II
	1.5. Initiate a final review on the contents of and substance of the petition including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. <i>Finalize the monitoring results.</i>		2 days	Director II
	1.6. Issue a Payment Assessment Form (PAF) for the petition and filing fees for complete and compliant petition. Send the Monitoring Sheet to the client, and issue another Payment Assessment Form (PAF) for the penalty, if any.		1 hour	Administrative Assistant II Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the petition and filing fees, including penalty if any, as indicated in the Payment Assessment Form (PAF) through Landbank, GCash or any payment center authorized by the Commission, and present proof of payment to Bacolod Extension Office. <i>Note: Please immediately present proof of payment to Bacolod Extension Office upon payment of filing fees.</i>	2.1. Issue the necessary clearance e.g. <i>Monitoring Clearance</i> .	a.) Petition Fee P3,080.00	1 hour	Administrative Officer II
	2.2. Record and Docket the Petition.	b.) Filing Fee: PHP3,000.00	4 hours	Confidential Assistant III
	2.3. Draft Order and Transmittal Letter to Securities and Exchange Commission - Headquarters.	c.) Handling fee of PHP20.00	4 hours	Administrative Assistant II, Administrative Officer II
	2.4. Review and finalize Order, and sign the Transmittal Letter.	d.) Legal Research Fee (LRF): PHP30.00	1 day	Director II
	2.5. Mail the Petition together with its supporting documents, Order and Transmittal Letter to the Securities and Exchange Commission - Headquarters.	e.) Documentary Stamp Tax: PHP30.00 per notarized document	1 day	Confidential Assistant III /or Investigator as processor designate
	2.6. Securities and Exchange Commission - Headquarters reviews the petition.	f.) Penalty, if any.	15 days	Office of the Commission Secretary
	2.7. Renders decision on the petition.		30 days	Office of the Commission Secretary

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.8. Receive signed Order and/or Certificate of Lifting of Revocation/Suspension for granted petition, or signed Order for denial of petition. Inform the client that an Order has been issued to their petition, and instruct the client to claim the Order and/or Certificate of Revival.		1 day	Administrative Assistant II, Administrative Officer II
3. Receive the Order, and/or Certificate of Lifting of Revocation/Suspension, if any, at Bacolod Extension Office.	3.1. Release Order, and/or Certificate of Lifting of Revocation/Suspension, if any, to the client.	None	1 hour	Administrative Assistant II
Total Processing Time		64 days and 4 hours (19 days and 4 hours for Bacolod Extension Office Processing Time)		
Total Processing Fees		a.) Petition Fee P3,080.00 b.) Filing Fee: PHP3,000.00 c.) Handling fee of PHP20.00 d.) Legal Research Fee (LRF): PHP30.00 e.) Documentary Stamp Tax: PHP30.00 per notarized document f.) Penalty, if any.		

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

Description: This service details the procedure on the application for voluntary dissolution of a domestic corporation under Section 134 of the Revised Corporation Code where no creditors are affected taking into consideration the guidelines set forth in SEC Memorandum Circular No. 5, Series of 2022

Office or Division:	Bacolod Extension Office (BACEO)
Classification:	Highly Technical , governed by SEC Memorandum Circular No. 5, Series of 2022
Type of Transaction:	G2B – Government to Business
Who may avail:	All domestic corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements: (All documents must be in 4 original copies in A4 size bond paper) 1. Verified Request for Dissolution 2. Certification against Forum Shopping 3. Board resolution or directors'/trustees' certificate authorizing the dissolution and designating an authorized representative 4. Publisher's Affidavit of publication of the notice of meeting	To be provided by the client. To be provided by the client. To be provided by the client, may request for a sample from Public Assistance Desk or through email at secbacolod2018@gmail.com To be provided by the client.

5. Latest General Information Sheet (GIS)

6. Affidavit executed under oath by the President and Treasurer certifying that:

- a. the dissolution is not prejudicial to the interest of the creditors; and
- b. there is no opposition from any creditors from the time of the publication of the notice of dissolution up to the filing of the application for dissolution with the Commission

7. Bureau of Internal Revenue (BIR) Tax Clearance Certificate

8. Secretary's Certificate of no pending case involving intra-corporate dispute

9. Endorsement/Clearance from other departments or other government agencies, if applicable

Situational Requirements: (All documents must be 4 original copies in A4 size bond paper)

1. Audited Financial Statements (AFS)

- a. Where the applicant has NOT ceased operations of at least one (1) year, it shall submit **Audited Financial Statements as of last fiscal year** received in the Securities and Exchange Commission (SEC) and stamped received by the Securities and Exchange Commission (SEC) and Bureau of Internal Revenue (BIR) respectively.
- b. Where the applicant has ceased operations of at least one (1) year, it shall submit:
 - i. Audited Financial Statements as of the last fiscal year of operation;
 - ii. Affidavit of non-operation certified under oath by the President and Treasurer
- c. Where the applicant has no operation since incorporation, it shall submit:
 - iii. Balance Sheet certified under oath by the Treasurer and President;
 - iv. Affidavit of non-operation certified under oath by the President and Treasurer;
 - v. Certificate of non-registration issued by the Bureau of Internal Revenue (BIR)

SEC Bacolod Extension Office

To be provided by the client.

Bureau of Internal Revenue (BIR)

To be provided by the client.

Appropriate government agency, *e.g. Bangko Sentral ng Pilipinas*

To be provided by the client.

- d. Where the applicant corporation is (stock or non-stock) with total assets or liabilities of less than P600,000, it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit and file a Verified Request for Dissolution and its supporting documents at Bacolod Extension Office, and fill out the transmittal slip. <i>Note: The following requests shall not be docketed and shall be automatically rejected:</i> a. Submitted with incomplete requirements; b. Unverified; and/or c. Verified by a person with no valid authority.	1.1. Duly received the filing. 1.2. Verify whether the request submitted is complete and attached with necessary requirements, the request is verified, and the person signing the verification is duly authorized. Reject incomplete/non-compliant, and issue an order/letter detailing the reason for the rejection. 1.3. Evaluate the contents and substance of the request including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.	None	1 hour 1 day 3 days	Administrative Assistant II Administrative Officer II, Securities Counsel I Administrative Officer II, Securities Counsel I Investigator as processor designate

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4. Evaluate for legal review the contents and substance of the request including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		3 days	Securities Counsel I, Securities Counsel II
	1.5. Initiate a final review on the contents of and substance of the request including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		3 days	Director II
	1.6. Issue the necessary endorsement/clearance, if any.		1 hour	Admin Assistant II, Administrative Officer II
	1.7. Issue a Payment Assessment Form (PAF) for the request and filing fees for complete and compliant request.		1 hour	Admin Assistant I, Admin Assistant II, Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the request filing fees as indicated in the Payment Assessment Form (PAF) through Landbank, GCash or any payment center authorized by the Commission, and present proof of payment to Bacolod Extension Office. <i>Note: Please immediately present proof of payment to Bacolod Extension Office upon payment of filing fees.</i>	2.1. Draft and prepare the Order and/or Certificate of Dissolution. 2.2. Review, finalize, and sign the Order and/or Certificate of Dissolution. 2.3. Instruct the client to receive the Order and/or Certificate of Dissolution	If Stock Corporation – PHP 1,060 If Non-Stock Corporation – PHP 560.00	1 day 2 days 4 hours	Confidential Assistant III, Administrative Officer II Director II Administrative Officer II
3. Receive the Order, and/or Certificate of Dissolution, if any, at Bacolod Extension Office.	3.1. Release the Order and/or Certificate of Dissolution to the client.	None	4 hours	Administrative Assistant II
Total Processing Time		14 days and 3 hours		
Total Processing Fees		If Stock Corporation – PHP 1,060 If Non-Stock Corporation – PHP 560.00		

17. Dissolution of Corporations under Section 136 of the Revised Corporation Code

This service details the procedure on the application for dissolution of a domestic corporation under Section 136 of the Revised Corporation Code where the proposed expiration of the corporate term is less than one year from approval by SEC of the application, taking into consideration the guidelines set forth in SEC Memorandum Circular No. 5, Series of 2022.

Office or Division:	Bacolod Extension Office (BACEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	G2B – Government to Business
Who may avail:	All domestic corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS: (All documents must be in 4 original copies in A4 size bond paper) 1. Cover sheet 2. Amended Article of Incorporation	To be provided by the client. Clients ask for a sample draft at the Public Assistance Desk/Officer of the Day or through email request at secbacolod2018@gmail.com To be provided by the client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Notarized Director's Certificate signed by majority of the directors or trustees and the corporate secretary, attesting that: 1) the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least $\frac{2}{3}$ vote of the stockholders representing the outstanding capital stock including the holders or non-voting shares/member of the corporation; 2) date and place of the stockholders' or members' meeting; and 3) tax identification number of the signatories which shall be placed below their names; 4. Notarized Secretary's Certificate of no pending case involving intra-corporate dispute 5. Clearance/Favorable recommendation from other Department of the Commission or from appropriate regulatory agency, when necessary. SITUATIONAL REQUIREMENTS: 1. For Amendment to shorted corporate term where the proposed expiration of the corporate term is ONE YEAR OR MORE THAN ONE YEAR from approval of application for amendment under Securities and Exchange Commission Extension Office: a. Bacolod Extension Office Monitoring Clearance; 2. For Amendment to shorten corporate term where the proposed expiration of the corporate term is LESS THAN ONE YEAR from approval of the application for amendment under Securities and Exchange Commission Extension Office and has not ceased operations of at least one (1) year:	To be provided by the client. To be provided by the client. Appropriate Department of the Commission or government agency. Bacolod Extension Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Audited Financial Statements as of the last fiscal year received by Bureau of Internal Revenue and received by Securities and Exchange Commission; b. Affidavit executed under oath by the President and Treasurer that: - The dissolution is not prejudicial to the interest of the creditors; and - There is no opposition from any creditors from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission; c. Bureau of Internal Revenue (BIR) Tax Clearance Certificate; and d. Publisher's Affidavit of Publication of the Notice of Meeting (once) 3. For Amendment to shorten corporate term where the proposed expiration of the corporate term is LESS THAN ONE YEAR from approval of the application for amendment under Securities and Exchange Commission Extension Office and has ceased operations of at least one (1) year, it shall submit: a. Audited Financial Statements as of the last year of operation received by Bureau of Internal Revenue and received by Securities and Exchange Commission; b. Affidavit of non-operation certified under oath by the President and Treasurer; c. Affidavit executed under oath by the President and Treasurer that: - The dissolution is not prejudicial to the interest of the creditors; and - There is no opposition from any creditors from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission; d. Bureau of Internal Revenue (BIR) Tax Clearance Certificate; and e. Publisher's Affidavit of Publication of the Notice of Meeting (once)	To be provided by the client. To be provided by the client. Bureau of Internal Revenue (BIR) To be provided by the client. To be provided by the client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. For Amendment to shorten corporate term where the proposed expiration of the corporate term is LESS THAN ONE YEAR from approval of the application for amendment under Securities and Exchange Commission Extension Office and has no operation since incorporation, it shall submit: Balance Sheet certified under oath by the Treasurer and President; Certificate of non-registration issued by the Bureau of Internal Revenue; Affidavit of non-operation certified under oath by the President and Treasurer; Affidavit executed under oath by the President and Treasurer that: - The dissolution is not prejudicial to the interest of the creditors; and - There is no opposition from any creditors from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission; Bureau of Internal Revenue (BIR) Tax Clearance Certificate; and Publisher's Affidavit of Publication of the Notice of Meeting (once)	To be provided by the client. To be provided by the client. Bureau of Internal Revenue (BIR) To be provided by the client. To be provided by the client.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Bureau of Internal Revenue (BIR) To be provided by the client. To be provided by the client. Bureau of Internal Revenue (BIR) To be provided by the client.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SITUATION: Proposed Expiration of Term Situation A. Proposed expiration of the corporate term is ONE YEAR OR MORE THAN ONE YEAR from approval of the application for amendment under Securities and Exchange Commission Extension Office. 1.A. Submit and file the Application and its supporting documents at Bacolod Extension Office, and fill out the transmittal slip. <i>Note: Monitoring Clearance from Bacolod Extension Office may be submitted on a later date.</i>	1.A.1. Duly received the application. 1.A.2. Verify whether the application submitted is complete and attached with necessary requirements. Reject incomplete/ non-compliant, and issue an order/letter detailing the reason for the rejection. 1.A.3. Evaluate the contents and substance of the application including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. <i>Simultaneously Monitor the corporation.</i> 1.A.4. Evaluate for legal review the contents and substance of the application including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. <i>Review the Monitoring of the corporation.</i>	None	1 hour 1 day 10 days 4 days 4 days	Administrative Assistant II Administrative Officer II, Securities Counsel I Administrative Officer II, Securities Counsel I Securities Counsel I, Securities Counsel II Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.A.5. Initiate a final review on the contents of and substance of the application including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. <i>Finalize and approve the Monitoring Sheet of the corporation.</i> 1.A.6. Issue a Payment Assessment Form (PAF) for complete and compliant Application. Send the Monitoring Sheet to the client, and issue another Payment Assessment Form (PAF) for the penalty, if any.		1 hour	Administrative Assistant II, Administrative Officer II, Securities Counsel I
SITUATION B. Proposed expiration of the corporate term is LESS THAN ONE YEAR from approval of the application for amendment under Securities and Exchange Commission Extension Office.	1.B.1. Duly received the application. 1.B.2. Verify whether the application submitted is complete and attached with necessary requirements. Reject incomplete/ non-compliant, and issue an order/letter detailing the reason for the rejection.	None	1 hour 1 day 7 days	Administrative Assistant II Administrative Officer II, Securities Counsel I Administrative Officer II, Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.B. Submit and file the Application and its supporting documents at Bacolod Extension Office, and fill out the transmittal slip.	1.B.3. Evaluate the contents and substance of the application including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		3 days	Securities Counsel I, Securities Counsel II
	1.B.4. Evaluate for legal review the contents and substance of the application including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.		3 days	Director II
	1.B.5. Initiate a final review on the contents of and substance of the application including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. 1.B.6. Issue a Payment Assessment Form (PAF) for complete and compliant Application.		1 hour	Administrative Assistant II, Administrative Officer II, Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the Processing of Application Fees, including Penalty if any, as indicated in the Payment Assessment Form (PAF) through Landbank, GCash or any payment center authorized by the Commission, and present proof of payment to Bacolod Extension Office. <i>Note: Please immediately present proof of payment to Bacolod Extension Office upon payment of filing fees.</i>	2.1. Issue the necessary Clearances/Endorsement, if applicable, e.g. <i>Monitoring Clearance</i>. 2.2. Prepare and issue a Certificate of Amended Articles of Incorporation reflecting the shortened term.	If Stock Corporation – PHP 1,060 or If Non-Stock Corporation – PHP 560.00 Plus Penalty, if any.	2 hours 2 hours	Administrative Officer II, Securities Counsel I Administrative Assistant II
Total Processing Time		Situation A. 19 days and 6 hours Situation B. 14 days and 6 hours		
Total Processing Fees		If Stock Corporation – PHP 1,060/ If Non-Stock Corporation – PHP 560.00 Plus Penalty if any		

18. Petition for Correction of Entries in the Articles of Incorporation

This process details the procedure for correction of entries in the Articles of Incorporation of domestic corporations, whether stock or non-stock.

Office or Division:	Bacolod Extension Office (BACEO)
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: 1. Verified Complaint/Petition for Correction of Entries 2. Certificate of No Forum Shopping 3. Secretary's Certificate 4. Monitoring Clearance	To be provided by the client. To be provided by the client. To be provided by the client. A draft of the petition may be requested at secbacolod201@gmail.com Bacolod Extension Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Other evidence (Affidavits, valid proof of Identification, etc. depending on the nature of the corrections)	To be provided by the Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures queuing number from the guard on duty for presentment of documentary requirements	1. Assists the applicant	None	5 minutes	Administrative Assistant II, Computer Operator
2. Waits to process the request.	2. Check the completeness of the requirements.	None	15 minutes	Administrative Assistant II Administrative Officer II
2.1. Receives the documents together with the checklist of requirements.	2.1. If documents are NOT COMPLETE, the same are returned together with the Checklist of Requirements.		30 minutes	Administrative Assistant II Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.2. Fills out a transmittal/request form	2.2. If the documents are COMPLETE, accepts the request, informs the applicant to wait for a text, call, email within 20 working days; forwards to records officer for encoding in the Master List for assignment/queuing to processors		5 minutes	Administrative Assistant II Administrative Officer II
	2.3. Reviews application		2 hours If for queuing: Within 18 days	Securities Counsel I Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Returns on assigned day	3. Returns and discusses with the applicant-representative either:	None	30 minutes	Administrative Assistant II Administrative Officer II Securities Counsel I Securities Counsel II
	3.1. Checklist of Requirements, if incomplete or with deficiency (ies) on the submitted petition and its supporting documents 3.2. If complete: Issues Payment Assessment Form (PAF) and instruct the applicant-representative to pay	Filing fee: If Stock Corporation – P1,060.00* If Non-Stock Corporation – P560.00* *Incl. of LRF 10.00 Miscellaneous Fee PHP20.00 and Documentary Stamp Tax of PHP 30.00	5 minutes	Administrative Assistant I Administrative Assistant II Administrative Officer II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Pays the filing fee online or through Landbank	None	As indicated in PAF	None	Online via eSPAYSEC: https://www.sec.gov.ph/sec-payment-portal or OTC at Landbank
5. Presents proof of payment	5. Validates proof of payment and receives documentary requirements 5.1. Prepares draft Order of Petition for Correction 5.2. Reviews Order and Signs/approves application for Petition for Correction	None	5 minutes 10 minutes 10 minutes	Administrative Assistant II Administrative Officer II Administrative Officer II Securities Counsel I Securities Counsel II Confidential Asst III Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Proceeds to the Releasing Unit, signs in the logbook and duplicate copies; Receives the signed Order	6. Logs and releases signed Certificate	None	10 minutes	Administrative Assistant I Administrative Assistant II Computer Operator
TOTAL		If Stock Corporation – PHP 1,060* If Non-Stock Corporation – PHP 560.00* *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00 Handling fee PHP 20.00	18 days, 3 hours and 15 minutes Maximum of 20 days	

19. Application for Conversion from One Person Corporation (OPC) to Regular Stock Corporation (OCS)

This process details the procedure for application for conversion from One Person Corporation (OPC) to Regular Stock Corporation (OCS). This service shall be in compliance with the guidelines laid out on SEC Memorandum Circular No. 27, series of 2020.

Office or Division:	SEC Bacolod Extension Office (SEC-BCDEO)
Classification:	Complex (7 days)
Type of Transaction:	G2B – Government to Business
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS: 1. Registration of the corporation with eSECURE (Electronic SEC Universal Registration Environment) at https://esecure.sec.gov.ph/ 2. Registration of the corporation with eAmend (Electronic Application for Modification of Entity Data) https://eamend.sec.gov.ph/login	Clients may seek assistance at the Public Assistance Desk or from the Officer of the Day for walk-in clients. Clients may seek assistance at the Public Assistance Desk or from the Officer of the Day for walk-in clients.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Bacolod Extension Office (BcdEO) Monitoring Clearance (1 original and 1 electronic) 4. Cover Sheet 2 original copies (1 copy will be returned to the client, 1 for the SEC file) 5. Notice of Conversion of a One Person Corporation into an Ordinary Stock Corporation 2 original copies and 1 electronic copy to upload in eAMEND (1 copy will be returned to the client, 1 for the SEC file after processing) 6. Original or Certified True Copies of the document/s effecting the transfers of full title/ownership of shares (i.e. subscription contracts, deeds of assignment, or any legal document declaring the legal heirs of the single stockholder) 2 original copies and 1 electronic copy to upload in eAMEND (1 copy will be returned to the client, 1 for the SEC file after processing) 7. Certificate Authorizing Registration/tax clearance 1 original copy, 1 photocopy (1 copy will be returned to the client, 1 for the SEC file)	Bacolod Extension Office Form is auto-generated by the eAmend (Electronic Application for Modification of Entity Data). Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients. Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients. Bureau of Internal Revenue (BIR)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Amended Articles of Incorporation and By-laws 2 original copies and 1 electronic copy to upload in eAMEND , 1 copy will be returned to the client,1 for the SEC file after processing) 9. Name Reservation Slip 2 original copies and 1 electronic copy to upload in eAMEND (1 copy will be returned to the client,1 for the SEC file after processing) 10. Notarized Directors' or Trustees' Certificate 2 original copies and 1 electronic copy for upload in eAMEND (1 copy will be returned to the client,1 for the SEC file, after processing) 11. Notarized Secretary's Certificate on no pending case of intra-corporate dispute 2 original copies and 1 electronic copy to upload in eAMEND (1 copy will be returned to the client,1 for the SEC file after processing)	Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients. Clients may secure name verification slip via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients. Form is autogenerated by the eAmend (Electronic Application for Modification of Entity Data). Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
12. Endorsement from other government agencies, if applicable 2 original/CTC and 1 electronic copy for upload in eAMEND (1 copy will be returned to the client, 1 for the SEC file after processing) <i>NOTE: Checklist of Requirements and sample formats from the Public Assistance Desk or through the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/</i> SITUATIONAL REQUIREMENTS: 9.A.1. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, 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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a.) F-101 (2 original copies and 1 electronic copy) 9.B.1. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: a.) F-102 (2 original copies and 1 electronic copy) 9.C.1. If undertaking to change corporate name is not yet included in the Articles of Incorporation: a.) Undertaking to Change Corporate Name duly executed under oath by the authorized representative or director of the ordinary stock corporation (2 original copies and 1 electronic copy) 9.D.1. If undertaking to assume all liabilities of the One Person Corporation (OPC) is not yet included in the Articles of Incorporation: a.) Undertaking to Assume All Liabilities of the One Person Corporation, duly executed under oath by all the stockholders of the ordinary stock corporation (2 original copies and 1 electronic copy)	Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/ Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/ Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Register Online through: 1.1. Register the corporation with eSECURE (Electronic SEC Universal Registration Environment) at https://esecure.sec.gov.ph/ and 1.2. Register the corporation with eAmend (Electronic Application for Modification of Entity Data) https://eamend.sec.gov.ph/login	1.1. Assist the client, if needed, in registering the corporation in the online platform of the Commission: a) eSECURE (Electronic SEC Universal Registration Environment); and b) eAmend (Electronic Application for Modification of Entity Data)	₱ 400	2 hours	Administrative Assistant II; Computer Operator
2. Submit application for amendment through eAmend (Electronic Application for Modification of Entity Data)	2.1. Review the application for completeness, and inform clients to upload and submit supporting documents.	None	2 hours	Computer Operator Administrative Assistant II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II

3. Upload the necessary documents through eAmend (Electronic Application for Modification of Entity Data)	3.1. Do an initial review of the uploaded documents for completeness.	None	2 hours	Computer Operator Administrative Assistant II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II
	3.2. Monitor the corporation.	None	3 days	Computer Operator Administrative Assistant II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II
	3.3. Review the monitoring.	None	1 day	Securities Specialist I, Securities Specialist II, Securities Counsel I, Securities Counsel II
	3.4. Review and approve the monitoring.	None	1 day	Director II
	3.5. Furnish the client of the Monitoring Sheet and issue	None	1 hour	Computer Operator Administrative Assistant

	Payment Assessment Form (PAF) for the penalty, if any.			II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II
4. Pay the Penalty, if any, through Landbank, GCash or any authorized payment center as indicated in the Payment Assessment Form.	4.1. Subject the application for legal review. 4.2. Issue Payment Assessment Form (PAF) for the processing fee.	Amount in the Payment Assessment Form (PAF)	2 hours 1 hour	Securities Counsel I, Securities Counsel II Administrative Assistant II, Administrative Officer II Information Officer II,
5. Pay the Processing Fee through Landbank, GCash or any authorized payment center as indicated in the Payment Assessment Form.	5.1. Instruct the client to submit original hard copies of the application together with the attached supporting documents.	Amount as indicated in the Payment Assessment Form (PAF)	1 hour	Computer Operator Administrative Assistant II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II
6. Submit Two (2) Original Hard Copies of the Application together with the attached supporting documents, and receive the Certificate of Amended Articles of Incorporation and/or By-Laws. <i>Note: All submitted hard copies must be in A4 Size.</i>	6.1. Post-audit the submitted documents. 6.2. Issue a Certificate of Amended Articles of Incorporation and/or By-Laws.		4 hours 1 hour	Administrative Officer II, Securities Counsel II Administrative Assistant II

	6.3. Sign the Certificate of Amended Articles of Incorporation and/or By-Laws		1 hour	Director II
Total Processing Time			7 days	
Total Processing Fee			₱400 + Processing Fees. Plus Penalty Fees, if any.	

20. Application for New Bylaws

This process details the procedure for application for new bylaws, which is currently not covered by eSPARC and eAMEND.

Office or Division:	SEC Bacolod Extension Office (SEC-BCDEO)
Classification:	Complex (7 days)
Type of Transaction:	G2B – Government to Business
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS: 1. Registration of the corporation with eSECURE (Electronic SEC Universal Registration Environment) at https://esecure.sec.gov.ph/ 2. Registration of the corporation with eAmend (Electronic Application for Modification of Entity Data) https://eamend.sec.gov.ph/login	Clients may seek assistance at the Public Assistance Desk or from the Officer of the Day for walk-in clients. Clients may seek assistance at the Public Assistance Desk or from the Officer of the Day for walk-in clients.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Bacolod Extension Office (BcdEO) Monitoring Clearance (1 original and 1 electronic) 4. Cover Sheet 2 original copies (1 copy will be returned to the client, 1 for the SEC file) 5. New By-laws 2 original copies (1 copy will be returned to the client, 1 for the SEC file after processing) 10. Notarized Directors' or Trustees' Certificate 2 original copies (1 copy will be returned to the client, 1 for the SEC file, after processing) 11. Notarized Secretary's Certificate on no pending case of intra-corporate dispute 2 original copies (1 copy will be returned to the client, 1 for the SEC file, after processing)	Bacolod Extension Office Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients. Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients. Clients may secure name verification slip via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients. Clients may secure name verification slip via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
12. Endorsement from other government agencies, if applicable 2 original/CTC copies (1 copy will be returned to the client, 1 for the SEC file, after processing) <i>NOTE: Checklist of Requirements and sample formats from the Public Assistance Desk or through the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/</i> SITUATIONAL REQUIREMENTS: 9.A.1. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: a.) F-101 (2 original copies and 1 electronic copy)	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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9.B.1. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: a.) F-102 (2 original copies and 1 electronic copy) 9.C.1. If undertaking to change corporate name is not yet included in the Articles of Incorporation: a.) Undertaking to Change Corporate Name duly executed under oath by the authorized representative or director of the ordinary stock corporation (2 original copies and 1 electronic copy) 9.D.1. If undertaking to assume all liabilities of the One Person Corporation (OPC) is not yet included in the Articles of Incorporation: a.) Undertaking to Assume All Liabilities of the One Person Corporation, duly executed under oath by all the stockholders of the ordinary stock corporation (2 original copies and 1 electronic copy)	Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/ Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients or may download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/ Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients Clients may secure sample copy via ONLINE at secbacolod2018@gmail.com or from the Officer of the Day for walk-in clients

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application for new bylaws, fills out transmittal slip for documents submitted	1.1. Accepts documents for encoding in the Master List and assignment to EO Processors	None	5 minutes	Administrative Assistant II
	1.2. Verifies completeness of documentary requirements.		15 minutes	Administrative Assistant II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II
	1.2.1. If documents are complete: accepts documents, prepares Routing slip, informs client to wait for a text, call or email if okay to proceed.		15 minutes	Administrative Assistant II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II
	1.2.2. Processes and evaluates documents submitted then forwards the documents for legal review		1 hour	Administrative Assistant II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2.3. Reviews and evaluates application (Monitoring period/s excluded) 1.3.1. If application is for NOT complete or for compliance, processor prepares a checklist of deficiencies		1 hour 30 minutes	SEC Counsel II Administrative Assistant II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II
2. For incomplete and non-compliant applications: re-submit complete or corrected documents	2.1 Reviews re-submission 2.1.1. If for queuing, informs client to wait for a text, call or email	None		Administrative Assistant II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1.2. If application is compliant, the processor forwards the application for final review		1 hour	Administrative Assistant II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II
	2.2. Reviews and evaluates application		1 hour	SEC Counsel II
	2.3. Issues Payment Assessment Form (PAF)	a. New Bylaws P1,000 b. LRF P10.00 c. Handling Fee P20.00 d. Documentary Stamp Tax P30.00	5 minutes	Administrative Assistant I, Administrative Officer II, Information Officer II,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pays the filing fee online or through Landbank	None	as indicated in PAF	None	Online via eSPAYSEC: https://www.sec.gov.ph/sec-payment-portal or OTC at Landbank
4. Proceeds to EO Counter to present proof of payment and documentary requirements	4.1 Verifies proof of payment and receives documentary requirements. 4.2 Forwards documents for printing of Certificates 4.2.1 If for queueing, informs client to wait for a text, call or email once approved application is ready for pick up	None	30 minutes If for queueing: Within 1 day	Administrative Assistant II, Administrative Officer II, Information Officer II, Securities Specialist I, Securities Specialist II
5. Waits for the issuance of signed Certificate	5.1 Prepares the Certificate of Registration of New Bylaws 5.2. Signs the Certificate of Registration of New Bylaws	None	30 minutes	Administrative Assistant II, Director II

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			10 minutes	
6. Presents the receipt to the Releasing Unit, signed the logbook and 1 duplicate copy, received the approved Certificate of Registration of New Bylaws	6.1. Logs and releases signed Certificate of Registration of New Bylaws	None	15 minutes	Administrative Assistant II,
Total Processing Time			7 days	
Total Processing Fee			₱1,060 + Plus Penalty Fees, if any.	

BROOKSPOINT

PACDAL



BAGUIO

SEC EXTENSION OFFICE

Citizen's Charter, FY 2025 | 1st Edition



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

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

- A. Deletion and/or Addition of New Provisions in the existing Articles of Incorporation except those provisions on purposes, capitalization and reclassification of shares
- B. Application for conversion of One Person Corporation to Ordinary Stock Corporation and vice versa;
- C. Application for Increase of Authorized Capital Stock for One Person Corporation via Cash;
- D. Amendment of Articles of Incorporation of a Domestic Corporation whether stock or non-stock other than those indicated in Section 1.A.a. of SEC Memorandum Circular No. 03, series of 2024;
- E. Amendment of By-Laws of a Domestic Corporation whether stock or non-stock other than those indicated in Section 1.A.b. of SEC Memorandum Circular No. 03, series of 2024
- F. Combination of any of Section 1.A and Section 1.B. of SEC Memorandum Circular No. 03, series of 2024

Division & Department Office:	SEC Baguio Extension Office (SEC - BagEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	SEC-Registered Domestic Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. SEC e-SECURE Account of applicant	Create/apply for e-SECURE account through the e-SECURE SYSTEM. Remarks: https://esecure.sec.gov.ph/
2. Duly Accomplished Cover Sheet for Amendment or New By-Laws	To be provided by the client
3. Amended Articles of Incorporation OR New By-Laws	To be provided by the client
4. Directors' or Trustees' Certificate	To be provided by the client
5. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	To be provided by the client
6. Monitoring Clearance	SEC Baguio Monitoring Request System Remarks: " http://bit.ly/SECBAGUIOMRS "
SITUATIONAL REQUIREMENT for business activities requiring endorsements from other government:	
1. Endorsement from concerned government agencies for business activities requiring endorsements	A. Bangko Sentral ng Pilipinas for Banks, banking and quasi-banking institutions, Non-stock Savings and Loan Associations (NSSLAs), pawnshops and other financial intermediaries B. Insurance Commission for Preneed, insurance and trust companies C. Commission on Higher Education (CHED), Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA) for Educational Institutions D. PAGCOR, for gaming and amusement activities

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Application via SEC eAmend Portal through the following link: https://eamend.sec.gov.ph/ Remarks: Choose “Regular”, fill out all the required details and upload electronic copy of all documentary requirements	1.1 Assign to Processor	None	20 min	Securities Specialist II
	1.2 Review the amendment application and approve		5 days	Assigned eAMEND Processor (Securities Counsel II, Administrative Officer III, Securities

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Investigator, Administrative Assistant II)
2. Pay the fees reflected in the PAF through the espaysec.sec.gov.ph/payment-portal/home or over-the-counter at any Landbank branch and submit original copies of the documentary requirements at SEC Baguio Extension Office	2.1 Assess/Evaluate the original copies for post-audit	Amendment of Articles of Incorporation OR New By-laws: Php 1,000.00 Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee: PHP 10.00 Miscellaneous Fees (Handling Fee): Php 20.00	2 hours	Assigned Processor who approved the online application
	2.2 Stamps the submitted original copies as "received"		20 min	Administrative Assistant I
	2.3 Prints the Certificate of Filing of Amendment		20 min	Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Claims the Certificate	3.1 Releases the Certificate of Filing of Amendment	None	15 min	Administrative Assistant I
TOTAL		Amendment of Articles of Incorporation OR New By-laws: Php 1,000.00 Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee: PHP 10.00 Miscellaneous Fees (Handling Fee): Php 20.00	5 days, 3 hours, 15 minutes	

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

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations, amending the following provisions or any combinations thereof:

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

Division & Department Office:	SEC Baguio City Extension Office (SEC - BagEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	SEC Registered Domestic Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS:	
1. SEC e-SECURE Account of applicant	Create/apply for e-SECURE account through the e-SECURE SYSTEM. Remarks: https://esecure.sec.gov.ph/
2. Cover Sheet for Amendment	System-generated from the eAMEND Portal Remarks: https://eamend.sec.gov.ph/
3. Amendment Form	System-generated from the eAMEND Portal
4. Monitoring Clearance	SEC Baguio Monitoring Request System Remarks: " http://bit.ly/SECBAGUIOMRS "
SITUATIONAL REQUIREMENT for business activities requiring endorsements from other government:	
1. Endorsement from concerned government agencies, if required	A. Bangko Sentral ng Pilipinas for Banks, banking and quasi-banking institutions, Non-stock Savings and Loan Associations (NSSLAs), pawnshops and other financial intermediaries B. Insurance Commission for Preneed, insurance and trust companies C. Commission on Higher Education (CHED), Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA) for Educational Institutions

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files Application via SEC eAmend Portal through the following link: https://eamend.sec.gov.ph/ Remarks: Choose "Simple", fill out all the required details and upload electronic copy of all documentary requirements	1.1 Assigns to Processor	None	20 min	Securities Specialist II
	1.2 Reviews the amendment application and approve	None	2 days	e AMEND Processor (Securities Counsel II, Administrative Officer III, Securities Investigator, Administrative Assistant II)
2. Pays the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and receives the	2.1 eAMend system will automatically generate digital Certificate of Amendment	Amendment of Articles of Incorporation or By-laws: Php 1,000.00		Online Process

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Digital Certificate of Amendment		Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee for amendment (PHP 10.00) Miscellaneous Fees (Handling Fee): Php 20.00		
3. Submits original copies of the documentary requirements at SEC Baguio Extension Office.	3.1 Evaluates the original copies for post-audit		2 hours	Assigned eAMEND Processor who approved online application
	3.2 Stamps the submitted original copies as "Received"		20 min	Administrative Assistant I
	3.3 Prints the Original/Permanent Certificate of Filing Amendment		20 min	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Claims the Certificate	4.1 Releases the Certificate of Filing of Amendment	None	15 min	Administrative Assistant I
TOTAL		Amendment of Articles of Incorporation or By-laws: Php 1,000.00 Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee for amendment (PHP 10.00) Miscellaneous Fees (Handling Fee): Php 20.00	2 days, 3 hours, 15 minutes	

3. Application for Amendment of Articles of Partnerships (Regular eAMEND)

This service details the procedure in applying for amendments of the Articles of Partnerships:

Division & Department Office:	SEC Baguio Extension Office (SEC - BagEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	SEC Registered Partnerships

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. SEC e-SECURE Account of applicant	Create/apply for an e-SECURE account through the e-SECURE SYSTEM. Remarks: https://esecure.sec.gov.ph/
2. Duly Accomplished Cover Sheet for Amendment	System-generated from the eAMEND Portal
3. Amended Articles of Partnership	To be provided by the client
SITUATIONAL REQUIREMENT for amendment of partnership name	
1. Name Verification Slip with Payment Assessment Form (PAF) and electronic Official Receipt for applications for amendment with change of corporate name or addition of	Request from SEC Baguio Extension Office via email through amendments_bageo@sec.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
trade name/s (1 electronic copy - pdf format, 2 printed copies)	
SITUATIONAL REQUIREMENT for change of partnership interest or withdrawal/change of partner/s Deed of Assignment of partnership interest or withdrawal /resignation/retirement of partner if the provision to be amended is the change of partner	To be provided by the client
SITUATIONAL REQUIREMENT to have foreign equity in the partnership SEC Form F-106 if provision for amendment is to have foreign equity of a registered partnership	From the SEC Website
SITUATIONAL REQUIREMENT for increase in foreign equity SEC Form F-107 if provision for amendment is to further increase the foreign equity of a registered partnership	From the SEC Website
SITUATIONAL REQUIREMENT for business activities requiring endorsement from other government agencies Endorsement from concerned government agencies for business activities requiring endorsements	A. Bangko Sentral ng Pilipinas for Banks, banking and quasi-banking institutions, Non-stock Savings and Loan Associations (NSSLAs), pawnshops and other financial intermediaries B. Insurance Commission for Preneed, insurance and trust companies C. Commission on Higher Education (CHED), Department of Education (DepEd), Technical Education and Skills

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Development Authority (TESDA) for Educational Institutions D. PAGCOR, for gaming and amusement activities

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Application via SEC eAmend Portal through the following link: https://eamend.sec.gov.ph/ Remarks: Choose “Regular”, fill out all the required details and upload electronic copy of all documentary requirements	1.1 Assign to Processor	None	20 min	Director I Securities Specialist II
	1.2 Review the application and approve		3 days	eAMEND Processor (Securities Counsel II, Administrative Officer III, Securities Investigator, Administrative Assistant II)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and submit original copies of the documentary requirements at SEC Baguio Extension Office	2.1 Assess/Evaluate the original copies for post-audit	Amendment of Articles of Partnership: Php 2,000.00 Amendment of Articles of Partnership with Increase of Capital: 1/2 of 1% of the Partnership's Capital but not less than Php 2,000.00 Deed of Assignment of Partner's Interest: Php 2,000.00 per Deed Withdrawal of Partner: Php 1,000.00 Amendment by increasing foreign equity (FIA Forms): Php 3,000.00 Documentary Stamp Taxes (DST) per document: Php 30.00	2 hours	eAMEND Processor who approved the online application

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee (LRF): 1% of the assessed Filing Fees - minimum of PHP 20.00 Miscellaneous Fees (Handling Fee): Php 20.00		
	2.2 Stamps "Received" the submitted original copies		20 min	Administrative Assistant I
	2.3 Prints the Certificate of Filing Amendment		20 min	Administrative Assistant II
3. Claims the Certificate	3.1 Releases the Certificate of Recording of Amendment	None	15 min	Administrative Assistant I
TOTAL		Amendment of Articles of Partnership: Php 2,000.00 Amendment of Articles of Partnership with Increase of Capital: $\frac{1}{5}$ of 1% of the Partnership's Capital but	3 days, 3 hours, 15 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		not less than Php 2,000.00 Deed of Assignment of Partner's Interest: Php 2,000.00 per Deed Withdrawal of Partner: Php 1,000.00 Amendment by increasing foreign equity (FIA Forms): Php 3,000.00 Documentary Stamp Taxes (DST) per document: Php 30.00 Legal Research Fee (LRF): 1% of the assessed Filing Fees - minimum of PHP 20.00 Miscellaneous Fees (Handling Fee): Php 20.00		

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.

Division & Department Office:	SEC Baguio City Extension Office (SEC - BagEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Business (G2B)
Type of Services:	External Services
Who may avail:	SEC - Registered Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. 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 client
2. Secretary's Certificate on non-existence of intra-corporate dispute	To be provided by the client
3. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR	To be provided by the client
4. 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	To be provided by the client from External Auditor engaged by the Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
reviewed by the Securities Counsel I	
5. Monitoring Clearance	SEC Baguio Monitoring Request System Remarks: " http://bit.ly/SECBAGUIOMRS "
6. Stock and transfer book of the corporation (to be presented for verification)	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submits the request and digital copies of the requirements for evaluation through email to secbaguio@sec.gov.ph	1.1 Forwards the request to handling officer 1.2 Examines compliance of submitted documents 1.3 Issues Payment Assessment Form	None	20 min 3 days 20 min	1.1 Webmail Admin: Information Officer II/ Administrative Assistant II 1.2 Securities Specialist II 1.3 Securities Specialist II
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the fee through espaysec.sec.gov.ph/payment-portal/home or OTC at any Landbank branch	2. Online payment	Certification of Paid-up Php 1,000.00 Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee: PHP 10.00		Digital/ Online Transaction
3. Submits complete physical copies of the requirements with proof of payment of the issued PAF	3.1 Evaluates submitted printed copies of requirements 3.2 Stamps requirements as "Received" 3.3 Issues Certification of Paid-up Capital/ Capital Structure	None	15 min 20 min 20 min	3.1 Securities Specialist II 3.2 Administrative Assistant I 3.3 Director I/ Securities Counsel II
4. Claims the requested	4. Releases the signed	None	15 min	Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Certification	Certificate of Paid-up Capital			
TOTAL		Certification of Paid-up Php 1,000.00 Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee: PHP 10.00	3 days, 1 hour and 50 minutes	

5. Certification of Corporate Filing and / or Information / Negative Certifications

This service details the procedure on request for issuance of Certification of Corporate Filing/ Information or Certification on No Registration (Negative Certification) of a subject entity.

Division & Department Office:	SEC Baguio City Extension Office (SEC - BagEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Business (G2B)
Type of Services:	External Services
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter-Request or Transaction Request Slip	To be provided/ filled up by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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1. Submits the letter-request/ accomplished transaction request form	1.1 Evaluates the request	None	10 min	1.1 Help Desk / Officer of the Day
	1.2 Assigns the request to processing officer		5 min	1.2 Administrative Assistant II
	1.3 Checks availability of records for the issuance of requested certifications		30 min	1.3 Administrative Officer III/ Administrative Assistant II
	1.4 3.2 Evaluates request for needed data/ statement/ information		1 day	1.4 Securities Counsel II/ Securities Investigator/ Administrative Assistant II
	1.4 Issues Payment Assessment Form		20 min	1.4 Securities Specialist II/ Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the fee through espaysec.sec.gov.ph/payment-portal/home or OTC at any Landbank branch	2. Online payment	Certification Fee Php 500.00 Documentary Stamp Taxes (DST): Php 30.00		Digital/ Online Transaction
3. Submits proof of payment	3.1 Forwards certification request for preparation 3.2 Prepares requested Certification 3.3 Signs certification	None	10 min 30 min 15 min	3.1 Administrative Assistant II 3.2 Director I/ Securities Counsel II/ Administrative Assistant II 3.3 Director I/ Securities Counsel II
4. Claims the requested Certification	4. Releases the signed Certification	None	15 min	Administrative Assistant I
TOTAL		Certification Fee 500.00	1 day, 2 hours and 15 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Taxes (DST): Php 30.00		

6. Dissolution upon Verified Request

This service details the procedure in applying for dissolution of a corporation in the Philippines, where no creditors are affected, under Section 134 of the Revised Corporation Code.

Division & Department Office:	SEC Baguio City Extension Office (SEC - BagEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	Government to Business (G2B)
Type of Services:	External Services
Who may avail:	SEC - Registered Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet	To be provided by the client
2. Verified Request for Dissolution	To be provided by the client, prepared in accordance with Sections 134 of the Revised Corporation Code
3. Verification and Certification Against Forum Shopping	To be provided by the client
4. Board Resolution or Directors' Certificate or Trustees' Certificate	To be provided by the client
5. Publishers Affidavit of Publication of the Notice of Meeting	To be provided by the client
6. Affidavit executed under oath by the President and Treasurer that: That the dissolution is not prejudicial to the interest of the creditors; and	To be provided by the client

There is no opposition from any creditors from the time of Publication of the notice of dissolution up to the filing of dissolution with the Commission	
7. Bureau of Internal Revenue (BIR) Tax Clearance Certificate	To be provided by the client
8. Secretary's Certificate of no pending case involving intra-corporate dispute	To be provided by the client
9. Latest due General Information Sheet (GIS)	To be provided by the client
10. Audited Financial Statements (AFS) as of last fiscal year	To be provided by the client
11. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate regulatory agency	Respective SEC Departments, or Government Regulatory Agency

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete scanned documents to: amendments_bago@sec.gov.ph for review	1.1 Acknowledges receipt of documents 1.2 Checks completeness of the submitted documents 1.3 Checks compliance with legal and financial documentary requirements 1.4 Issues Payment Assessment Form (PAF)	None	15 days 20 min	1.1 Securities Counsel II 1.2 Securities Counsel II 1.3 Securities Counsel II/ Securities Specialist II 1.4 Securities Specialist II
2. Pays assessed fees	2. Online Procedure, Payment automatically reflected in the system	*Dissolution PHP 1,000.00 for stock		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*PHP 500.00 for nonstock Legal Research Fee PHP 10.00 Handling Fee PHP 20.00 Documentary Stamp Tax PHP 30.00		
3. Submits printed copies of the approved documents for the Verified Request for Dissolution	3.1 Checks completeness of submitted documents	None	4 hours	3.1 Administrative Assistant II
	3.2 Stamps documents as received		20 min	3.2 Administrative Assistant I
	3.3 Forwards documents for certificate issuance			3.3 Administrative Assistant II
	3.4 Issues claim stub to Applicant			3.4 Administrative Assistant II
	3.5 Prints certificate/s for approval of Verified Request for Dissolution		20 min	3.5 Administrative Assistant II
			(Note: RCC requires	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			issuance of certificate <u>after 15 days</u> from filing)	
4. Presents claim stub	4. Releases certificate/s of approval of Verified Request for Dissolution	None	15 min	Administrative Assistant I
TOTAL		Dissolution PHP 1,000.00 for stock PHP 500.00 for nonstock Legal Research Fee PHP 10.00 Handling Fee PHP 20.00 Documentary Stamp Tax PHP 30.00	15 days, 5 hours and 15 minutes	

7. Dissolution by Shortening of Term

This service details the procedure in applying for dissolution of a corporation in the Philippines, by shortening of term, under Section 136 of the Revised Corporation Code.

Division & Department Office:	SEC Baguio Extension Office (SEC - BagEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	Government to Business (G2B)
Type of Services:	External Services
Who may avail:	SEC - Registered Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet	To be provided by the client
2. Board Resolution or Directors' Certificate or Trustees' Certificate	To be provided by the client
3. Amended Articles of Incorporation	To be provided by the client
4. Monitoring Clearance	SEC Baguio Monitoring Request System Remarks: " http://bit.ly/SECBAGUIOMRS "
5. Secretary's Certificate of no pending case involving intra-corporate dispute	To be provided by the client
6. Clearance/Favorable recommendation from other Departments of the Commission or from the appropriate regulatory agency	Respective SEC Departments, or Government Regulatory Agency
Additional requirements where the expiration of term is less than one year from approval of the amendment	

7. Audited Financial Statement (AFS) as of the last year except: a. where the applicant has ceased operations for at least one (1) year, submit i. AFS as of the last year of operation; and ii. Affidavit of Non-operation certified under oath by the President b. where the applicant has no operation since registration: i. Balance Sheet certified under oath by the President; ii. Affidavit of Non Operation certified by the Treasurer and President; and iii. Certificate of Non-Registration issued by the BIR. c. where the applicant has total assets or liabilities less than Six Hundred Thousand Pesos (Php600,000), it shall submit its Balance Sheet as of last preceding fiscal year certified by the Treasurer and President.	To be provided by the client
8. Affidavit executed under oath by the President and Treasurer that: i. That the dissolution is not prejudicial to the interest of the creditors; and ii. There is no opposition from any creditors from the time of Publication of the notice of dissolution up to the filing of dissolution with the Commission	To be provided by the client

9. Bureau of Internal Revenue (BIR) Tax Clearance Certificate	To be provided by the client
10. Publisher's Affidavit of the Publication of the Notice of Meeting	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete scanned documents to: <u>amendments_bageo@sec.gov.ph</u> for review	1.1 Acknowledges receipt of documents 1.2 Checks completeness of the submitted documents 1.3 Checks compliance with legal documentary requirements 1.4 Issues Payment Assessment Form (PAF)	None	12 days 20 min	Securities Counsel II Securities Specialist II
2. Pays assessed fees	2. Online Procedure, Payment automatically reflected in the system	PHP 1,000.00 dissolution Documentary Stamp Taxes (DST): Php 30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee (LRF): 1% of the Filing Fee: PHP 10.00 Miscellaneous Fees (Handling Fee): Php 20.00		
3. Submits printed copies of the approved documents for the Verified Request for Dissolution	3.1 Checks completeness of submitted documents	None	10 min	3.1 Administrative Assistant II
	3.2 Stamps documents as received		20 min	3.2 Administrative Assistant I
	3.3 Forwards documents for certificate issuance		5 min	3.3 Administrative Assistant I
	3.4 Issues claim stub to Applicant		5 min	3.4 Administrative Assistant II
	3.5 Prepares certificate/s for approval of amendment shortening the corporate term		40 min	3.5 Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Presents claim stub	4. Releases certificate/s of approval of amendment shortening the corporate term	None	15 min	Administrative Assistant I
TOTAL		PHP 1,000.00 dissolution Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee: PHP 10.00 Miscellaneous Fees (Handling Fee): Php 20.00	12 days, 1 hour and 55 minutes	

8. Increase of Capital Stock by way of CASH

This service details the procedure in applying for an increase in authorized capital stock, where the consideration for stocks is in CASH only.

Division & Department Office:	SEC Baguio Extension Office (SEC - BagEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Business (G2B)
Type of Services:	External Services
Who may avail:	Registered Stock Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet	To be provided by the client
1. Certificate of Increase of Authorized Capital Stock	To be provided by the client, prepared in accordance with Sections 15 and 37 of the Revised Corporation Code
2. Amended Articles of Incorporation	To be provided by the client
3. Directors' Certificate	To be provided by the client
4. Treasurer's Affidavit	To be provided by the client
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 provided by the client
7. Secretary/s Certificate of No Intracorporate Dispute and of Waiver of Pre-emptive Rights	To be provided by the client
8. SUBSCRIPTION CONTRACT executed under	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
oath among stockholder/s, treasurer and president for the corporation, stating the number of additional shares subscribed to and paid for. <i>Note: Per Memorandum Circular No. 11 Series of 2016</i> 8.1 CONDITIONAL REQUIREMENTS If: 8.1.1 listed companies; 8.1.2 public companies defined in the Securities Regulation Code; 8.1.3 companies that offer or sell securities to the public; 8.1.4 companies with secondary license; 8.1.5 Where payment to subscription to the increase is more than P50,000,000.00, Then submit a SPECIAL AUDIT REPORT (SAR)	
9. Endorsement (BSP, Insurance Comm, PAGCOR)/ Clearance (CGFD, MSRD, EIPD), if applicable	Respective SEC Departments, or Government Regulatory Agency
10. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***	Downloadable at SEC website. Remarks: https://appointment.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc
11. Monitoring Clearance	SEC Baguio Monitoring Request System Remarks: "http://bit.ly/SECBAGUIOMRS"

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Inclusive of LRF of PHP 10.00 ***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
3. Submit printed copies of the approved documents for ICS with proof of payment	3.1 Checks completeness of submitted documents		1 hour	3.1 Administrative Assistant II
	3.2 Stamps documents as received		40 min	3.2 Administrative Assistant I
	3.3 Forwards documents for certificate issuance		5 min	3.3 Administrative Assistant I
	3.4 Issues claim stub to Applicant		30 min	3.4 Administrative Assistant II
	3.5 Prepares certificate/s for approval of ICS and AAI		1 hour and 20 min	3.5 Administrative Assistant II
4. Presents claim stub	4. Releases certificate/s of approval of ICS and AAI		15 min	4. Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		1. Amended Articles of Incorporation – PHP 1,000.00 2. Increase of Capital Stock - **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 **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at PHP	5 days 4 hours and 10 minutes	

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		

9. Increase of Capital Stock by way of NON-CASH Consideration

This service details the procedure in applying for an increase in authorized capital stock, where the consideration for stocks is OTHER THAN CASH payment.

Division & Department Office:	SEC Baguio City Extension Office (SEC - BagEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	Government to Business (G2B)
Type of Services:	External Services
Who may avail:	Registered Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet	To be provided by the client
2. Certificate of Increase of Authorized Capital Stock	To be provided by the client, prepared in accordance with Sections 15 and 37 of the Revised Corporation Code
3. Amended Articles of Incorporation	To be provided by the client
4. Directors' Certificate	To be provided by the client
5. Treasurer's Affidavit	To be provided by the client
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 provided by the client
7. Secretary/s Certificate of No Intracorporate Dispute	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
and of Waiver of Pre-emptive Rights	
8. Monitoring Clearance	SEC Baguio Monitoring Request System Remarks: " http://bit.ly/SECBAGUIOMRS "
Situational Requirement a. Payment reflected in the last fiscal year Financial Statement. - Audited Financial Report duly received by the BIR and SEC ii. SPECIAL AUDIT REPORT, if: a) listed companies; b) public companies defined in the Securities Regulation Code; c) companies that offer or sell securities to the public; d) companies with secondary license; e) Where payment to subscription to the increase is more than P50,000,000.00 <i>otherwise,</i> 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. <i>Note: Per Memorandum Circular No. 11 Series of 2016</i>	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Situational increase by: - Conversion of advances/liabilities to equity - Audited Financial Statements (AFS) as of last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein) - A report to be rendered by an independent CPA on the verification of the advances to be converted to equity in accordance with the Guidelines on On-Site Verification per SEC Memorandum Circular No. 6, series of 2008 - Deed of Assignment to be executed by a subscribing creditor assigning the advances as payment for the subscription Note: Disregard additional requirement No. 2 if the advances are already reflected in the AFS. - Stock dividends - List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary - Audited financial statements as of the last fiscal year stamped received by BIR and SEC - Interim Audited financial statements if used as the basis of dividend declaration (basis is other than item 2) 22 - Projected financial statements for the remaining period certified by the company accountant (if the basis is item no. 3)	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Under oath 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 no. 3) 6. Certification by the corporate secretary as to the treatment of fractional shares, if any 7. Reconciliation of retained earnings for dividend declaration in accordance with SEC Memorandum Circular No. 11, series of 2008 c. Land and building/condominium units 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 2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively 3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value 4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old) 5. Deed of Assignment 6. If property is mortgaged, submit mortgagee/creditor's certification on the outstanding	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
loan balance and his/her written consent to the transfer of property 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 8. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period d. Inventories/furniture/personal properties 1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant 2. Special audit report by an independent CPA on the verification and valuation of property, if transfer value is based on book value 3. Deed of Assignment e. Heavy equipment and machinery 1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant 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. 3. Deed of Assignment	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
f. Shares of stock 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 2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC 3. Deed of Assignment 4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor 5. Photocopy of the stock certificate (present original for verification) 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) 7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period g. Motor vehicle 1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant 2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Appraisal report by authorized appraiser (not more than 6 month old) 4. Deed of Assignment 5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period h. Sea vessel/aircraft 1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant 2. Certified true copy of the certificate of ownership 3. Appraisal report by authorized appraiser (not more than 6 month old) 4. Certificate of seaworthiness/airworthiness issued by appropriate government agency 5. Deed of Assignment 6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period i. Intangibles 1. Photocopy of System Purchase Agreement or any proof of ownership (for software) 2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights 3. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
for mining claims/rights (not more than 6 months old) 4. Deed of Assignment 5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period j. Net assets (way of conversion of single proprietorship/partnership into corporation or by spin off) 1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC 2. Audited financial statements of single proprietorship/partnership/division of corporation (for spin-off) as of last fiscal year 3. Long-form audit report of item no. 2 4. Deed of Assignment of the assets and liabilities 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 6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant 55 7. Photocopy of the certificate of registration of the motor vehicles (present original for verification) 8. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively 9. Photocopy of stock	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete scanned documents to: amendments_bag_eo@sec.gov.ph for review	1.1 Acknowledge receipt of documents		17 days	1.1 Securities Counsel II
	1.2 Check completeness of the submitted documents			1.2 Securities Counsel II
	1.3 Check compliance with legal and financial documentary requirements			1.3 Securities Counsel II/ Securities Specialist II
	1.4 Issue Payment Assessment Form (PAF)		20 min	1.4 Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay assessed fees	2. Online Procedure, Payment automatically reflected in the system	1. Amended Articles of Incorporation – PHP 1,000.00 2. Increase of Capital Stock - **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 **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		Digital/ Online Transaction

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		capital stock, whichever is higher 3. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00 4. Documentary Stamp tax PHP 60.00 ***For Corporations with FIA Application - Additional PHP 3,000.00 , Legal Research Fee PHP 30.00 Documentary Stamp tax PHP 30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Submit printed copies of the approved documents for ICS	3.1 Checks completeness of submitted documents		1 hour	3.1 Administrative Assistant II
	3.2 Stamps documents as received		40 min	3.2 Administrative Assistant I
	3.3 Forwards documents for certificate issuance		5 min	3.3 Administrative Assistant I
	3.4 Issues claim stub to Applicant			3.4 Administrative Assistant II
	3.5 Prepares certificate/s for approval of ICS and AAI		1 hour and 20 min	3.5 Administrative Assistant II
	3.6 Signs certificate after final review		15 min	Director I
Present claim stub	4. Release certificate/s of approval of ICS and AAI		15 min	Administrative Assistant II
TOTAL		1. Amended Articles of Incorporation – PHP 1,000.00 2. Increase of Capital Stock -	17 days, 3 hours and 55 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		**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 **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 3. Legal Research		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00 4. Documentary Stamp tax PHP 60.00 ***For Corporations with FIA Application - Additional PHP 3,000.00 , Legal Research Fee PHP 30.00 Documentary Stamp tax PHP 30.00		

10. Request for Certificate of No Derogatory Information

The Certificate of No Derogatory Information serves as an official document verifying that a corporation or entity registered with the SEC has no adverse records, pending violations, or ongoing investigations within the Commission's jurisdiction.

Division & Department Office:	SEC Baguio Extension Office (SEC - BagEO)
Classification:	Simple (3 days)
Type of Transaction:	Government to Business (G2B)
Type of Services:	External Services
Who may avail:	SEC-Registered Corporations that have consistently submitted their annual reports or have duly settled any penalties for unfiled and late filed reports, and other reporting violations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Monitoring Clearance	SEC Baguio Monitoring Request System Remarks: " http://bit.ly/SECBAGUIOMRS "
CNDI Request Form	Baguio EO Help Desk

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits monitoring clearance and CNDI request form	1.1. Receives request for evaluation and verification	None	15 minutes	1.1. Administrative Assistant II
	1.2 Issues Payment Assessment Form		20 minutes	1.2. Securities Specialist II/ Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the PAF via eSPAYSEC or OTC at Landbank and submits proof of payment of CNDI	2.1 Receives proof of payment	Certification Fee: PHP 500.00	15 minutes	2.1. Administrative Assistant I
	2.2 Generates CNDI via the CIS-URDB Portal	Documentary Stamp Tax: PHP 30	20 minutes	2.2. Administrative Assistant I
	2.3. Signs the Certificate of No Derogatory Information.		10 minutes	2.3. Director I/ OIC
	2.4. Seals the Certificate of No Derogatory Information with the SEC logo.		5 minutes	2.4. Administrative Assistant I
4. Receives the Certificate of No Derogatory Information (CNDI).	3. Releases the Certificate of No Derogatory Information (CNDI) to the applicant.	None	15 minutes	Administrative Assistant I
TOTAL		Certification Fee: PHP 500.00 Documentary Stamp Tax: PHP 30	1 hour 50 minutes	

11. Issuance of Plain/Authenticated Copies of Documents to the General Public

This service details the procedure in requesting copies of SEC official documents, whether in plain copies or authenticated (CTCs).

Division & Department Office:	SEC Baguio City Extension Office (SEC - BagEO)
Classification:	Simple (3 days)
Type of Transaction:	Government to Business (G2B)
Type of Services:	External Services
Who may avail:	General Public (Private Citizens), Registered Entities

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request for iView/ CTC Form	Baguio EO Help Desk/ Guard on Duty

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up and submit a Transaction Request Slip	1.1 Check submitted Transaction Request Slip 1.2 Issue Request for iView/ CTC Form to Applicant		10 minutes	Help Desk Officer of the Day
2. Fill up and submit the Request for iView/ CTC Form	2.1 Check availability of requested records online/ in folders 2.2 Issue Payment Assessment Form	Plain Copy Articles of Incorporation and	20 minutes	Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		By Laws Articles of Incorporation / Amended Articles of Incorporation By-Laws/ Amended By-Laws General Information Sheet Increase in Capital Stock Resolution Secretary's Certificate Board Resolution Registration Data Sheet Deed of Assignment		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Php 1,500.00 Other Documents aside from the above Php 50.00 per page Authenticated Copy Articles of Incorporation and By Laws Articles of Incorporation / Amended Articles of Incorporation By-Laws/ Amended By-Laws General Information Sheet Increase in Capital Stock Resolution		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Secretary's Certificate Board Resolution Registration Data Sheet Deed of Assignment Php 2,000.00 Other Documents aside from the above Php 100.00 per page Documentary Stamp Tax: PHP 30.00		
3. Pay assessed fees online/ in bank and send proof of payment	3.1 Check and verify proof of payment 3.2 Generate requested document/s 3.3 For authenticated copies,		4 hours	Administrative Assistant I Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	stamp/ mark accordingly 3.4 For authenticated documents, sign accordingly			
4. Present proof of payment for claiming	4. Release plain copies/ CTCs		15 min	Administrative Assistant I
TOTAL		Plain Copy Articles of Incorporation and By Laws Articles of Incorporation / Amended Articles of Incorporation By-Laws/ Amended By-Laws General Information Sheet Increase in Capital Stock Resolution	4 hours and 45 minutes per document	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Secretary's Certificate Board Resolution Registration Data Sheet Deed of Assignment Php 1,500.00 Other Documents aside from the above Php 50.00 per page Authenticated Copy Articles of Incorporation and By Laws Articles of Incorporation / Amended Articles		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		of Incorporation By-Laws/ Amended By-Laws General Information Sheet Increase in Capital Stock Resolution Secretary's Certificate Board Resolution Registration Data Sheet Deed of Assignment- Php 2,000.00 Other Documents aside from the above		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Php 100.00 per page Documentary Stamp Tax: PHP 30 Remarks: https://www.sec.gov.ph/wp-content/uploads/2023/08/2023MC_SEC-MC-No.-10-s.-of-2023-SEC-Fees-and-Charges-for-Certain-IT-Related-Services-1.pdf		

12. Issuance of Plain/Authenticated Copies of Documents for Other Government Agencies

This service details the procedure in inter-agency requests of copies of SEC official documents, whether in plain copies or authenticated (CTCs).

Division & Department Office:	SEC Baguio City Extension Office (SEC - BagEO)
Classification:	Simple (3 days)
Type of Transaction:	Government to Business (G2B)
Type of Services:	External Services
Who may avail:	Other Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter-Request	Applicant - Government Agency

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill up and submit a Transaction Request Slip	1.1 Check submitted Transaction Request Slip 1.2 Issue Request for IView/ CTC Form to Applicant	NO FEES	10 minutes	Help Desk Officer of the Day
2. Fill up and submit the Request for iView/ CTC Form	2.1 Check availability of requested records online/ in folders 2.2 Issue Claim Stub		20 minutes	Administrative Assistant II/ Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Generate requested document/s 2.4 For authenticated copies, stamp/ mark accordingly 2.5 For authenticated documents, sign accordingly		4 hours	Administrative Assistant I Securities Specialist I
5. Present claim stub	4. Release plain copies/ CTCs		15 min	Administrative Assistant I
TOTAL		NONE	4 hours and 45 minutes per document	

13. Petition for Corrections of Entries in the Articles of Incorporation and/or By-Laws, and/or Certificate of Authentication

This process details the procedure for correction of entries in the Articles of Incorporation and/or By-laws and/or Certificate of Authentication.

Division & Department Office:	SEC Baguio Extension Office (SEC - BagEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Business (G2B)
Type of Services:	External Services
Who may avail:	SEC - registered Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet	To be provided by the client
2. Petition for Correction of the Articles of Incorporation/ By Laws / Certificate of Authentication	
3. Corrected Articles of Incorporation/ By Laws / Certificate of Authentication	To be provided by the client
4. Verification and Certification against Forum Shopping	To be provided by the client
5. Board Resolution / Secretary's Certificate on the conduct of the meeting approving the resolution authorizing the filing of a Petition of Correction	To be provided by the client
6. Secretary's Certificate of No Intra Corporate Dispute	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits scanned copy of the documents via email to amendments_bageo@sec.gov.ph for review	1.1 Acknowledge receipt of documents, check and review the completeness of the submitted documents documentary requirements	None	5 days	Securities Counsel II
	1.2 Issues Payment Assessment Form (PAF)		20 minutes	Securities Specialist II/ Securities Specialist I
2. Pays the corresponding filing fees	2. Online payment via ESPAYSEC OR OTC payment at Landbank	Petition for Correction Php 3,000.00 Documentary Stamp Taxes (DST) Php 30.00		Digital/ Online Transaction
3. Submits complete application requirements for processing together with the PAF and electronic Official Receipt in 2 sets	3.1 Reviews the documents and check the completeness of the submitted Documents	None	1 hour	3. 1 Administrative Assistant II
	3.2 Issues claim stub to Applicant	None	5 minutes	3.2 Administrative Assistant II
	3.3 Officially receives and stamps the hard copies of the petition for preparation of the Order.	None	20 minutes	3.3 Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Prepares the Order	None	1 day	3.4 Administrative Assistant II
	3.5 Signs the Order after final review	None	20 minutes	3.5 Director I
4. Presents claim stub	4.1 Releases Order on the Petition for Correction	None	15 minutes	Administrative Assistant II
TOTAL		Petition for Correction Php 3,000.00 Documentary Stamp Taxes (DST) Php 30.00	6 days 2 hours and 20 minutes	

14. Petitions to Lift Order of Revocation/ Suspension

This service details the procedure in filing for a Petition to Lift Order of Revocation/Suspension . The Extension Office's role in this process is only until review and drafting of the Order, thereafter for submission and endorsement to the Supervising Commissioner for final approval.

Division & Department Office:	SEC Baguio Extension Office (SEC - BagEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	Government to Business (G2B)
Type of Services:	External Services
Who may avail:	SEC - registered Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet	To be provided by the client
2. Verified Petition	To be provided by the client
2. Directors or Trustees Certificate	To be provided by the client
3. Latest due Audited Financial Statements	To be provided by the client
4. Latest due General Information Sheet	To be provided by the client
5. Copies of Certificate of Incorporation and latest Certificate of Filing of Amended Articles or By-laws (if any) together with the latest Articles of Incorporation and By-laws	To be provided by the client
6. Copy of Stock and Transfer book registration or membership book	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Secretary's Certificate of No Intra Corporate Dispute	To be provided by the client
8. Sworn Certification by the external auditor	To be provided by the client
9. Secretary's certificate that its latest Financial Statement and Income Tax Return was received by the SEC and BIR Respectively	To be provided by the client
10. TIN Registration (BIR Certificate of Registration)	To be provided by the client
11. Any Mayor's/ Business Permit	To be provided by the client
12. Monitoring Clearance	SEC Baguio Monitoring Request System Remarks: " http://bit.ly/SECBAGUIOMRS "

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits scanned copy of the documents via email to amendments_bageo@sec.gov.ph for review	1.1 Acknowledges receipt of documents, check and review the completeness of the submitted documents documentary requirements		12 days	1.1 Securities Counsel II
	1.2 Issues Payment Assessment Form (PAF)		20 minutes	1.2 Securities Specialist II Securities Specialist I
2. Pays the corresponding filing fees	3. Online payment via ESPAYSEC OR OTC payment at Landbank	*PHP 3,030.00 Petition Fee *Inclusive of Documentary Stamp Tax of PHP 30.00		Digital/ Online Transaction

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits complete printed copies of the application requirements for processing together with the PAF and electronic Official Receipt in 2 sets	3.1 Reviews the documents and check the completeness of the submitted Documents	None	30 minutes	3. 1 Securities Counsel II
	3.2 Officially receives and stamps the hard copies of the petition for preparation of the Order.		20 minutes	3.2 Administrative Assistant II
	3.3 Prepares the Order		3 days	3.3 Securities Counsel II
	3.4 Reviews and signs transmittal Memo		15 minutes	3.4 Director I
	3.5 Transmits Draft Order to the Supervising Commissioner		20 minutes	3.4 Securities Counsel II
TOTAL		P 3,030.00	15 days, 1 hour and 45 minutes	

15. Registration of Partnerships

This service details the procedure on registration of partnerships through the SEC eSPARC (Electronic Simplified Processing of Application for Registration of Company)

Division & Department Office:	SEC Baguio Extension Office (SEC - BagEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C)
Type of Services:	External Services
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Two original sets of the following: Cover Sheet Application Summary Form Articles of Partnership Payment Assessment Form Confirmation of Payment / Oncoll Payment Slip	System-generated from the ESPARC Portal

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill out online application form through www.eSPARC.sec.gov.ph	1.1 Name Verifier validates proposed company name in accordance with Memorandum Circular No. 13 series of 2019 1.2 Name Verifier approves	None	4 days	Securities Counsel II

	reservation of proposed company name. 1.3 Name Verifier assigns the review of application form to processors. 1.4 Processor reviews filled out application form 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 and other special laws on corporate registration. 1.5 Processor pre-approves the application and triggers the sending of system-generated Articles of Partnership, Cover Sheet, and Application Summary Form.			Securities Specialist I Administrative Officer III Information Officer II
2. Downloads and prints two sets of system-generated registration documents	2.1 The processor verifies uploaded documents to ensure completeness and correctness.	None	2 Days	Securities Specialist I Administrative Officer III Information Officer II

for signing, notarization, and uploading to the eSPARC for document verification.	2.2 Processor issues Payment Assessment Form		20 minutes	
3. Pays filing fees through eSPAYSEC or over-the-counter at Landbank of the Philippines branch.	3. Processor confirms payment and triggers the generation and issuance of digital Certificate of Registration.	Based on the total capital contribution: Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00 Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)	2 hours	Securities Specialist I Administrative Officer III Information Officer II
4. Submits two hard copies of signed and notarized documents, proof of payment, and supplementary	4.1 Reviews / compares the hard copy of documents vis-a-vis the uploaded documents.	None	30 minutes	ESPARC Processor who approved the registration application

documents, if any.	4.2 Officially receives and stamps the hard copies of the registration application for generation of the Certificate of Registration (COR)		20 minutes	Administrative Assistant I
	4.3 Issues Claim Stub with date and time of release.			Administrative Assistant II
	4.4 Generates Certificate of Recording of the Partnership		20 minutes	
5. Receives Certificate of Registration and approved Articles of Partnership.	5. Releases and records the release of Certificate of Registration and approved Articles of Partnership.	None	15 minutes	Administrative Assistant II
TOTAL		Based on the total capital contribution: Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00	6 days, 3 hours and 30 minutes	

	Documentary Stamp Tax: PHP 30.00		
	Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)		

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

This service details the procedure for registration of One Person Corporations (OPC) and Domestic Corporations (stock or non-stock) with two (2) or more incorporators but not more than fifteen (15).

Division & Department/Office:	SEC Baguio Extension Office (SEC - BagEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B)
Type of Service:	External Service
Who may avail:	Individuals/ Entities who will apply for incorporation of domestic corporations or OPCs

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Cover Sheet Articles of Incorporation By Laws Certificate of Authentication Acceptance Letter of Nominee and Alternate Nominee (for OPC) Notes: There is no submission of By Laws for One Person Corporations and Corporation Sole	System-generated from the ESPARC Portal
SITUATIONAL REQUIREMENT for business activities requiring endorsements from other government	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Endorsement from concerned government agencies for business activities requiring endorsements	A. Bangko Sentral ng Pilipinas for Banks, banking and quasi-banking institutions, Non-stock Savings and Loan Associations (NSSLAs), pawnshops and other financial intermediaries B. Insurance Commission for Preneed, insurance and trust companies C. Commission on Higher Education (CHED), Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA) for Educational Institutions D. PAGCOR, for gaming and amusement activities

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application for registration via the ESPARC Portal	1.1 Reviews the proposed corporate name	None	2 days	1.1 Director I/ Securities Counsel II
	1.2 Assigns application to an ESPARC Processor			1.2 1.1 Director I/ Securities Counsel II
	1.3 Reviews and pre-approves the application		2 days	1.3 ESPARC Processor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				(Director I, Securities Counsel II, Securities Specialist I, Administrative Officer III, Information Officer II)
2. Prints the pre-approved AOI, BL and Certificate of Authentication; accomplishes the same for scanning and uploading to ESPARC	2. Reviews uploaded signed and authenticated/ notarized documents and approves the same for payment (PAF automatically generated)	None	2 days	ESPARC Processor who pre-approved the application
3. Pays the fees via ESPAYSEC or any Landbank branch	3. System automatically reflects payment of the assessed registration fees, and application is considered approved (registered) upon payment	Registration of Articles of Incorporation (Non-Stock) Php 1,000.00 (Stock) Authorized Capital stock * .002 Registration of By-laws (Stock and		Online/ Digital Process

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Non-stock) Php. 1000.00 Documentary Stamp Tax Php 30.00 Legal Research Fee 1% of Registration of Articles of incorporation but not less than Php. 10.00 Name Reservation and Verification Php 100.00 for each name/trade name		
4. Submits printed copies and proof of payment	4.1 Reviews submitted printed copies and compares to uploaded documents	None	30 min	ESPARC Processor who approved the application

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2 Issues claim stub for the registration certificate and received copies of requirements		5 min	Administrative Assistant II
	4.3 Prints the Certificate of Incorporation		20 min	
5. Claims (printed) certificate of incorporation	5. Releases certificate of incorporation	None	15 min	Administrative Assistant II/ Administrative Assistant I
TOTAL		Registration of Articles of Incorporation (Non-Stock) Php 1,000.00 (Stock) Authorized Capital stock * .002 Registration of By-laws (Stock and Non-stock)	6 days, 1 hour and 10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Php. 1000.00 Documentary Stamp Tax Php 30.00 Legal Research Fee 1% of Registration of Articles of incorporation but not less than Php. 10.00 Name Reservation and Verification Php 100.00 for each name/trade name		

17. Request for Name Verification or Reservation of Company and/or Trade Name for Amendment of Articles of Incorporation or Partnership

This service details the procedure in requesting for name verification and reservation of a proposed company or trade name as a requirement for amendment or change of company name/trade name. This is to ensure that the proposed amended name is not similar to any other corporate or partnership name registered with SEC.

Division & Department Office:	SEC Baguio Extension Office (SEC - BagEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Registered Corporations and Partnerships

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) to Three (3) proposed company or trade names (to be encoded in the google form)	To be provided by client
SITUATIONAL REQUIREMENT if proposed company/trade name has an acronym:	
1. Explanation Letter disclosing the meaning of the acronym in the proposed company or trade name (1 electronic copy - PDF Format)	To be provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for Name Verification via email through amendments_bageo@sec.gov.ph	1. 1 Process the request, prepare and generate name verification slip and payment assessment form, and send to client's email address Remarks: If the request has deficiency or the proposed company/trade name is not approved, the processor will send a corresponding email.		3 Days	Director I
2. Pays the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and proceed with the application for amendment.	None	Name Verification Fee: Php 100.00 per company or trade name for every 30 days reservation	None	None
TOTAL		Name Verification Fee: Php 100.00 per company or trade name for every 30 days reservation	3 days	

18. Request for Monitoring of Regulated Corporations

This service details the procedure for monitoring of regulated corporations (Financing Companies, Lending Companies, Foundations, Microfinancing Institutions).

Division & Department Office:	SEC Baguio Extension Office
Classification:	Highly Technical (20 days)
Type of Transaction:	Government to Business (G2B)
Type of Services:	External Services
Who may avail:	SEC - registered Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Monitoring Request	SEC Baguio Monitoring Request System Remarks: " http://bit.ly/SECBAGUIOMRS "

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills up a monitoring request through SEC Baguio Monitoring Request System http://bit.ly/SECBAGUIOMRS	1.1 Checks incoming monitoring request 1.2 Forwards monitoring request to Monitoring Team 1.3 Assigns Monitoring Officer	None	20 min	Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2. Conducts monitoring process 2.1 Issues Monitoring Sheet with or without penalty assessment/s		15 days	Securities Specialist II Securities Specialist I Administrative Assistant II
TOTAL		None	15 days, 20 minutes	

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

This service details the procedure of regular monitoring of domestic corporations (Ordinary Stock and Non-Stock)

Division & Department Office:	SEC Baguio City Extension Office (SEC - BagEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Registered Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Proof of submission of the latest due General Information Sheet/Appointment of Officers (for OPC) 2) Proof of submission of the latest Annual Financial Statements 3) Proof of submission of the latest MC28 REPORT (Submission of Official Email Address and Contact Number) 4) Proof of submission Mandatory Disclosure Form (FOR NON-STOCK CORPORATIONS ONLY)	Electronic Filing and Submission Tool (EFAST) Remarks: www.eFAST.sec.gov.ph MC28 Portal or email confirmation of submission Remarks: www.eFAST.sec.gov.ph Email confirmation from mdfsubmission_amld@sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request through the SEC Baguio Monitoring Request System: http://bit.ly/SECBAGUIO MRS	1.1 Pre-evaluates monitoring request and assigns task to monitoring personnel	None	10 min	Securities Specialist II
	1.2 Checks status of the subject corporation, determines compliance, deficiencies and violations, and prepares, signs, and sends the Monitoring Sheet (MS) to the corporation's official email address.		5 Days	Securities Specialist II Securities Specialist I Administrative Assistant II
2. Confirms the findings presented in the Monitoring Sheet	2. Prepares and issues the Payment Assessment Form (PAF) through email		20 min	Securities Specialist II Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pays the assessed fines and penalties via ESPAYSEC or OTC at Landbank	3.1 Verifies payment	<u>SEC MC No. 06, series of 2024 Updated Fines and Penalties on the Late and Non-Submission of Audited Financial Statements (AFS), General Information Sheet</u>	15 min	Securities Specialist II Securities Specialist I Administrative Assistant II
	3.2 Signs the monitoring sheet		15 min	Director I
4. Receives copy of Monitoring Clearance.	4. Clears records through the CIS, and releases Confirmation of Payment of Fines (COP) and Order of Payment.		15 min	Administrative Assistant II
TOTAL		<u>SEC MC No. 06, series of 2024 Updated Fines and Penalties on the Late and Non-Submission of Audited Financial Statements (AFS), General Information Sheet</u>	5 days, 1 hour, and 15 minutes	



BUTUAN

SEC EXTENSION OFFICE

Citizen's Charter, FY 2025 | 1st Edition



secbutuan@sec.gov.ph



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City, Agusan Del Norte

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1. Request for Certificate of No Derogatory Information

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

Division / Office	SEC-Butuan Extension Office (SEC - BUTEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. SEC FORM 2015-001 (1 Original Copy)	SEC-Butuan Extension Office
2. Monitoring Clearance (1 Photocopy) *Primary Licenses *Lending *Foundation	SEC-Butuan Extension Office Corporate Governance and Finance Department (CGFD) Corporate Governance and Finance Department (CGFD)
3. For Corporations with Secondary Licenses, attach the Articles of Incorporation or latest Amended Articles of Incorporation, if any (1 Photocopy)	Corporate Secretary or at www.secexpress.ph
4. For Partnerships, attach the Articles of Partnership or latest Amended Articles of Partnership, if any (1 Photocopy)	Corporate Secretary or at www.secexpress.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out the Status Report Request Form <i>Remark:</i> If not cleared in Certificate Issuance System-Unified Reference Database (CIS-URDB), instruct the applicant to return to the department who encoded the infraction	1.1 Assists the client and records the request	None	5 minutes	Administrative Assistant I/Administrative Assistant II
	1.2 Evaluate attachments upon receipt and verifies the status of a corporation through Certificate Issuance System-Unified Reference Database (CIS-URDB)	None	20 minutes	Administrative Assistant I/ Administrative Assistant I
	1.3 Prepares and issues Payment Assessment Form (PAF) to the applicant	Certificate of No Derogatory Information Fee - PHP 500.00 Documentary Stamp Fee - PHP 30.00	10 minutes	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the corresponding fee via the Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph/ Landbank of the Philippines and present proof of payment Processor	2.1 Validates proof of payment	None	5 minutes	Securities Specialist I/ Securities Specialist II
	2.2 Prints the Certificate of No Derogatory Information through the Certificate Issuance System-Unified Reference (CIS-URDB)	None	5 minutes	Administrative Assistant I/ Administrative Assistant II
	2.3 Reviews the application then signs and seals the Certificate of No Derogatory Information	None	10 minutes	Director
	2.4 Forward the approved certification to Releasing Officer	None	5 minutes	Director

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Administrative Assistant I/ Administrative Assistant II
3. Proceed to releasing unit	3. Calls the corporate name and releases the Certificate of No Derogatory Information to the applicant.	None	5 minutes	Administrative Assistant I/ Administrative Assistant II
TOTAL		PHP 530.00	1 hour and 5 Minutes	

2. 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.

Division / Office:	SEC-Butuan Extension Office (SEC - BUTEO)
Classification:	Simple (3 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	All Government Agencies.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) Original Signed Letter Request	To be provided by the Requesting Government Agency and/or Requestor
2. One (1) Original Signed Freedom of Information (FOI) Request Form	Secure copy from the Public Assistance Desk
3. One (1) Photocopy of Any Government-issued ID of Requestor with three (3) signatures on it	To be provided by the Requestor

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submits Signed Letter of Request, Freedom of Information Request Form and the signed photocopy of any Government-issued ID	1.1. Receives the Letter of Request, Freedom of Information Request Form, and the signed photocopy of Government-issued ID and assigns and forwards request to the Processing Officer	None	5 minutes	Administrative Assistant I/ Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Checks availability of requested documents in database and corporate records available	None	30 Minutes	Administrative Assistant I/ Administrative Assistant II
	1.3. Prepares the requested documents - Plain Copy	None	30 minutes	Administrative Assistant I/ Administrative Assistant II
	1.4 Prepares the requested documents - Authenticated Copy	None	1 Hour	Administrative Assistant I/ Administrative Assistant II
	1.5 Issues the Payment Assessment Form (PAF)	None	30 minutes	Securities Specialist I / Securities Specialist II
	*Plain Copy	Plain Copy:		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Articles of Incorporation/Amended Articles of Incorporation - PHP 1,500.00 By-Laws/Amended By-Laws- PHP 1,500.00 General Information Sheet -PHP 1,500.00 Certificate of Increase in Capital Stock - PHP 1,500.00 Secretary's Certificate - PHP 1,500.00		
	*Certified True Copy/Authenticated Copy	Authenticated Copy:		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Articles of Incorporation PHP 2,000.00+ PHP 30.00 Documentary Stamp Tax Amended Articles of Incorporation PHP 2,000.00+30.00 Documentary Stamp Tax By-Laws/ Amended By-Laws PHP 2,000.00+ PHP 30.00 Documentary Stamp Tax General Information Sheet PHP 2,000.00+ PHP 30.00 Documentary Stamp Tax Authentication of document not mentioned above: refer	1 hour	Securities Specialist I/ Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Pag-IBIG, PhilHealth, Social Security System (SSS), Bureau of Internal Revenue (BIR), Government Service Insurance System (GSIS)	to MC 10 series of 2023 + Documentary Stamp Tax PHP 30.00 None	10 minutes	Securities Specialist I/ Securities Specialist II
2. Pays the corresponding fee via the Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph/ Landbank of the Philippines and present proof of payment Processor	2.1 Validates Proof of Payment	None	5 minutes	Securities Specialist I/ Securities Specialist II
3. Proceed to Releasing Unit	3.1 Transmits the signed letter reply with attached documents	None	5 minutes	Administrative Assistant I/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.1. The requesting party is nearby the SEC Extension Office, personally call the requestor to receive the document/s.	None	5 minutes	Administrative Assistant II
	3.1. The requesting party is outside Butuan City, it is transmitted by courier/express.	None	5 minutes	Administrative Assistant I/Administrative II
TOTAL		Plain copy: a. Articles and By Laws / Amended Articles / Amended By Laws / General Information Sheet - PHP 1,500.00 b. Financial Statement PHP 50.00 per page Authenticated: c. Articles and By Laws / Amended Articles / Amended By Laws / General Information	4 hours and 5 Minutes	

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Sheet – PHP 2,030.00 Financial Statement PHP 100.00 per page		

3. Public Assistance and Complaints 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.

Division / Office:	SEC-Butuan Extension Office (SEC - BUTEO)
Classification:	Simple (3 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	All registered domestic corporations through their Authorized Representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Counter	1. Assists the client	None	10 minutes	Administrative Assistant II/ Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Presents concern/s, query or complaint/ written complaint	2.1. Verifies the nature of the concern/query and renders advice depending on the nature of the concern/query	None	1 hour	Securities Investigator / Securities Counsel I / Securities Counsel II
	2.2. Hands out the requested checklist of requirements, guidelines, and/or sample forms, if any	None	5 minutes	Securities Investigator / Securities Counsel I / Securities Counsel II
	2.3. Endorses written complaint to the Office of the Director and advises party to expect feedback within three (3) working days	None	5 minutes	Securities Investigator / Securities Counsel I / Securities Counsel II
	2.4. Update the complainant regarding the feedback or progress of his or her complaint	None	10 minutes	Administrative Assistant I / Administrative Assistant II
TOTAL		None	1 Hour and 30 minutes	

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

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

Division / Office:	SEC-Butuan Extension Office (SEC -BUTEO)
Classification:	Simple (3 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) original copy of Proof of Electronic Filing and Submission Tool (eFAST) Submission of Latest Due Audited Financial Statement (Barcoded/QR 1st Page ONLY)	To be provided by the client
2. One (1) original copy of Proof of Electronic Filing and Submission Tool (eFAST) Submission of Latest Due General Information Sheet (Barcoded/QR 1st Page ONLY)	To be provided by the client
3. One (1) Photocopy 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	To be provided by the client To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. One (1) Photocopy of Registration of Stock and Transfer Book/Membership Book 5. One (1) Photocopy of Latest Monitoring Sheet if previously monitored 6. One (1) Original copy Mandatory Disclosure Form (MDF) for non-stock corporations 0. One (1) Original copy (per monitorer's instructions) such as: • Secretary's Certificate explaining the double filing of General Information Sheet; • Secretary's Certificate of No Intra-Corporate Dispute; • Secretary's Certificate (Clarification); • Affidavit of the Corporate Secretary (Anti- Dummy Law/One and the Same/Auditor); • General Format for Financial Statements when the gross revenue/total assets exceed Five Million Pesos (Php 5,000,000.00) • Office of the General Accountant's Acknowledgement on Functional Currency	To be provided by the client To be provided by the client To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.Submits completely filled-out "Request for Monitoring" and the required documents <i>Remarks: If documents are not complete, the same are returned together with the checklist of the requirements.</i>	1.Pre-evaluates required documents and determines compliance, deficiencies, and violations, and prepares the Monitoring sheet	Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); https://www.sec.gov.ph/mc-2009/sec-memorandum-circular-no-08-6/#gsc.tab=0 https://www.sec.gov.ph/mc-2024/sec-mc-no-06-series-of-2024updated-fines-and-penalties-on-the-late-and-non-submission-of-audited-financial-statements-afs-general-information-sheet/#gsc.tab=0 Amended rules governing the distribution of excess profits of corporation;	1 hour	Administrative Assistant II/ Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Memorandum Circular No. 8, Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010		
2. Returns on assigned day to claim the Monitoring Assessment Sheet	2.Explains the findings to the applicant and Prepare the Monitoring Assessment Sheet indicating such findings with computation of penalties. 3. Issues Payment Assessment Form for Penalties	None None	2 Working Days 5 minutes	Administrative Assistant II/ Administrative Officer III Securities Specialist I/ Securities Specialist II
3. Pays the assessed fines and penalties via the Electronic System for Payment to SEC (eSPAYSEC) at	4. Verifies and validates payment 5. Submit to EO Director for signing	None None	5 minutes 5 minutes	Securities Specialist I /Securities Specialist II EO Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
https://espaysec.sec.gov.ph/				
TOTAL		Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009); https://www.sec.gov.ph/mc-2009/sec-memorandum-circular-no-08-6/#gsc.tab=0 https://www.sec.gov.ph/mc-2024/sec-mc-no-06-series-of-2024updated-fines-and-penalties-on-the-late-and-non-submission-of-audited-financial-statements-afs-ge	2 working days, 1 hour and 15 minutes	

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5. Request for Resource Speaker

This service refers to request for Resource Speaker to conduct orientation on Financial Literacy, Online Registration/Process of Corporation, and Online Submission of Reportorial Requirements

Division / Office:	SEC-Butuan Extension Office (SEC - BUTEO)
Classification:	Simple (3 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	All registered domestic corporations through their Authorized Representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Letter request for resource person	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Request Letter addressed to Director	1.1 Receives letter request and forwards to the Director	None	5 minutes	Administrative Assistant I/ Administrative Assistant II
	1.2 Director assigns to Information Officer III	None	1 day	Director

	2.3 Information Officer III prepares a response letter addressed to the requestor	None	20 minutes	Information Officer III
	2.4 Communicates with client the name and designation of resource person and other material details		20 minutes	Information Officer III
TOTAL			1 Day and 45 Minutes	

6. Registration of One Person Corporation (OPC) thru SEC – Electronic Simplified Processing of Application for Registration of Company (SEC-eSPARC)

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)

Division / Office:	SEC-Butuan Extension Office (SEC - BUTEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	All Natural and Juridical persons and their representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Cover Sheet - Articles of Incorporation - Acceptance letter of the Nominee and Alternate Nominee - Certificate of Authentication - Summary Application - Proof of Payment	Electronic Simplified Processing of Application for Registration of Company (eSPARC) - generated

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Note: Submit two (2) original copies in accordance with the order stated in the abovementioned checklist	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates an email in Electronic Simplified Processing of Application for Registration of Company (eSPARC)	1. The system sends verification confirmation to allow applicants to sign-in into the facilities therein. Email account created automatically and expires within five (5) calendar days if inactive	None	10 minutes	Applicant/Registrant
2. Applies, reserves, or appeals the proposed company name with or without trade names	2.1. System verifies and validates proposed corporate name in accordance with the Revised Corporation Code and Memorandum Circular No. 13 series of 2019	None	5 minutes	Applicant/Registrant
	2.2 Reviews the proposed company name	None	10 minutes	Administrative Assistant II/Administrative Officer III/Securities Investigator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Starts filling out company details and submit forms online	3. System validates the company information encoded	None	5 minutes	Applicant/Registrant
4. Checks email response for pre-approval of application. Remarks: If applicant is non-compliant, application will be returned with remarks of the noted deficiencies. Upon compliance, applicant may resubmit their application for re-evaluation of newly-submitted information.	4.Reviews the application and verifies if the proposed corporate name is available, submits remarks, if any, and thereafter, assigns application to processor. 4.1Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law, and other pertinent special laws and applicable SEC rules and regulations.	None None	10 minutes 3 Working Days	Administrative Assistant I/ Administrative Assistant II/ Administrative Officer III Securities Specialist I / Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Upload scanned copies of duly signed and notarized registration documents Remarks: If non-compliant, the processor disapproves application for resubmission. Applicant may re-upload corrected documents.	5. Review uploaded documents	<u>For One Person Corporation (OPC), based on the authorized capital stock: With par value:</u> 1/5 of 1% of the authorized capital stock but not less than Php 2,000.00 or the subscription price of the subscribed capital stock whichever is higher;	30 minutes	Securities Specialist II/ Securities Specialist I/ Securities Counsel I/ Securities Counsel II
	5.1 Generate the Payment Assessment Form	<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 issued value of the subscribed capital stock whichever is higher.	10 minutes	Securities Specialist II/ Securities Specialist I/ Securities Counsel I/ Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Foreign Investments Act (FIA) Form 100: Php 3,000.00 Company Name Reservation: PHP 100.00 Each additional trade name/s: Php 100.00 Documentary Stamp Tax: Php 30.00		
6. Submits the proof of payment and two (2) Original hard copies of the registration documents	6.1. Receive the registration documents and have it reflected in Company Registration Encoding System (CORES)	None	10 minutes	Administrative Assistant II/ Securities Specialist I
	6.2. Officially receives and stamps the hard copies of the registration	None	10 minutes	Administrative Assistant I/ Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.3. Securities Specialist I/Securities Specialist II for generation of the Certificate of Registration	None	10 minutes	Securities Specialist I/ Securities Specialist II/
	6.4. Approval in Company Registration Encoding System (CORES)	None	3 days	Securities Counsel I/ Securities Counsel II
	6.5. Final review of the documents	None	10 minutes	Director
7. Presents Official Receipt to secure the Certificate of Incorporation	7.1. Releases the Certificate together with registration application then stamps release the official receipt	None	10 minutes	Administrative Assistant I/ Administrative Assistant II
TOTAL		<u>For One Person Corporation (OPC), based on the authorized capital</u>	6 Working Days 2 Hours and 10 Minutes	

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>stock: With par value:</u> 1/5 of 1% of the authorized capital stock but not less than Php 2,000.00 or the subscription price of the subscribed capital stock whichever is higher; <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 issued value of the subscribed capital stock whichever is higher.		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Foreign Investments Act (FIA) Form 100: Php 3,000.00 Company Name Reservation: PHP 100.00 Each additional trade name/s: Php 100.00 Documentary Stamp Tax: Php 30.00		

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

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).

Division / Office:	SEC-Butuan Extension Office (SEC - BUTEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	All Natural and Juridical persons and their representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Articles of Incorporation (for stock and non-stock corporations) - Treasurer's Affidavit (for stock corporation only and in case not incorporated in Articles of Incorporation) - By-Laws (for stock and non-stock corporations) - Affirmation (for Sole Corporations and Religious Societies)	SEC – Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) (https://esparc.sec.gov.ph/application)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Foreign Investments Act (FIA) Application Form (F-100), *if more than 40% foreign equity Additional requirements: - Foreign Investments Act F-100 (for corporations with more than 40% foreign equity) whose paid-up capital is CASH or PEZA Endorsement if located within the PEZA Economic zones - Clearance from other government agencies (depending on industry) - Additional requirements for Lending Companies and Financing Companies - Additional Requirements for Foreign Corporation	For Lending Companies: https://www.sec.gov.ph/wp-content/uploads/2021/06/2021CheckList_Lending.pdf For Financing Companies: https://www.sec.gov.ph/wp-content/uploads/2021/06/2021CheckList_Financing.pdf For Foreign Corporation: https://www.sec.gov.ph/wp-content/uploads/2019/12/2015PR_DocumentaryRequirement_ForeignCorp.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Note: Submit two (2) original copies in accordance with the order stated in the abovementioned checklist	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates an account in Electronic SEC Universal Registration Environment (eSECURE)	1.1. The system sends verification confirmation to allow applicants to sign-in into the facilities therein. 1.2. The email account created automatically expires within ninety (90) calendar days if inactive.	Registration Fee - Php 400.00	10 minutes	Applicant/registrant
2. Verifies, reserves proposed company name with or without trade name/s	2.1. System performs initial validation of proposed company name in accordance with Memorandum Circular No. 13 series of 2019 Reservation of proposed company name expires on the 4 th day if the proposed name is not submitted for verification	None	5 minutes	Applicant/registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Processor will review the proposed company name	None	10 minutes	Administrative Assistant II/Administrative Officer III/ Securities Investigator
3. Starts filling out company details and submit forms online	3. System validates the company information encoded	None	10 minutes	Applicant/registrant
4. Checks email response of pre-approval of application	4.1. Assigns application to processor 4.2. Processes the submitted application in accordance with the Revised Corporation Code, Guidelines on Corporate names, Foreign Investments Act, Anti-Dummy Law and other pertinent special laws and applicable SEC rules and regulations	None None	10 minutes 3 Working Days	Administrative Assistant I/ Administrative Assistant II/ Administrative Officer III Securities Specialist I/ Securities Specialist II/ Securities Counsel I/ Securities Counsel II
5. Once the application is pre-approved, clients should	5. An email notification will be sent to the email address of the	None	1 day	Applicant/Registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
authenticate their documents through Electronic Submission Authentication Portal (eSAP)	authorized representative. The system-generated documents will be ready for authentication of the corporate officers.			
6. Proceed to the Online Payment button to automatically redirect to https://espaysec.sec.gov.ph/ portal and proceed with the online payment	6. A detailed summary of payment will be shown once redirected to Electronic System for Payment to SEC (eSPAYSEC).	<u>For stock corporation based on the authorized capital stock: 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 <u>Without par value:</u> 1/5 of 1% of the authorized capital	1 day	Applicant/Registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>Stamp Tax</u> : P30.00 <u>Legal Research Fee (LRF)</u> : 1% of the Filing Fee but not less than Php 10.00 Handling fee: Php 20.00		
7. Once payment is successfully paid, the applicant will be redirected to the Electronic SEC Universal Registration Environment (eSECURE) Portal to view the authenticated system-generated documents and digital Certificate of Incorporation. Location: https://esecure.sec.gov.ph/	7. An email notification with the subject "Registration Complete" will be sent to the authorized representative's email address.	None	1 day	Applicant/Registrant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Registration Fee - Php 400.00 <u>For stock corporation based on the authorized capital stock: With par value: 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</u> <u>Without par value: 1/5 of 1% of the authorized capital</u>	6 Working Days and 45 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		By Laws - Php 1,000.00 <u>Documentary Stamp Tax:</u> P30.00 <u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Php 10.00 Handling fee: Php 20.00		

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

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

Division /Office	SEC-Butuan Extension Office (SEC-BUTEO)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements (STOCK OR NON-STOCK CORPORATIONS) two (2) sets original copies in A4 size bond paper	Secure Checklist of requirements and sample formats from the Public Assistance and Complaint Desk or through the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/
1. Amended Articles of Incorporation/Amended By-laws	To be provided by the Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 (TIN) of the signatories which shall be placed below their names	Butuan Extension Office's Public Assistance or Downloadable at the SEC website through the following URL: Directors' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf Trustees' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf
3. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	Butuan Extension Office's Public Assistance or Downloadable at the SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Non
4. Monitoring Clearance	SEC-Butuan Extension Office
5. Cover Sheet for Amendment	Butuan Extension Office's Public Assistance or Downloadable at the SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements	
1. Clearance from other SEC departments	
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)	Corporate Governance and Finance Department (CGFD)
1.2 -For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House (1 original copy)	Markets and Securities Regulation Department (MSRD)
2. Endorsement from other government agencies, if applicable (1 original copy)	BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas A. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission A. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas
3. Provision to be amended is the corporate name, submit:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Name Verification Slip (1 original) B. Affidavit of a director, trustee or officer undertaking to change corporate name. (Not required if already stated in the Articles of Incorporation)	Name verification slip may be secured manually through the Butuan Extension Office's name verification officer Secure copy from the Butuan Extension Office's Public Assistance Desk
4. Provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: A. F-101	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/
5. Provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102	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
1. Fills out the Status Report Form for Amendment	1. Records the application for pre-processing (Monitoring Procedure Excluded) and assigns the	None	5 minutes	Administrative Assistant I /Administrative Assistant II/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	application to Processors			Administrative Officer III
2. Amendment of corporate name; 1. Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s)	2. Approves proposed name/s or trade name/s	Php 100.00 per proposed corporate/trade name/s	20 minutes	Administrative Assistant I / Administrative Assistant II/ Administrative Officer III
Remarks: If name is rejected, registrant may appeal for the proposed corporate name	2.1. Approves appeal for the proposed name/s or trade name/s	None	15 minutes	Administrative Assistant I / Administrative Assistant II/ Administrative Officer III
3 . Submits the application to Processor	3.1. Verifies completeness of amendment requirements	None	20 minutes	Administrative Assistant II/ Administrative Officer III
Remarks: If the documents are incomplete, the Processor prepares a				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
checklist of deficiencies and returns application for compliance.				
4. Check email response from SEC process for the result of the application thru email, call, or text Remarks: If non-compliant, return the application to client and resubmit with correct information and complete documents	4. Processes the application and informs the applicant via email, call, or text, regarding the result of the evaluation of the application 4. 1. Processor forwards the application to Pre-approver for Final Review	None None	3 Working Days 3 Working Days	Securities Specialist I/ Securities Specialist II/ Securities Counsel I/ Securities Counsel II
5. Receives the Payment Assessment Form (PAF)	5. Prepares and issues Payment Assessment Form (PAF) to the applicant	Filing Fee: If amendment of Articles of Incorporation or By-Laws: Php 1,060.00	10 minutes	Securities Specialist I/ Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		If amendment of Articles of Incorporation and By-Laws: Php 2,120.00 **AAI: Php 1,000.00 *Legal Research Fee- 1% of the Filing Fee for amendment: Php 10.00 *Handling Fee: Php 20.00 *Documentary Stamp Tax (DST): Php 30.00 **ABL:Php 1,000.00 *Legal Research Fee- 1% of the Filing Fee		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		for amendment: Php 10.00 *Handling Fee: Php 20.00 *Documentary Stamp Tax (DST): Php 30.00 Amendment by increasing foreign equity FIA forms (Php 3,000.00 with Legal Research Fee of Php 30.00, Handling Fee- Php 20.00 and Documentary Stamp Tax- Php 30.00)		
6. Pays the filing fee via the Electronic System for Payment to SEC	6. Verifies and validates proof of payment	None	5 minutes	Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
(eSPAYSEC) at https://espaysec.sec.gov.ph/				
7. Presents proof of payment to Processor	7.1 Receives proof of payment and prepares Certificate of Amended Articles of Incorporation 7.2 Signs and approves the application and forwards the approved application to the releasing unit	None None	10 minutes 5 Minutes	Securities Specialist I /Securities Specialist II EO Director
8. Proceed to the Releasing Counter and receive the duly approved Certificate of Amended Articles of Incorporation/By-Laws	8. Calls the corporate name and releases the duly approved Certificate of Amended Articles of Incorporation and/or By-Laws	None	10 Minutes	Administrative Assistant I/ Administrative Assistant II/ Administrative Officer III
Total		Php 100.00 per proposed corporate/trade name/s	6 Days, 1 hours and 40 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Filing Fee: If amendment of Articles of Incorporation or By-Laws: Php 1,060.00 If amendment of Articles of Incorporation and By-Laws: Php 2,120.00 **AAI: Php 1,000.00 *Legal Research Fee- 1% of the Filing Fee for amendment:Php 10.00 *Handling Fee: Php 20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Documentary Stamp Tax (DST): Php 30.00 **ABL: Php 1,000.00 *Legal Research Fee- 1% of the Filing Fee for amendment:Php 10.00 *Handling Fee: Php 20.00 *Documentary Stamp Tax (DST): Php 30.00 Amendment by increasing foreign equity FIA forms (Php 3,000.00 with		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee of Php 30.00, Handling Fee- Php 20.00 and Documentary Stamp Tax- Php 30.00)		

9. Application for Amendment of Partnerships

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

Division / Office:	SEC-Butuan City Extension Office (SEC - BUTEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	All registered partnerships through their Authorized Representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements in two (2) sets of original copies	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 http://www.sec.gov.ph/services-2/company-2/amendment/
1. Cover Sheet	Butuan Extension Office Public Assistance or Downloadable at the SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.p df
2. Amended Articles of Partnership	To be provided by any of the clients
Additional Requirements:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Endorsement from other government agencies, if applicable (1 original)	A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas A. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission A. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas
Provision to be amended is the partnership name, submit:	
1. Name Verification Slip (1 original)	Name verification slip may be secured manually through the Butuan Extension Office's verifying officer
2. Affidavit of a partner to change partnership name. (Not required if already stated in the Articles of Partnership) (1 original; 1 photocopy)	Secure copy from Butuan Extension Office's Public Assistance Desk
Provision to be amended is the change of partners, submit:	
1. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement, or death of a partner (1 original; 1 photocopy)	Assignee and Assignor Partners

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Provision for amendment is to have foreign equity of a registered partnership, submit: 1. F-106	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/
Provision for amendment is to further increase the foreign equity of a registered partnership, submit: 1. F-107	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
1. Fills out Status Report Form for Partnership	1. Records the application for pre-processing and assigns the application to Processors	None	5 minutes	Administrative Assistant I/ Administrative Assistant II/ Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Amendment of partnership name - Fills out Name Verification Form (Verifies, reserves or company name with or without trade name/s). Remarks: name is rejected, registrant may appeal for the proposed partnership name.	2. Approves proposed name/s or trade name/s	Php 100.00 per proposed corporate/trade name/s	15 minutes	Administrative Assistant II/ Administrative Officer III
3. Submits the application	3. Verifies completeness of amendment requirements	None	3 Working Days	Securities Specialist I /Securities Specialist II
4. Check the result of the application thru email, call, or text.	4. Processor forwards the application to Pre-approver for Final Review	None	3 Working Days	Securities Counsel I Securities Counsel II
5. Receives the Payment Assessment Form and Proceed to the Online Payment button to automatically redirect to	5. Prepares and issues Payment Assessment Form (PAF) to the applicant	Amended Articles of Partnership Filing Fee for	10 minutes	Securities Specialist I/ Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
https://espaysec.sec.gov.ph/ portal and proceed with the online payment		Amendment - Php 2,000.00 Documentary Stamp Tax - Php 30.00 1% of the Filing Fee for Amendment (PHP 20.00) Total 2,050.00 Amendment with Partnership/trade names an additional PHP 100.00 per reserved trade		

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		name/s Amendment with Deed of Assignment of Partner's Interest Php 2,000.00 per DEED Amendment of Partnership with Increase in Capital 1/5 of 1% of the Partnerships Capital but not less than PHP 2,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amendment by increasing foreign equity Foreign Investment Act (FIA) forms PHP 3,000.00 with Legal Research Fee of PHP 30.00		
6. Present the proof of such payment to Processor	6. Verifies and validates proof of payment and prepares the Certificate of Amended Articles of Partnership	None	10 minutes	Securities Specialist I /Securities Specialist II
7.Presents proof of payment to Processor	7.1 Receives proof of payment and prepares Certificate of	None	15 minutes	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Amended Articles of Incorporation 7.2 Signs and approves the application and forwards the approved application to the releasing unit	None	5 minutes	EO Directors
8. Proceed to the releasing counter and receive the duly approved Amended Articles of Partnership	7. Calls the partnership name and releases the duly approved Amended Articles of Partnership	None	10 minutes	Administrative Assistant II/ Administrative Officer III
TOTAL		Amended Articles of Partnership Filing Fee for Amendment - Php 2,000.00 Documentary Stamp Tax - Php	6 Days,1 Hour and 5 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		30.00 1% of the Filing Fee for Amendment (PHP 20.00) Total 2,050.00 Amendment with Partnership/trade names an additional PHP 100.00 per reserved trade name/s Amendment with Deed of Assignment of		

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Partners' Interest Php 2,000.00 per DEED Amendment of Partnership with Increase in Capital 1/5 of 1% of the Partners' Capital but not less than PHP 2,000.00 Amendment by increasing		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		foreign equity Foreign Investment Act (FIA) forms PHP 3,000.00 with Legal Research Fee of PHP 30.00		

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

This service details the procedure on registration processes of corporations and partnerships.

Division / Office:	SEC-Butuan Extension Office (SEC - BUTEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	All Natural and Juridical persons and their representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- Articles of Partnership (for partnerships) - Articles of Incorporation (for stock and non-stock corporations) - Treasurer's Affidavit (for stock corporation only) - By-Laws (for stock and non-stock corporations) - Certificate of Authentication <i>(May be submitted in lieu of Notarization [SEC MC. No. 16, series of 2020])</i>	SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) https://esparc.sec.gov.ph/application

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH • Affirmation (for Sole Corporations and Religious Societies) • Cover Sheet for New Registration • Proof of Payment • Application Summary Form Additional requirements: • Foreign Investments Act F-100 (for corporations with more than 40% foreign equity) whose paid-up capital is CASH or PEZA Endorsement if located within the PEZA Economic zones • Clearance from other government agencies (depending on industry) • Additional requirements for Lending Companies and Financing Companies	SEC - Electronic Simplified Processing of Application for Registration of Company (SEC eSPARC) (https://esparc.sec.gov.ph/application) For Lending Companies: https://www.sec.gov.ph/wp-content/uploads/2021/06/2021CheckList_Lending.pdf For Financing Companies:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements for Foreign Corporation Note: Submit two (2) original copies in accordance with the order stated in the abovementioned checklist	https://www.sec.gov.ph/wp-content/uploads/2021/06/2021CheckList_Financing.pdf For Foreign Corporation: https://www.sec.gov.ph/wp-content/uploads/2019/12/2015PR_DocumentaryRequirement_ForeignCorp.pdf

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates an email account in Electronic Simplified Processing of Application for Registration of Company (eSPARC)	1. The system sends verification confirmation to allow applicants to sign-in into the facilities therein. Remarks: The email account created automatically expires within ninety (90) calendar days if inactive	None	10 minutes	Applicant/registrant

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Foreign Investments Act, Anti-Dummy Law and other special laws and applicable SEC rules and regulations	not less than P 2,000 or the issue value of the subscribed capital stock whichever is higher		
4.Upload scanned copies of duly signed and notarized registration documents. Remarks: If non-compliant, the processor disapproves application for resubmission. Applicant may re-upload corrected documents.	4.1 Review uploaded documents if complete and correct. 4.2 . Generate Payment Assessment Form	<u>By-Laws for both stock and non-stock corporations:</u> P 1,000 <u>Articles of Incorporation for non-stock corporation:</u> P 1,000 <u>Foreign Investments Act (FIA) Form 100:</u> P3,000.00 <u>Company Name Reservation:</u> P100.00 <u>Each additional trade name/s:</u> P100.00 <u>Documentary Stamp Tax:</u> P30.00 <u>Legal</u>	1 Hour 10 Minutes	Securities Specialist I /Securities Specialist II/ Securities Counsel I Securities Specialist I/ Securities Specialist II/Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00) Handling fee P20.00		
5. <i>Receives the Payment Assessment Form and Proceed to the Online Payment button to automatically redirect to https://espaysec.sec.gov.ph/ portal and proceed with the online payment</i>	5. Verifies and validates proof of payment	None	10 minutes	Securities Specialist I/ Securities Specialist II
6. <i>Submits two (2) Original Copies of the registration documents after initial verification on the system.</i>	6.1 Encode the Registration Documents in Company Registration Encoding System (CORES) and officially receives and stamps the hard copies of the registration application, forwards to Securities Specialist I for the generation of the Certificate of Registration 6.2 Generation/ printing of Certificate	None None	30 minutes 10 minutes	Administrative Assistant II/ Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	6.3 Approval of the Registration in the Company Registration Encoding System (CORES)	None	3 Working Days	Securities Specialist II/Securities Specialist I
	6.4 Final review of the documents and signing of the Certificate of Registration	None	5 minutes	Securities Counsel II/ Securities Counsel I
				EO Director
7. Presents proof of payment to the Releasing Unit on assigned returned date, signs in logbook of documents released and receives the System Generated Original Certificate of Registration	7. Releases the certificate and encodes the details of the application in the system	None	10 minutes	Administrative Assistant II/ Administrative Officer III
TOTAL		<u>For stock corporation based on the authorized capital stock:</u> <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	6 Days, 2 hours and 45 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		the subscribed capital stock whichever is higher <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 <u>By-Laws for both stock and non-stock corporations:</u> P 1,000 <u>Articles of Incorporation for non-stock corporation:</u> P 1,000		

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>Foreign Investments Act (FIA) Form 100:</u> P3,000.00 <u>Company Name Reservation:</u> P100.00 <u>Each additional trade name/s:</u> P100.00 <u>Documentary Stamp Tax:</u> P30.00 <u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00) Handling fee P20.00		

11. 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.

Division / Office:	SEC Butuan Extension Office (SEC -BUTEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	All Partnerships and Corporations duly recorded and registered at Securities and Exchange Commission, respectively.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. One (1) original copy of duly accomplished request form	SEC - Butuan Extension Office Public Assistance
2. Two (2) original copies of 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 / Applicant
3. Two (2) original copies of Secretary's Certificate on non-existence of intra-corporate dispute	Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Two (2) photocopies of Audited Financial Statements as of the last fiscal year, stamped received by the Securities and Exchange Commission and Bureau of Internal Revenue	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	External Auditor to be engaged by the Company
6. Monitoring Clearance	SEC-Butuan Extension Office
Additional Requirement for Percentage of Ownership	
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. Fills out the Status Report Request Form	1.1Records the application for pre-processing and assigns the application to Processors	None	5 minutes	Administrative Assistant I/ Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Remark:</i> If documents are incomplete, Monitoring Officer prepares checklist of deficiencies and returns application for compliance	1.2 Verifies completeness of the requirements (Monitoring procedure excluded)	None	25 minutes	Administrative Assistant I/ Administrative Assistant II
	1.3 Prepares and issues Payment Assessment Form (PAF) to the applicant	Certification Fee - PHP 1,000.00 Documentary Stamp Fee - PHP 30.00 Legal Research Fee - PHP 10.00 Total = PHP 1,040.00	5 minutes	Securities Specialist I / Securities Specialist II
2. Pays the filing fee via the Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph/ or	2. Validates proof of payment and prepares the Certification of Paid-up Capital/Capital			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Landbank of the Philippines and presents proof of payment to processor	Structure/Percentage of Ownership	None	3 Working Days	Securities Specialist I/ Securities Specialist II
	2.1. Signs the Certificate of Paid-up Capital/Capital Structure/Percentage of Ownership	None	10 minutes	Director
	2.2. Forwards the approved Certification to Releasing Officer	None	5 minutes	Administrative Assistant I/ Administrative Assistant II
3. Proceeds to Releasing Unit	3. Calls the corporate name and releases the duly approved Certification of Paid-up	None	10 minutes	Administrative Assistant I/ Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Capital/Capital Structure/Percentage of Ownership			
TOTAL		PHP 1,040.00	3 working days and 1 hour	

12. Increase of Capital Stock by way of Cash

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

Division / Office:	SEC-Butuan Extension Office (SEC - BUTEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	Corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet - 1 Original Copy and 1 Photocopy	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendm ent.pdf
2. Certificate of Increase of Capital Stock - 1 Original Copy and 1 Photocopy	No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37)
3. Treasurer's Affidavit - 1 Original Copy and 1 Photocopy	No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Directors' Certificate/Trustees' Certificate - 1 Original Copy and 1 Photocopy	EO Public Assistance or Downloadable at SEC website through the following URL: Directors' Certificate -http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf Trustees' Certificate -http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf
5. Amended Articles of Incorporation - 1 Original Copy and 1 Photocopy	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 - 1 Original Copy and 1 Photocopy	To be prepared by the Company
7. Secretary's Certificate on non-existence of intra-corporate dispute - 1 Original Copy and 1 Photocopy	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_No_nExistence_Corp_Dispute.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders - 1 Original Copy and 1 Photocopy	EO Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Wai_ver_Pre_emptive_Rights.pdf
9. AUDITED FINANCIAL STATEMENTS (as of the last fiscal year stamped received by the Bureau of Internal Revenue (BIR) and Securities and Exchange Commission (SEC), if payment for subscription is already reflected therein) - 1 Original Copy and 1 Photocopy	To be provided by the company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
ii. SPECIAL AUDIT REPORT, if:(1 Original and 1 Photocopy) a. listed companies; a. public companies defined in the Securities Regulation Code; a. companies that offer or sell securities to the public; a. companies with secondary license;	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Where payment to subscription to the increase is more than Php 50,000,000.00 Otherwise, 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. (1 Original and 1 Photocopy) <i>Note: Per Memorandum Circular No. 11 Series of 2016</i> 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 Bangko Sentral ng Pilipinas - 1 Original Copy and 1 Photocopy 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 Bangko Sentral ng Pilipinas annexed to the notarized certification - 1 Original Copy and 1 Photocopy	Bangko Sentral ng Pilipinas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
10. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act* - 1 Original Copy and 1 Photocopy	Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
11. Endorsement/Clearance, if applicable - 1 Original Copy and 1 Photocopy	Respective SEC Department/s or other regulatory Government Agencies
12. Monitoring Clearance - 1 Photocopy	SEC Butuan Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out the Status Report Form for Increase	1.1 Records the application for pre-processing (Monitoring Procedure Excluded)	None	5 minutes	Administrative Assistant I/ Administrative II
	1.2 Verifies completeness of amendment requirements and assigns the application to Processors	None	None	Administrative Assistant II/ Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submits the application to the Processor. Remark: If documents are incomplete, Processor prepares checklist of deficiencies and returns application for compliance and for re-submission	2. Processes and evaluates documents submitted then forwards the documents to Pre Approver for legal review	None	3 Working Days	Securities Specialist I/ Securities Specialist II
	2.1. Pre-approver Reviews and evaluates application (Monitoring period/s excluded)	None	15 Working Days	Securities Counsel I/ Securities Counsel II
	2.3. Issues Payment Assessment Form (PAF)	<i>For the amendment:</i> a. Amended Articles of Incorporation – Php 1,000.00 b. Legal Research Fee- Php 10.00 c. Handling Fee Php 20.00 d. Documentary Stamp Tax Php 30.00	10 minutes	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<i>For the increase: For corporations with par value</i> a. 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 <i>For corporations without par value:</i> a. 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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Increase of Capital Stock but not less than Php 10.00 c. Documentary Stamp Tax Php 30.00 d. Handling Fee Php 20.00 <i>For Corporations with FIA Application -</i> Additional Php 3,060, inclusive of Legal Research Fee of Php 30.00 and Documentary Stamp Tax of Php 30.00		
3. Pays the filing fee via the Electronic System for Payment to SEC at eSPAYSEC or Landbank of the Philippines and present proof payment	3.1 Receives proof of payment and Validates proof of payment	None	5 minutes	Securities Specialist I/ Securities Specialist II
	3.2 Prepares Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation	None	20 minutes	Securities Specialist I/ Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Approves the application and forwards the approved application to the Releasing Unit	None	10 minutes	Director
4.Proceed to Releasing Counter and Receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	4. Calls the corporate name and releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	None	10 minutes	Administrative Assistant II / Administrative Officer III
TOTAL		<i>For the amendment:</i> a. Amended Articles of Incorporation – Php 1,000.00 b. Legal Research Fee- Php 10.00 c. Handling Fee Php 20.00 d. Documentary Stamp Tax Php 30.00	18 Working Days, 1 hour and 5 Minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<i>For the increase: For corporations with par value</i> a. 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 <i>For corporations without par value:</i> a. 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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for		

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Increase of Capital Stock but not less than Php 10.00 c. Documentary Stamp Tax Php 30.00 d. Handling Fee Php 20.00 <i>For Corporations with FIA Application -</i> Additional Php 3,060, inclusive of Legal Research Fee of Php 30.00 and Documentary Stamp Tax of Php 30.00		

13. 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. Conversion of advances/liabilities to equity
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
11. Note: If the application involves intricate legal issues, please refer to the procedure for Merger / Consolidation

Division / Office:	SEC-Butuan Extension Office (SEC -BUTEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	Corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet - 1 Original, 1 Photocopy	SEC Butuan Extension Office's Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf
2. Certificate of Increase of Capital Stock - 1 Original, 1 Photocopy For OPC: 1. Certificate of Increase of Authorized Capital Stock (1) Original Copy And (1) Photo Copy	No Prescribed format. To be prepared by the Company in accordance with the Revised Corporation Code (Sections 15 and 37) Download Certificate of Increase of Authorized Capital Stock for OPC through this link: https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECFORM_CERTIFICATE-OF-INCREASE-OF-AUTHORIZED-CAPITAL-STOCK-OF-OPC.docx
3. Treasurer's Affidavit - 1 Original, 1 Photocopy For OPC: Treasurer's Affidavit for OPC - 1 Original, 1 Photocopy	No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code <i>Download Treasurer's Affidavit for OPC through this link:</i> https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECFORM_TREASURERS-AFFIDAVIT.docx
4. Directors' certificate - 1 Original, 1 Photocopy	Extension Office (EO) Public Assistance or Downloadable at SEC website through the following URL: Directors' Certificate -

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For OPC: 1. OPC Resolution- 1 Original, 1 Photocopy	http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf Trustees' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf xxxxx
5. Amended Articles of Incorporation - 1 Original, 1 Photocopy	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 - 1 Original, 1 Photocopy	To be prepared by the Company
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute - 1 Original, 1 Photocopy If with pending intra-corporate dispute case:	Extension Office (EO) Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.Certification from the President attesting or certifying under oath the following: (i) Case title, docket number, name and address of the court/tribunal/administrative body, and nature of all pending cases; and (ii) That the aforementioned cases will not affect the required vote of the board of directors and of stockholders representing at least two-thirds (2/3) of the outstanding capital stock- 1 Original, 1 Photocopy	
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders - 1 Original, 1 Photocopy	Extension Office (EO) Public Assistance or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
9. If the Foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act*** - 1 Original, 1 Photocopy	Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/SEC_Form_No.F-100.pdf
10. Endorsement/Clearance, if applicable - 1 Original, 1 Photocopy	Respective SEC Department/s or other regulatory Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11. Monitoring Clearance - 1 Photocopy	Securities and Exchange Commission Butuan Extension Office (SEC-BUTEO) Note: The client will request their monitoring clearance to the SEC office covering their location or address.
ADDITIONAL REQUIREMENTS if the consideration for issuance of shares is in the form of:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
12. Additional Requirement if the consideration for issuance of shares is in the form of Conversion of Advances / Liabilities to Equity	
12.1. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC, if the advances/liabilities are already reflected in the Audited Financial Statement (AFS)- 2 photocopies	To be provided by the company
12.2. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if the advances/liabilities is not yet reflected in the	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Audited Financial Statements (AFS) - 1 Original, 1 Photocopy	
12.3. Deed of Assignment of advances / liabilities - 1 Original, 1 Photocopy	To be provided by the Company
12.3. Deed of Assignment of advances / liabilities - 1 Original, 1 Photocopy	To be provided by the Company
13. Additional Requirements if the payment for issuance of shares is by way of Stock Dividend:	
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 - 1 Original, 1 Photocopy	To be provided by the Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
13.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC - 2 photocopies	To be provided by the Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 - 1 Original, 1 Photocopy	To be provided by the Company
13.4. Reconciliation of Retained Earnings - 1 Original, 1 Photocopy Note: In case the unappropriated retained earnings is not sufficient to warrant the dividend declaration: Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings- 1 Original, 1 Photocopy	For guidance, please refer to SEC Memorandum Circular No. 16 Series of 2023- Revised Guidelines on the Determination of Retained Earnings Available for Dividend Declaration through this link: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16.-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf
14. Additional Requirement if the consideration for issuance of shares is in the form of Land, buildings / condominium units:	
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 - 1 Original, 1 Photocopy	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
14.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively - 1 Original, 1 Photocopy	To be provided by the Applicant
14.3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value - 1 Original, 1 Photocopy	To be provided by the Applicant
14.4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6-month-old) - 1 Original, 1 Photocopy	To be provided by the Applicant
14.5. Deed of Assignment - 1 Original, 1 Photocopy	To be provided by the Applicant
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 - 1 Original, 1 Photocopy	To be provided by the Applicant
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 landowner to the transfer - 1 Original, 1 Photocopy	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
14.8. Certification from the transferor stating that the improvements are existing and in good condition - 1 Original, 1 Photocopy	To be provided by the Applicant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
14.9. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period - 1 Original, 1 Photocopy	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-n o.14-s2013.pdf
15. Additional Requirement if the consideration for issuance of shares is in the form of Untitled Lands:	
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 - 1 Original, 1 Photocopy	To be provided by the Applicant
15.2. Duplicate original or certified true copies of the tax declaration sheets 1 Original, 1 Photocopy	To be provided by the Applicant
15.3. Latest realty tax receipts - 1 Original, 1 Photocopy	To be provided by the Applicant
15.4. Affidavit by the transferor attesting continuous and open possession of the property is located - 1 Original, 1 Photocopy	To be provided by the Applicant
15.5. Affidavit of non-tenancy executed by Barangay Chairman of place where the property is located -1 Original, 1 Photocopy	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 - 1 Original, 1 Photocopy	To be provided by the Applicant
15.7. Affidavit executed by the transferor attesting to the following: 15.7.1. Existence (or non-existence) of easements over the untitled property; 15.7.2. Kind/description of the easement and its location; and 15.7.3. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements. - 1 Original, 1 Photocopy	To be provided by the Applicant.
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 - 1 Original, 1 Photocopy	To be provided by the Applicant
15.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: 15.9.1. There is no other claimant to the untitled land 15.9.2. 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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
15.9.3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) 1 Original, 1 Photocopy	
15.10. Blueprint Survey of the Plan as approved by the Bureau of Lands - 1 Original, 1 Photocopy	To be provided by the Applicant
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) - 1 Original, 1 Photocopy	To be provided by the Applicant
15.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value - 1 Original, 1 Photocopy	To be provided by the Applicant
15.13. Appraisal report by licensed real estate appraiser, if transfer value is based on appraised value (not more than 6-month-old) - 1 Original, 1 Photocopy	To be provided by the Applicant
15.14. Deed of Assignment - 1 Original, 1 Photocopy	To be provided by the Applicant
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 - 1 Original, 1 Photocopy	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
16. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
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 - 1 Original, 1 Photocopy	To be provided by the Applicant
16.2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value - 1 Original, 1 Photocopy	To be provided by the Applicant
16.3. Deed of Assignment - 1 Original, 1 Photocopy	To be provided by the Applicant
17. Additional Requirement if the consideration for issuance of shares is in the form of Inventories / Furniture / Personal Properties:	
17.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant - 1 Original, 1 Photocopy	To be provided by the Applicant
17.2. Appraisal report by a licensed 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. - 1 Original, 1 Photocopy	To be provided by the Applicant
17.3. Deed of Assignment - 1 Original, 1 Photocopy	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
17.4. Certification from the transferor stating that the properties are existing and in good condition - 1 Original, 1 Photocopy	To be provided by the Applicant
18. Additional Requirement if the consideration for issuance of shares is in the form of Shares of Stock:	
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 - 1 Original, 1 Photocopy	To be provided by the Applicant
18.2. Two (2) Photocopies of Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC 1 Original, 1 Photocopy	To be provided by the Applicant
18.3. Deed of Assignment - 1 Original, 1 Photocopy	To be provided by the Applicant
18.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor - 1 Original, 1 Photocopy	To be provided by the Applicant
18.5. Photocopy of the stock certificate (present original for verification)	To be provided by the Applicant
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) - 1 Original, 1 Photocopy	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
18.7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period - 1 Original, 1 Photocopy	To be provided by the Applicant For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-n o.14-s2013.pdf
19. Additional Requirement if by way of Motor Vehicles:	
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 - 1 Original, 1 Photocopy	To be provided by the Applicant
19.2. Two (2) Photocopies 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 licensed appraiser (not more than 6-month-old) - 1 Original, 1 Photocopy	To be provided by the Applicant
19.4. Deed of Assignment - 1 Original, 1 Photocopy	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 - 1 Original, 1 Photocopy	To be provided by the Applicant <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
19.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition. - 1 Original, 1 Photocopy	To be provided by the Applicant
20. Additional Requirement if by way of 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 - 1 Original, 1 Photocopy	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 licensed appraiser (not more than 6-month-old) - 1 Original, 1 Photocopy	To be provided by the Applicant
20.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency - 1 Original, 1 Photocopy	To be provided by the Applicant
20.5. Deed of Assignment - 1 Original, 1 Photocopy	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 - 1 Original, 1 Photocopy	To be provided by the Applicant <i>For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link:</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
21. Additional Requirement if the consideration for issuance of shares is in the form of Intangibles:	
21.1. Two (2) Photocopies of System Purchase Agreement or any proof of ownership (for software)	To be provided by the Applicant
21.2. Two (2) Photocopies of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights	To be provided by the Applicant
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) - 1 Original, 1 Photocopy	To be provided by the Applicant
21.4. Deed of Assignment - 1 Original, 1 Photocopy	To be provided by the Applicant
21.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period - 1 Original, 1 Photocopy	To be provided by the Applicant For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
22. Additional Requirement if the consideration for issuance of shares is in the form of Net Assets:	
22.1. Two (2) Photocopies of Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC	To be provided by the Applicant
22.2 Two (2) Photocopies of Audited financial statements of single proprietorship / partnership/ division of corporation (for spin-off) as of last fiscal year	To be provided by the Applicant
22.3. Long-form audit report of Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year- 1 Original, 1 Photocopy	To be provided by the Applicant
22.4. Deed of Assignment of the assets and liabilities - 1 Original, 1 Photocopy	To be provided by the Applicant
22.5. List of creditors with the amount due to each creditor as of date of the Annual financial statement (AFS) certified by the auditor or certified under oath by the company accountant and written consent of creditors - 1 Original, 1 Photocopy	To be provided by the Applicant
22.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant - 1 Original, 1 Photocopy	To be provided by the Applicant
22.7. Two (2) Photocopies of the certificate of registration of the motor vehicles (present original for verification)	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
The original copy will be presented for verification during the processing stage.	
22.8. Two (2) Photocopies of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively	To be provided by the Applicant
22.9. Two (2) Photocopies of stock certificates (present original for verification) The original copy will be presented for verification during the processing stage.	To be provided by the Applicant
22.10. Two (2) Photocopies of Department of Trade and Industries Certificate of Registration (for single proprietorship)	To be provided by the Applicant
22.11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period - 1 Original, 1 Photocopy	For guidance, please refer to Memorandum Circular No. 14 series of 2013- Amended Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-up Capital of Corporation through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fills out the Status Report Form for Increase	1.1 Records the application for -pre-processing (Monitoring Procedure Excluded)	None	10 minutes	Administrative Assistant I/Administrative Assistant II
	1.2 Verifies completeness of requirements and assigns the application to Processors	None	20 minutes	Administrative Assistant II/ Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submits the application to Processor	2. Process and evaluates documents submitted then forwards the documents to Pre-approver for Legal Review	None	3 Working Days	Securities Specialist I / Securities Specialist II
Remark: If documents are incomplete, Processor prepares checklist of deficiencies and returns application for compliance and re-submission	2.1. Pre-Approver Examines and upon approval of the application and, forwards to EO Director/OIC for final review (Monitoring Period/s excluded)	None	14 Working Days	Securities Counsel I / Securities Counsel II
	2.2. Reviews the final report and the documents submitted. If compliant, orders the Securities Specialist I/Securities Specialist II to make a final report and prepare Payment Assessment Form (PAF). Processor informs client that application can be paid	None	2 Working Days	Director
3. Check for email response of the application thru email, call or text	3. Issues Payment Assessment Form (PAF)	1. Amended Articles of Incorporation – Php 1,010* Plus 2. Increase of Capital Stock -	10 minutes	Securities Specialist I / Securities Specialist II

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stock but not less than P10.00 4. Documentary Stamp tax of P60.00 *Inclusive of LRF of P10.00 *** For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00 5. Handling Fee of P20.00		
4. Pays the filing fee via the Electronic System for Payment to SEC (eSPAYSEC) at eSPAYSEC or at Landbank of the Philippines	4.1. Validates the proof of payment and advises the client when to follow up its status 4.2. Encodes the details of the application in the system and Prepares Certificate of Increase in Capital Stock	None	20 minutes 30 minutes	Administrative Assistant II/ Administrative officer III Securities Specialist II/ Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3. Approves the application and forwards the approved application to the Releasing Unit		10 minutes	Director
5. Proceeds to the Releasing Counter and receives the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	5. Calls the corporate name and releases the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation	None	10 minutes	Administrative Assistant II/ Administrative Officer III
TOTAL		1. Amended Articles of Incorporation – Php 1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the	19 Working Days, 1 hour and 50 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		subscription price of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 4. Documentary Stamp tax of P60.00 *Inclusive of LRF of P10.00 *** For Corporations with Foreign Investment Act		

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		(FIA) Application - Additional P3,060, inclusive of Legal Research Fee of P30.00 plus Documentary Stamp tax of P30.00		

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

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

Division / Office:	SEC Butuan Extension Office (SEC - BUTEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	All Registered Domestic Corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Verified request for Voluntary Dissolution - 1 Original, 1 Photocopy	To be provided by the Company
2. Certification against Forum Shopping - 1 Original, 1 Photocopy	To be provided by the Company
3. Board resolution or directors'/trustees' certificate authorizing the dissolution and designating an authorized representative - 1 Original, 1 Photocopy	To be prepared and provided by the Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Audited Financial Statements as of the last fiscal year received by the Securities and Exchange Commission and Bureau of Internal Revenue respectively, EXCEPT: i. Where the applicant has ceased operations for at least one (1) year, it shall submit: a. Audited Financial Statements as of the last fiscal year of operation; and -1 Original, 1 Photocopy b. Affidavit of non-operation certified under oath by the President and Treasurer - 1 Original, 1 Photocopy ii. Where the applicant has no operation since incorporation, it shall submit: a. Balance Sheet certified under oath by the Treasurer and President; - 1 Original, 1 Photocopy b. Affidavit of non-operation certified under oath by the President and Treasurer; - 1 Original, 1 Photocopy c. Certificate of non-registration issued by the Bureau of Internal Revenue - 1 Original, 1 Photocopy	To be provided by the Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Where the applicant corporation is (stock or non-stock) with total assets or liabilities of less than P600,000, it shall submit: a. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer- 1 Original, 1 Photocopy	
5. Certification under oath by the President and Treasurer certifying that: 1. The dissolution is not prejudicial to the interest of the creditors; and 2. There is no opposition from any creditors from the time of the publication of the notice of dissolution up to the filing of the application for dissolution with the Commission - 1 Original, 1 Photocopy	To be prepared and provided by the Company
6. Bureau of Internal Revenue Tax Clearance Certificate - 1 Original, 1 Photocopy	Bureau of Internal Revenue
7. Publisher's Affidavit of publication of notice of meeting- 1 Original, 1 Photocopy	Publisher of a newspaper of general circulation
8. Secretary's Certificate on non-existence of intra-corporate dispute - 1 Original, 1 Photocopy	SEC Butuan Extension Office's Public Assistance or Downloadable at SEC website through the following

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_No_nExistence_Corp_Dispute.pdf
9. Endorsement/Clearance from other departments or other government agencies, if applicable - 1 Original, 1 Photocopy	To be provided by the Company
10. Latest due General Information Sheet- 1 Original, 1 Photocopy	To be provided by the Company
* For a One person Corporation (OPC), in lieu of the submission of the notarized copy of the Board Resolution or Directors'/Trustees Certificate, a Sole Director Certificate shall be required to be published and submitted.	
** Pertinent provisions for the Voluntary Dissolution, where no creditors are affected are provided under SEC Memorandum Circular No. 5, series of 2022:	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Receiving Section for pre-processing <i>Remark:</i> If application is for compliance, a checklist of deficiencies shall be given to the applicant (Applicant shall return to step 1 for resubmission)	1.1 Receives the application for Dissolution and forwards the same to the Records Section	None	15 minutes	Administrative Assistant I/ Administrative Assistant II/ Administrative Officer III
	1.2. Retrieves the corporate file and forwards to the processor/examiner	None	15 minutes	Administrative Assistant I /Administrative Assistant II
	1.3. Evaluate the contents and substance of the request including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance.	None	4 Days	Securities Specialist I/ Securities Specialist II
	1.4. Evaluate for legal review the contents and substance of the request including its	None	6 Days	Securities Counsel I/ Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. 1.5. Initiate a final review on the contents of and substance of the request including its attachments. For any non-compliance to the requirements, a notice/letter of compliance shall be emailed to the client for compliance. 1.6. Prepares and issues Payment Assessment Form (PAF)	None None	6 Days 10 minutes	Directors Securities Specialist I/Securities Specialist II
2. Pays the filing fee via the Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph/ or Landbank of the Philippines		If Stock Corporation – P1,060.00*		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		If Non-Stock Corporation –P560.00* *Inclusive of Legal Research Fees - PHP10.00 Miscellaneous Fee PHP20.00 and Documentary Stamp Tax - PHP 30.00		
3. Presents proof of payment	3.1 Receives and validates proof of payment	None	20 minutes	Administrative Assistant I/Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Draft and prepare the Order and/or Certificate of Dissolution	None	1 Hours	Securities Specialist I/ Securities Specialist II
	3.3 Review, finalize, and sign the Order and/or Certificate of Dissolution and forward to the releasing unit	None	2 Days	Director
4. Proceed to releasing unit and Receives the duly approved certificate	4. . Calls the corporate name and releases the duly approved Certificate of Dissolution to the client	None	30 minutes	Administrative Assistant II/ Administrative Officer III
TOTAL		If Stock Corporation – P1,060.00* If Non-Stock Corporation –P560.00*	19 Working Days and 1 Hour and 30 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Incl. of Legal Research Fees - PHP10.00 Miscellaneous Fee PHP20.00 and Documentary Stamp Tax - PHP 30.00		

15. Petition to Lift Order of Revocation/Suspension

This service details the procedure on application for petition to set aside order of revocation or suspension.

Division / Office:	SEC-Butuan Extension Office (SEC - BUTEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	A corporation with suspended or revoked status may file a Petition to Lift Order of Suspension or Revocation, subject to existing rules and regulations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Verified Petition for lifting the Order of Revocation/Suspension - 1 Original, 1 Photocopy Note: The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Directors'/Trustees' Certificate	Butuan Extension Office (BUTEO) Public Assistance or
2. Notarized Directors' Certificate for Stock Corporation / Trustees' Certificate for Non-Stock corporation signed by a majority of the Board - 1 Original, 1 Photocopy	Securities and Exchange Commission Butuan Extension Office - Public Assistance Desk or Downloadable at SEC website through the following URL:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Directors' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf Trustees' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Trustees_Certificate.pdf
3. Two (2) Photocopies of Latest Due Audited Financial Statements With e-mail notification from the SEC that the same has been received. Note: Provided, that if the total assets or total liabilities of the corporation are less than six hundred thousand pesos (P600,000.00) the financial statements shall be certified under oath by the corporation's treasurer and president	To be provided by the Company
4. Two (2) Photocopies of Latest Due General Information Sheet (with e-mail notification from SEC that the same has been received)	To be provided by the Company
5. Two (2) Photocopies of the Certificate of Incorporation and latest Certificate of Filing of Amended Articles or By-Laws (if any) together with latest Articles of Incorporation and By-Laws	To be provided by the Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Two (2) Photocopies of the registration form of the stock and transfer book or membership book	To be provided by the Company
7. Secretary's Certificate of No Intra-Corporate Dispute dated within six (6) months from submission - 1 Original, 1 Photocopy	Securities and Exchange Commission Butuan Extension Office - Public Assistance Desk or Downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/07/Secretarys_Certificate_No_nExistence_Corp_Dispute.pdf
8. Sworn Certification by External Auditor pursuant to SEC Memorandum Circular No. 3 series of 2014 (1) Original Copy And (1) Photo Copy - 1 Original, 1 Photocopy	To be provided by the Company
9. Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following but not limited to: Audited Financial Statements; a. Latest Income Tax Return; a. Latest Mayor's or Business Permits; a. Contracts;	To be provided by the Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. Receipts showing payment of Real Estate Tax; a. Certifications/Recognitions/Annual Conventions; or a. Any similar/related documents 1 Original and 1 Photocopy	
10. Latest Mayor's/Business Permit or Mayor's Certification - 1 Original, 1 Photocopy	To be provided by the Company
11. Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return were received by the SEC and Bureau of Internal Revenue- 1 Original, 1 Photocopy	To be provided by the Company
12. Certificate of Registration issued by Bureau of Internal Revenue - 1 Original, 1 Photocopy	To be provided by the Company
13. Current/Latest Monitoring Clearance - 1 Original, 1 Photocopy	Securities and Exchange Commission Butuan Extension Office (SEC-BUTEO)
14. Copies of the Electronic Official Receipt and Payment Assessment Form for the petition fees and penalties paid (Petition Fees for those who have availed of the amnesty and ECIP)	To be provided by the Company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Receiving Section for pre-processing Remarks: <i>If for compliance, prepares a checklist of deficiencies, informs and returns documents to the client.</i>	1.1 Receives and records the date of submission and forwards the application to the assigned EO processor	None	1 day	Administrative Assistant I/ Administrative Assistant II/ Administrative Officer III
	1.2 Examines whether documents submitted are complete in form and in substance	None	3 working days	Securities Specialist I/ Securities Specialist II
	1.3 Securities Counsel reviews and examines the documents submitted	None	4 working days	Securities Counsel I/ Securities Counsel II
	1.4 Securities Counsel prepares a draft Order and submits to the Director for review	None	1 Hour	Securities Counsel I/ Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Prepares and issues Payment Assessment Form (PAF)	None	10 minutes	Securities Specialist I/ Securities Specialist II
2. Pays the filing fee via the Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph/ or Landbank of the Philippines and present proof of payment	2.1 Verifies and validates proof of payment	Filing Fee: P3,000.00 Legal Research Fee (LRF): P30.00 Documentary Stamp Tax: P30.00 per notarized document	10 minutes	Securities Specialist I/ Securities Specialist II
	2.2 Prepares the transmittal of documents to the SEC Headquarters	None	30 minutes	Securities Counsel I/ Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Processes the approval of Order to Lift suspension/revocation by SEC Headquarters	None	11 Working Days	SEC Headquarters
3. Proceed to releasing unit to Receive the duly approved and signed Order to Lift Revocation/Suspension	5. Releases the duly approved and signed Order to Lift Revocation/Suspension	None	30 minutes	Securities Counsel I/ Securities Counsel II
TOTAL			19 days, 2 hours and 20 minutes	

16. Petition for Correction of Entries of Company Registration Documents

This process details the procedure for correction of entries in the Articles of Incorporation of domestic corporations, whether stock or non-stock.

Division / Office:	SEC-Butuan Extension Office (SEC - BUTEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services:	External Services
Who may avail:	Corporations duly registered at the Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet – 2 Original Copy	To be prepared by the Company.
2. Verified Complaint/Petition for Correction of Entries - 1 Original, 1 Photocopy Notes: 1. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate. 2. The Verified Petition must state:	No Prescribed format. To be prepared by the Company.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. The date, name of the corporation, SEC registration number, and name of the duly authorized representative; 4. The date, time, and place of the meeting 5. That the proposed correction/s was/were approved by the majority of the members of the Board of Directors/Trustees in the presence of a valid quorum; 6. Errors specified (Cite articles/provisions affected); 7. Corrections specified; 8. That the typographical error/s was/were made due to inadvertence; and 9. The petitioner has no intention to violate any laws and SEC Rules and Regulations.	
3. Verification/Certification of No Forum Shopping - 1 Original, 1 Photocopy	No Prescribed format. To be prepared by the Company.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Directors' / Trustees' Certification stating the following; 1. Name of the Corporation, SEC Registration number, and name of the duly authorized representative; 2. Meeting held at the principal office; 3. Date and time of the Meeting; 4. Approved by at least a majority of Directors/Trustees in the presence of a valid quorum; 5. Errors specified (Cite articles/provisions affected) 6. Corrections specified; and 7. Name of the Authorized Representative designated to file the Petition- 1 Original, 1 Photocopy	Securities and Exchange Commission Butuan Extension Office - Public Assistance Desk
5. Monitoring Clearance - 1 Original, 1 Photocopy	Securities and Exchange Commission Butuan Extension Office
6. Corrected Articles of Incorporation - 1 Original, 1 Photocopy	To be prepared by the Company
7. Notarized Secretary's Certificate on the non-existence of intra-corporate dispute- 1 Original, 1 Photocopy	To be prepared by the Company
8. Other evidence (Affidavits, IDs, etc. depending on the nature of the corrections) - 1 Original, 1 Photocopy	To be provided by the Company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Receiving Section for pre-processing	1.1 Receives the Petition for Correction	None	10 minutes	Administrative Assistant I/ Administrative Assistant II
	1.2 Retrieves the corporate file and assigns the application to Securities Counsel I/Securities Counsel II	None	1 Hour	Administrative Assistant II/ Administrative Officer III
Remarks: application is for compliance, prepares checklist of deficiencies and informs and returns it (Returns to step 1 for resubmission)	1.3 Examines whether documents submitted are complete in form and in substance.	None	1 Day	Securities Counsel I/ Securities Counsel II
	1.4 Prepares report after examination and evaluation of the documents submitted	None	14 Working Days	Securities Counsel I/ Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Prepares and issues Payment Assessment Form (PAF)	None	10 minutes	Securities Specialist I/ Securities Specialist II
2. Pays the filing fee via the Electronic System for Payment to SEC (eSPAYSEC) at https://espaysec.sec.gov.ph/ and present proof of payment	2.1 Validates proof of payment	Filing Fee: P3,000.00 Legal Research Fee (LRF): P30.00 Documentary Stamp Tax (DST): P30.00 per notarized document	10 minutes	Securities Specialist I/ Securities Specialist II
	2.2 Prepares the draft Order for approval of the Director		4 Working Days	Securities Counsel I/ Securities Counsel II
	2.3 Reviews and signs the Order and forward to releasing unit	None	20 minutes	Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Proceed to Releasing unit and receives the duly approved certificate	3. Releases the duly approved certificate	None	10 minutes	Administrative Assistant II/ Administrative Officer III
TOTAL		Filing Fee: P3,000.00 Legal Research Fee (LRF): P30.00 Documentary Stamp Tax (DST): P30.00 per notarized document	19 days and 2 hours	



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36 (POB.)

CAGAYAN DE ORO

SEC EXTENSION OFFICE

Citizen's Charter, FY 2025 | 1st Edition



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1. Application for Simple Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations through the eAMEND (Electronic Application for Modification of Entity Data)

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

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Complex (7days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered corporations

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
1. Cover Sheet for Amendment	Download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Amendment Form	Download the form in the eAmend portal after encoding all the necessary details
3. Proof of Monitoring: or a. Monitoring Sheet b. Affidavit of Undertaking	Request through this Google form link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link Download the form in the eAMEND portal

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application through https://eamend.sec.gov.ph/	1.1 Assigns the application to CDOEO processors	None	1 working day	Administrative Assistant II; Administrative Assistant I;
	1.2 Evaluates and completes the review of the application	None	3 working days	Securities Counsel II Securities Counsel I Securities Specialist II Securities Specialist I
	1.3 The system generates the Payment Assessment Form (PAF)		5 minute/s	Assistant Director, Treasury Division, Financial Management Department
2. Pays the filing fee through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home or through SEC-accredited Landbank branches	2. System generates the electronic Official Receipt	Amendment of Articles of Inc. or By-laws : P1,060.00 If Amendment of Articles of Inc. and By-laws: P2,060.00	5 minute/s	Assistant Director, Treasury Division, Financial Management Department
3. Submits the hard copies to the CDOEO office	3.1 Receives the documentary requirements and proof of payment	None	10 minutes	Administrative Assistant II; Administrative Assistant I;
	3.2 Reviews and validates the documentary requirements	None	2 working days and 4 hours	Securities Counsel I Securities Counsel II Securities Specialist I Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3. Prepares the generated Certificate of Amended Articles of Incorporation and/or By-laws	None	1 hour	Administrative Assistant II Administrative Assistant I
	3.4 Reviews the Amended Articles of Incorporation and/or By-laws	None	2 hours	CDOEO Director/OIC
	3.4 Sends a notification through eAMEND for an appointment	None	10 minutes	Administrative Assistant II Administrative Assistant I
4. Proceeds to CDOEO Office and presents the confirmation of appointment	4. Releases the Certificate of Amended Articles of Incorporation and/or By-laws	None	30 minutes	Administrative Assistant II Administrative Assistant I
TOTAL		Filing Fees: Amendment of Articles of Inc. or By-laws : P1,060.00 If Amendment of Articles of Inc. and By-laws: P2,060.00	7 working days	

2. Application for Regular Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations through the eAMEND (Electronic Application for Modification of Entity Data)

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

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Complex (7days) and Highly Technical (20 days) involving addition of special provisions and adoption of new by-laws
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered corporations

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
1. Cover Sheet for Amendment	Download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Amended Articles of Incorporation and/or By-laws	To be provided by the Applicant
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/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names	Download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf
4. Notarized Secretary's Certificate of no pending case of intra-corporate dispute	Download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
5. Notarized Resolution signed by the single stockholder and Corporate Secretary for One Person Corporation (OPC)	To be provided by the Applicant
6. Proof of Monitoring: or a. Monitoring Sheet b. Affidavit of Undertaking	Request through this Google form link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link Download the form in the eAMEND portal
Additional Requirements, if applicable	
1. Endorsement from other government agencies • Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services • Insurance/Mutual Benefit Association/ Health Maintenance Organization	Bangko Sentral ng Pilipinas Insurance Commission
2. Clearance from other SEC departments, if applicable • For Financial Technology (FinTech) related business activities • Operators of payment systems; • Payment Service Providers; • Electronic Money Issuers (EMI); • Non-bank EMIs; • Alternative Credit Scoring Companies; • Online Lending Companies; • Peer-to-peer Lending Companies; • AI/Big Data Companies; • InsurTech Companies (InsurTech Service Providers); • KYC/Security Companies (KYC Service Providers);	PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
• Digital Banks; • Digital Asset Exchanges; • Virtual Asset Service Providers; • Play-to-Earn Platforms; • E-Commerce Companies; • Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); • SupTech Companies (SupTech Service Providers); and • Digital Advisers/Robo-Advisers	
3. Name Verification Slip for amendment of corporate name	Request through this Google form link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link
4. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the AI	Download through For Ordinary Corporations: https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFrm__utcn_corporate-ap.docx For OPC: https://www.google.com/url?q=https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFrm__utcn_opc.docx&sa=D&source=docs&ust=1708927608257328&usg=AOvVaw3Wgo9Q08oigsCXAUYjKVti
5. F-101, for registered corporations increasing its foreign equity to more than 40%	Download through https://www.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc
6. F-102, for registered corporations with more than 40% increasing further the percentage of such equity	Download through https://www.sec.gov.ph/wp-content/uploads/2019/11/F-102.doc
7. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or	Authorized Agent Bank / Bangko Sentral ng Pilipinas

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines	
8. For foreign retailers, apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos	Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer
Additional Requirements, if applicable for ONE PERSON CORPORATION	
1. Acceptance Letter for Change of Nominee and Alternate Nominee, (applicable only if there is a Change of a Single Stockholder and if the change of nominee and alternate nominee will be simultaneously filed with other provision/s to be amended; if none, no need to file for an amendment)	Nominee and/or Alternate Nominee or through https://www.sec.gov.ph/wp-content/uploads/2019/10/2019_Sample-Acceptance-Letter-of-Nominees.docx
2. Certificate Authorizing Registration, if the Single Stockholder will be amended/changed	Bureau of Internal Revenue
3. Deed of Assignment from the previous Single Stockholder, if the shares will be transferred to the new Single Stockholder	Single Stockholder
4. Clearance from other SEC departments, if applicable • For Financial Technology (FinTech) related business activities • Operators of payment systems; • Payment Service Providers; • Electronic Money Issuers (EMI); • Non-bank EMIs; • Alternative Credit Scoring Companies; • Online Lending Companies; • Peer-to-peer Lending Companies; • AI/Big Data Companies; • InsurTech Companies (InsurTech Service Providers); • KYC/Security Companies (KYC Service Providers); • Digital Banks;	PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
• Digital Asset Exchanges; • Virtual Asset Service Providers; • Play-to-Earn Platforms; • E-Commerce Companies; • Crowdfunding Platforms; RegTech Companies (RegTech Service Providers); • SupTech Companies (SupTech Service Providers); and • Digital Advisers/Robo-Advisers	
5. Name Verification Slip, for amendment of corporate name	Request through this Google form link: https://docs.google.com/forms/d/e/1FAIpQLSdjLIt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link
6. Affidavit of a director, trustees or officer undertaking to change corporate name, if not stated in the AI	Download through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFORM_UTC_n_corporate-ap.docx

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application through https://eamend.sec.gov.ph/	1.1 Assigns the application to CDOEO processors	None	1 working day	Administrative Assistant II Administrative Assistant I
	1.2 Evaluates and completes the review of the application	None	3 working days (complex) 13 working days (highly technical)	Securities Counsel II Securities Counsel I Securities Specialist II Securities Specialist I Assistant Director,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 The system generates the Payment Assessment Form (PAF)		5 minutes	Treasury Division, Financial Management Department
2. Pays the filing fee through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home or through SEC-accredited Landbank branches	2. System generates the electronic Official Receipt	Filing Fees: Amendment of Articles of Inc. or By-laws : P1,060.00 If Amendment of Articles of Inc. and By-laws: P2,060.00	5 minutes	Assistant Director, Treasury Division, Financial Management Department
3. Submits the hard copies to the CDOEO office	3.1 Receives the documentary requirements and proof of payment	None	10 minutes	Administrative Assistant II Administrative Assistant I
	3.2 Reviews and validates the documentary requirements	None	2 workings days and 4 hours (complex) 5 working days and 4 hours (highly technical)	Supervising Administrative Officer Securities Counsel I Securities Specialist I Securities Specialist II
	3.3 Prepares the Certificate of Amended Articles of Incorporation and/or By-laws 3.4 Reviews the application and signs the	None	1 hour 2 hours	Administrative Assistant II Administrative Assistant I EO Director/OIC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Certificate of Amended Articles of Incorporation and/or By-laws 3.5 Sends a notification through eAMEND for an appointment	None None	10 minutes	Administrative Assistant II Administrative Assistant I
4. Proceeds to CDOEO Office and presents the confirmation of appointment	4. Releases the signed Certificate of Amended Articles of Incorporation and/or By-laws	None	30 minutes	Administrative Assistant II Administrative Assistant I
TOTAL		Filing Fees: Amendment of Articles of Inc. or By-laws : P1,060.00 If Amendment of Articles of Inc. and By-laws: P2,060.00	7 working days (complex) 20 working days (highly technical)	

3. Application For Regular Amendment Of Partnership Through The Eamend (Electronic Application For Modification Of Entity Data)

This service details the procedure in applying for regular amendments of the Partnership *through eAMEND*.

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Complex (7days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered corporations

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
1. Cover Sheet for Amendment	Download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Amended Articles of Partnership	To be provided by the Applicant
Additional Requirements, if applicable	
1. Endorsement from other government agencies	To be provided by the Applicant
2. Name Verification Slip for amendment of partnership name	Request through this Google form link: https://docs.google.com/forms/d/e/1FAIpQLSdjLI9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link
3. Affidavit of a partner to change partnership name	To be provided by the Applicant
4. 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	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
5. F-106, if provision for amendment is to have foreign equity of a registered partnership	https://www.sec.gov.ph/wp-content/uploads/2019/11/F-106.doc
6. F-107, If provision for amendment is to further increase the foreign equity of a registered partnership	https://www.sec.gov.ph/wp-content/uploads/2019/11/F-107.doc

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application through https://eamend.sec.gov.ph/	1.1 Assigns the application to CDOEO processors	None	1 working day	Administrative Assistant II Administrative Assistant I
	1.2 Evaluates and completes the review of the application	None	3 working days	Securities Counsel II Securities Counsel I Securities Specialist II Securities Specialist I
	1.3 The system generates the Payment Assessment Form (PAF)		5 minutes	Assistant Director, Treasury Division, Financial Management Department
2. Pays the filing fee through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home or through SEC-accredited Landbank branches	2. System generates the electronic Official Receipt	Filing Fees: Amendment of Articles of Partnership : P2,070.00	5 minutes	Assistant Director, Treasury Division, Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits the hard copies to the CDOEO office	3.1 Receives the documentary requirements and proof of payment	None	10 minutes	Administrative Assistant II Administrative Assistant I
	3.2. Reviews and validates the documentary requirements	None	2 workings days and 4 hours	Securities Counsel I Securities Counsel II Securities Specialist I Securities Specialist II
	3.3 Prepares the generated Certificate of Amended Articles of Partnership	None	1 hour	Administrative Assistant II Administrative Assistant II
	3.4 Reviews the application and signs the Certificate of Amended Articles of Partnership	None	2 hours	EO Director/OIC
	3.5 Sends a notification through eAMEND for an appointment	None	10 minutes	Administrative Assistant II Administrative Assistant I
4. Proceeds to CDOEO Office and presents the confirmation of appointment	4. Releases the signed Certificate of Amended Articles of Partnership	None	30 minutes	Administrative Assistant II Administrative Assistant I
TOTAL		Filing Fees:Amendment of Articles of Partnership : P2,070.00	7 working days	

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.

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service
Who may avail:	All registered corporations

CHECKLIST OF REQUIREMENTS (1 photocopy)	WHERE TO SECURE
1. Duly accomplished request form or letter request signed by corporate officer / duly authorized representative	To be provided by the Company
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: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
4. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR	Company's records
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	External Auditor to be engaged by the Company

CHECKLIST OF REQUIREMENTS (1 photocopy)	WHERE TO SECURE
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	
6. Monitoring Clearance	Request through this Google form link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link
Additional Requirement for Percentage of Ownership	
1. Stock and transfer book of the corporation (to be presented for verification)	To be provided by the Company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scans QR Code or accomplishes the google form for "Request for Certification" through this link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link	1.1 Receives the google form and assigns the application to a processor	None	1 working day	Administrative Assistant II Administrative Assistant I
	1.2 Evaluates and validates the availability of information in the online facilities and other records	None	14 working days and 6 hours	Supervising Administrative Officer Administrative Officer IV Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Issues the Payment Assessment Form (PAF) and sends to the client's email address.		30 minutes	Supervising Administrative Officer Administrative Officer IV Securities Specialist II
2. Pays the certification fee through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home or through SEC-accredited Landbank branches	2. System generates the electronic Official Receipt	Certification Fee – PHP 1,000 Documentary Stamp Tax – PHP 30	10 minutes	Assistant Director, Treasury Division, Financial Management Department
3. Uploads the validated deposit slip/electronic official receipt and sends to reports_cdo@sec.gov.ph	3.1 Receives the validated deposit slip/electronic official receipt. 3.2 Prepares the Certificate and forwards it to the Director for review 3.3 Reviews and signs the Certificate of Paid-up Capital 3.3 Sends email notification to the applicant for the releasing appointment	None	20 minutes 2 working days 1 working day and 7 hours 30 minutes	Supervising Administrative Officer Administrative Officer IV Securities Specialist II EO Director/OIC Administrative Assistant II Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submits complete application requirements for processing together with the proof of payment (e-Official Receipt or LBP Oncoll Payment Slip) Note: Hard copies of the application requirements must be the same as the documents pre-processed online	4.1 Receives complete application requirement and proof of payment 4.2 Compares the hard copies received with the scanned copy of the application documents	None	10 minutes 1 hour	Administrative Assistant II Administrative Assistant I Supervising Administrative Officer Administrative Officer IV Securities Specialist II
5. Receives the duly signed Certificate of Paid-up Capital	5. Releases the signed Certificate of Paid-up Capital		20 minutes	Administrative Assistant II Administrative Assistant I
TOTAL		PHP 1,030.00	20 working days	

5. Increase of Capital Stock by way of Cash

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

Division / Office	SEC Cagayan de Oro Extension Office (SEC-CDOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet	https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amen_dment.pdf
2. Certificate of Increase of Capital Stock	https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0
3. Treasurer's Affidavit	https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0
4. Directors' certificate	https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
5. Amended Articles of Incorporation	To be provided by the Applicant.
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 provided by the Applicant.
7. Secretary's Certificate on non-existence of intra-corporate dispute	https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders	https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0
9. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***	https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	For registered corporations increasing its foreign equity to more than 40% (F-101)
10. Endorsement/Clearance, if applicable	Bangko Sentral Ng Pilipinas and Insurance Commission
11. Monitoring Clearance	Request through this Google form link: https://docs.google.com/forms/d/e/1FAIpQLSdjLI9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link
12. Audited Financial Statements as of the last fiscal year	To be provided by the Applicant
13. ii. SPECIAL AUDIT REPORT, if: a) listed companies; b) public companies defined in the Securities Regulation Code; c) companies that offer or sell securities to the public; d) companies with secondary license; e) Where payment to subscription to the increase is more than P50,000,000.00 <i>otherwise,</i> 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. <i>Note: Per Memorandum Circular No. 11 Series of 2016</i> 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	For guidance, refer to Memorandum Circular No. 6 series of 2008 –Guidelines on On-site Verification of Financial Records Relative to Certain Applications filed with the Commission - downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/ Bangko Sentral ng Pilipinas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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. Scans QR Code or accomplishes the google form for "Application for Increase of Authorized Capital Stock" through this link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link and attaches the link of the google drive of documents and submits the application	1.1 Receives the google form and assigns the application to a processor 1.2 Examines whether the soft copies of documents submitted are complete in form and in substance. 1.3 Prepares Payment Assessment Form (PAF) and sends to the client's email address	None	1 hour 12 working days 30 minutes	Administrative Assistant II Administrative Assistant I Supervising Administrative Officer Securities Specialist II Securities Specialist I Securities Specialist II Securities Specialist I Supervising Administrative Officer
2. Pays the filing fee through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home	2. System generates the electronic Official Receipt	1. Amended Articles of Incorporation – P1,010* Plus	5 minutes	Assistant Director, Treasury Division, Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
or through SEC-accredited Landbank branches		2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. LRF -equivalent to 1% of the computed filing fee for ncrease of Capital Stock but not less than P10.00 4. Documentary Stamp tax of P60.00 *Inclusive of LRF of P10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		5. Handling Fee of P20.00 ***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
3. Submits the hard copies to the office	3.1 Receives the documentary requirements and proof of payment		15 minutes	Administrative Assistant II Administrative Assistant I
	3.2 Examines whether the documents submitted are the same and complete as those submitted online		6 working days	Supervising Administrative Officer Securities Specialist II Securities Specialist I
	3.3 Prepares the Report together with the Certificate of Increase and Amendments and submit to the Director for final review and approval		1 working day	Supervising Administrative Officer Securities Specialist II Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Reviews the application and signs the Certificate of increase and Amendments		5 hours	SECCDOEO Director
	3.5 Notify applicant, through their email address, to claim the Certificate of Increase and Amendment		10 minutes	Administrative Assistant II Administrative Assistant I
4. Proceeds to the office and presents the confirmation of appointment	4.1 Releases the Certificates of Increase and Amendments	None	1 hour	Administrative Assistant II Administrative Assistant I
TOTAL		Filing Fees: 1. Amended Articles of Incorporation – P1,010 (including LRF of P10.00) 2. Increase of Capital Stock - **For corporation with par value –1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the	20 Working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		subscribed capital stock, whichever is higher **For corporation without par value –1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 4. Documentary Stamp tax of P60.00 5. Handling Fee of P20.00 ***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		

6. 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

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Highly technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet	https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Certificate of Increase of Capital Stock	https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0
3. Treasurer's Affidavit	https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0
4. Directors' certificate	https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
5. Amended Articles of Incorporation	To be provided by the Applicant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 provided by the Applicant.
7. Secretary's Certificate on non-existence of intra-corporate dispute	https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders	https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0
9. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***	https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0
10. Endorsement/Clearance, if applicable	Bangko Sentral Ng Pilipinas and Insurance Commission
11. Monitoring Clearance	Request through this Google form link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link
ADDITIONAL REQUIREMENTS depending on the mode of payment	
12. Conversion of Advances / Liabilities to Equity	
12.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC	To be provided by the Applicant.
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	For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website: http://www.sec.gov.ph
12.3 Deed of Assignment of advances / liabilities	To be provided by the Applicant.
12.4 Board Reso/Secretary Certificate on the Authority of the agent of the corporation.	To be provided by the Applicant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
13. Stock Dividends	To be provided by the Applicant.
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	To be provided by the Applicant.
13.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC	To be provided by the Applicant.
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	To be provided by the Applicant.
13.4 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings	To be provided by the Company
13.5 Reconciliation of Retained Earnings	Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph
14. Land, buildings / condominium units	
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	To be provided by the Applicant.
14.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively	To be provided by the Applicant.
14.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
14.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
14.5 Deed of Assignment	To be provided by the Applicant.
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	To be provided by the Applicant.
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	To be provided by the Applicant.
14.8 Certification from the transferor stating that the improvements are existing and in good condition	To be provided by the Applicant.
14.9 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. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
15. Untitled Lands	
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	To be provided by the Applicant.
15.2 Duplicate original or certified true copies of the tax declaration sheets	To be provided by the Applicant.
15.3 Latest realty tax receipts	To be provided by the Applicant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
15.4 Affidavit by the transferor attesting continuous and open possession of the property is located	To be provided by the Applicant.
15.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	To be provided by the Applicant.
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	To be provided by the Applicant.
15.7 Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property b. Kind/description of the easement and its location c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements	To be provided by the Applicant.
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	To be provided by the Applicant.
15.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: a. There is no other claimant to the untitled land b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	To be provided by the Applicant.
15.10 Blue Print Survey of the Plan as approved by the Bureau of Lands	To be provided by the Applicant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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)	To be provided by the Applicant.
15.12 Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the Applicant.
15.13 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the Applicant.
15.14 Deed of Assignment	To be provided by the Applicant.
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	To be provided by the Applicant.
16. Inventories / Furniture / Personal Properties	
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	To be provided by the Applicant.
16.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value	To be provided by the Applicant.
16.3 Deed of Assignment	To be provided by the Applicant.
17. Heavy equipment and machinery	
17.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant	To be provided by the Applicant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
17.2 Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, a valuation report with description of the property) by the Bangko Sentral Ng Pilipinas.	To be provided by the Applicant.
17.3 Deed of Assignment	To be provided by the Applicant.
17.4 Certification from the transferor stating that the properties are existing and in good condition	To be provided by the Applicant.
18. Shares of Stock	
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	To be provided by the Applicant.
18.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	To be provided by the Applicant.
18.3 Deed of Assignment	To be provided by the Applicant.
18.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	To be provided by the Applicant.
18.5 Photocopy of the stock certificate (present original for verification)	To be provided by the Applicant.
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)	To be provided by the Applicant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
18.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph
19. Motor Vehicles	
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	To be provided by the Applicant.
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. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph
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	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph
21. Intangibles	
21.1 Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the Applicant
21.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights	To be provided by the Applicant
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)	To be provided by the Applicant
21.4 Deed of Assignment	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
21.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph
22. Net Assets	
22.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC	To be provided by the Applicant
22.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year	To be provided by the Applicant
22.3 Long-form audit report of item no. 22.2	To be provided by the Applicant
22.4 Deed of Assignment of the assets and liabilities	To be provided by the Applicant
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	To be provided by the Applicant
22.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant	To be provided by the Applicant
22.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification)	To be provided by the Applicant
22.8 Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively	To be provided by the Applicant
22.9 Photocopy of stock certificates (present original for verification)	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
22.10 DTI Certificate of Registration (for single proprietorship)	To be provided by the Applicant
22.11 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. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scans QR Code or accomplishes the google form for "Application for Increase of Authorized Capital Stock" through this link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXiToRYpR1ZQ/viewform?usp=sf_link and attaches the link of the google drive of documents and submit the application	1.1 Receives the google form and assigns the application to a processor 1.2 Examines whether the soft copies of documents submitted are complete in form and in substance. 1.3 Prepares Payment Assessment Form (PAF) and sends to the client's email address	None	1 hour 12 working days 30 minutes	Administrative Assistant II Administrative Assistant I Supervising Administrative Officer Securities Specialist II Securities Specialist I Supervising Administrative Officer Securities Specialist II Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the filing fee through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home or through SEC-accredited Landbank branches	2. System generates the electronic Official Receipt	1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock – **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. LRF -equivalent to 1% of the computed filing fee for increase of Capital Stock but not less than P10.00	5 minutes	Assistant Director, Treasury Division, Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4. Documentary Stamp tax of P60.00 *Inclusive of LRF of P10.00 5. Handling Fee of P20.00 ***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
3. Submits the hard copies of all documents to the office	3.1 Receives the documentary requirements and proof of payment		15 minutes	Administrative Assistant II Administrative Assistant I
	3.2 Examines whether the documents submitted are the same and complete as those submitted online		6 working days	Supervising Administrative Officer/ Securities Specialist II Securities Specialist I
	3.3 Prepares the Report together with the Certificate of increase and Amendments and submit to the Director for final review and approval		1 working day	Supervising Administrative Officer/ Securities Specialist II Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Reviews the application and signs the Certificate of Increase and Amendments		5 hours	SEC Director
	3.5 Notifies applicant, through their email address, to claim the Certificate of Increase and Amendment		10 minutes	Administrative Assistant II Administrative Assistant I
4. Proceeds to the Office and presents the confirmation of appointment	4. Releases the Certificates of Increase and Amendments	None	1 hour	Administrative Assistant II Administrative Assistant I
TOTAL		Filing Fees: 1. Amended Articles of Incorporation – P1,010 (including LRF of P10.00) 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the	20 Working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		subscribed capital stock, whichever is higher **For corporation without par value –1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 4. Documentary Stamp tax of P60.00 5. Handling Fee of P20.00 ***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		

7. Request for Certificate of No Derogatory Information

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

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS (1 photocopy)	WHERE TO SECURE
1. SEC FORM 2015-001	To be provided by the Company
2. Monitoring Clearance	Request through this Google form link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link
3. For Partnership, attach the Articles of Partnership or latest Amended Articles of Partnership, if any	To be provided by the Company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scans QR Code or accomplishes the google form for "Request for Certification" through this link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link	1.1 Receives the google form and assigns the application to a processor	None	30 minutes	Administrative Assistant II Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Evaluates and verifies the status of the corporation through the CIS-URDB.	None	2 working days and 4 hours	Administrative Officer IV Securities Specialist I
	1.3 If cleared, issues the Payment Assessment Form (PAF) and sends to the client's email address.		30 minutes	Administrative Officer IV Securities Specialist I
2. Pays the certification fee through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home or through SEC-accredited Landbank branches	2. System generates the electronic Official Receipt	Certification Fee – PHP 500 Documentary Stamp Tax – PHP 30	10 minutes	Assistant Director, Treasury Division, Financial Management Department
3. Uploads the validated deposit slip/ electronic official receipt and sends to reports_cdo@sec.gov.ph	3.1 Receives the validated deposit slip/electronic official receipt.	None	15 minutes	Administrative Assistant II Administrative Assistant I
	3.2 Prints the Certificate though the CIS-URDB and		25 minutes	Administrative Officer IV Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	forwards it to the Director for review			
	3.3 Reviews and signs the Certificate of No Derogatory Information		1 hour	EO Director/OIC
	3.4 Sends email notification to the applicant for the releasing appointment.		10 minutes	Administrative Assistant II Administrative Assistant I
4. Proceeds to the CDOEO Office and presents the proof of payment	4. Seals the Certificate of No Derogatory Information with the SEC logo	None	30 minutes	Administrative Assistant II Administrative Assistant I
5. Receives the duly signed Certificate of No Derogatory Information	5. Releases the signed Certificate of No Derogatory Information	None	30 minutes	Administrative Assistant II Administrative Assistant I
TOTAL		PHP 530.00	3 working days	

8. Request for Certificate of Status of a Registered Corporation

This service details the procedure for the issuance of a certification as to Status of a Registered Corporation.

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS (1 photocopy)	WHERE TO SECURE
1. Monitoring Clearance	Request through this Google form link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scans QR Code or accomplishes the google form for "Request for Certification" through this link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link	1.1 Receives the google form and assigns the application to a processor	None	30 minutes	Administrative Assistant II Administrative Assistant I
	1.2 Evaluates and validates the availability of	None	2 working days and 4 hours	Administrative Officer IV Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	information in online facilities and other records. 1.3 Issues Payment Assessment Form (PAF) and sends to the client's email address.		30 minutes	Administrative Officer IV Securities Specialist I
2. Pays the certification fee through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home or through SEC-accredited Landbank branches	2. System generates the electronic Official Receipt	Certification Fee – PHP 500 Documentary Stamp Tax – PHP 30	10 minutes	Assistant Director, Treasury Division, Financial Management Department
3. Uploads the validated deposit slip/ electronic official receipt and sends to reports_cdo@sec.gov.ph	3.1 Receives the validated deposit slip/electronic official receipt. 3.2 Prints the Certificate and forwards it to the Director for review	None	20 minutes 30 minutes	Administrative Assistant II Administrative Assistant I Administrative Officer IV Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Reviews and signs the Certificate of Status 3.4 Sends email notification to the applicant for the releasing appointment.		1 hour 30 minutes	EO Director/OIC Administrative Assistant II Administrative Assistant I
4. Proceeds to the CDOEO Office and claims the certification	4. Seals the Certificate of Status with the SEC logo and releases it to the client	None	30 minutes	Administrative Assistant II Administrative Assistant I
TOTAL		PHP 530.00	3 working days	

9. 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.

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service, Internal Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NONE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scans QR Code or accomplishes the google form for "Request for CTC and Photocopy" through this link: https://docs.google.com/forms/d/e/1FAIpQLSdjLit9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link	1.1 Receives the google form and checks the availability of the documents.	None	1 working day	Administrative Assistant II Administrative Assistant I
	1.2 Sends the Payment Assessment Form (PAF) to the client's email address		30 minutes	Administrative Assistant II Administrative Assistant I
2. Pays the fee depending on their request through eSPAYSEC:	2. System generates the electronic Official Receipt	Memorandum Circular No. 10, series of 2023 SEC Fees and Charges	5 minutes	Assistant Director, Treasury Division,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
https://espaysec.sec.gov.ph/payment-portal/home or through SEC-accredited Landbank branches		for Certain IT Related Services: https://www.sec.gov.ph/mc-2023/sec-mc-no-10-series-of-2023/#gsc.tab=0		Financial Management Department
3. Uploads the validated deposit slip/ electronic official receipt and sends to reports_cdo@sec.gov.ph	3.1 Receives the validated deposit slip/electronic official receipt. 3.2 Prepares and prints the requested documents 3.3 Sends appointment through email indicating the date of release of the documents	None	25 minutes 1 working day and 6 hours 30 minutes	Administrative Assistant II Administrative Assistant I Administrative Assistant II Administrative Assistant I Administrative Assistant II Administrative Assistant I
4. Proceeds to the CDOEO Office and claims the requested documents	4. Releases the requested documents	None	30 minutes	Administrative Assistant II Administrative Assistant I
TOTAL		Memorandum Circular No. 10, series of 2023 SEC Fees and Charges for Certain IT Related Services: https://www.sec.gov.ph/mc-2023/sec-mc-no-10-series-of-2023/#gsc.tab=0	3 working days	

10. Public Assistance received through email

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

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the inquiry, concerns, and/or complaint through sec-cdoeo@sec.gov.ph	1.1 Acknowledges the receipt of the email and forwards to the appropriate personnel	None	7 hours and 55 minutes	Administrative Assistant II Administrative Assistant I
	1.2 Renders advice depending on the nature of the concern/query or sends the requested	None	2 working days	Supervising Administrative Officer Securities Specialist I & II Securities Counsel I & II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	checklist of requirements, guidelines, or sample forms or refers to the appropriate division/unit of the CRMD or another SEC Department; or endorses written complaint to the Office of the Director			
2. Receives the email response of the CDOEO staff	Sends the letter response to the client's email address	None	5 minutes	Supervising Administrative Officer Securities Specialist I & II Securities Counsel I & II
TOTAL		None	3 working days	

11. Receiving of document/s (documents other than reports - i.e. correspondences, etc.)

This service details the receiving of letters, correspondences and other documents submitted by corporations delivered by courier or postal service.

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B),
Type of Service	External Service, Internal Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NONE	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to courier of choice or sends through registered mail	1.1 Receives document from courier or postman and stamps the document as delivered by the courier or Philpost	None	1 working day	Administrative Assistant II Administrative Assistant I
	1.2 Forwards the document to concerned personnel		6 working days	Administrative Assistant II Administrative Assistant I
TOTAL		None	7 days depending on the client's request or the availability of reports in the ODRS	

12. Registration of Corporations through OneSEC (One day Submission and E-registration of Companies) (FOR STOCK CORPORATIONS ONLY)

The system aims to promote promptness, reliability and efficiency. However, the registrant has to conform with the following conditions within a period of one day:

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

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

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

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
1. Cover Sheet for Registration	System-generated
2. Articles of Incorporation (Filipino) reflecting the - o corporate name; - o business activity; - o principal office address; - o names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/single incorporator, nominee and alternate nominee. - o capital structure);	System-generated

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
- o name of treasurer and TIN; - o Undertaking to change company name; - o Printed names and Signatures of the single stockholder, nominee and alternate nominee; - o Notarization/Authentication	
3. By-Laws For One Person Corporations, no by-laws required.	System-generated

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application through https://esparc.sec.gov.ph/	1. System issues the Payment Assessment Form (PAF) (Remarks: System validations embedded in the system such as guidelines on the approval or disapproval of the proposed company name in accordance with SEC Memorandum Circular No. 13, Series f 2019 and such other existing laws, rules and regulations)	None	6 working days, 7 hours and 50 minutes	ESPARC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the filing fee through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home	2. System validates the payment	Refer to this link for the filing fee: https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/	5 minutes	Assistant Director, Treasury Division, Financial Management Department
3. Generates and prints the Digital Certificate Remarks: To secure the original copy of the Certificate, clients shall submit Two (2) sets of originally signed documentary requirements with original proof of payment within one (1) year from the date of issuance of the Digital Certificate	Releases the Digital Certificate	None	5 minutes	ESPARC
TOTAL		Refer to this link for the total filing fee: https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/	7 working days	

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

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

- **Stock Corporation**

- o All Filipino or with foreign equity participation
- o One Person Corporation
- o Corporation with 2 to 15 incorporators
- o Lending & Financing Companies

- **Non-stock Corporation**

- o All Filipino or with foreign equity participation
- o Corporation Sole
- o Foundation
- o Federation
- o Microfinance
- o Religious Aggregate
- o Condominium Corporation
- o Non-stock/Non-profit

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
1. Cover Sheet for Registration	System-generated

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
2. Articles of Incorporation (Filipino) reflecting the - o corporate name; - o business activity; - o principal office address; - o names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/single incorporator, nominee and alternate nominee. - o capital structure); - o name of treasurer and TIN; - o Undertaking to change company name; - o Printed names and Signatures of the single stockholder, nominee and alternate nominee; - o Notarization/Authentication	System-generated
3. By-Laws For One Person Corporations, no by-laws required.	System-generated
Additional Requirements, if applicable	
1. Foreign Investments Act (FIA) Application Form (F-100), if more than 40% foreign equity for stock corporation	Download through https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf
2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation)	Download through https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFORM_utc_n_corporate-ap.docx
3. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	Foreign Treasurer/To be provided by the applicant
4. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction	Parent Company of the Foreign Corporation and Philippine Embassy/ Consulate

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
5. Endorsement/Clearance from other government agencies, if applicable	Bangko Sentral ng Pilipinas - Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services Insurance Commission - Insurance/Mutual Benefit Association/ Health Maintenance Organization
6. 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 • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; - o InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers	Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) PhiloFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
7. Authenticated/Apostilled (if executed in a foreign jurisdiction) Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (if incorporator/s is/are juridical entity/ies)	Incorporator (Juridical Entity)/ Philippine Embassy/Consulate
8. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines;	Authorized Agent Bank / Bangko Sentral ng Pilipinas
9. For foreign retailers, apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos	Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer
If the Incorporator is a Juridical Entity	Board Resolution of the Juridical Entity allowing it to invest on the said Corporation.
10. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s	SEC-Registered Domestic Corporation
11. Proof of existence/registration of foreign corporate subscriber/s	Foreign Corporation abroad
12. For non-stock religious aggregate: o Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation)	System-generated / Public Assistance and Complaint Desk
13. For foundation: o Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 o Statement of Willingness to allow the Commission to conduct an audit	Banks System-generated / Notary Public

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
14. For federation o List of Member-Associations certified by the Corporate Secretary and attested by the President	President and Corporate Secretary
15. For confederation o List of Member-Federations certified by the Corporate Secretary and attested by the President	President and Corporate Secretary
16. For condominium corporation/association o Notarized Copy of the Master Deed with primary entry of the Register of Deeds o Certification that there is no existing similar condominium association within the condominium project	Condominium Developer and Register of Deeds System-generated / Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
Additional requirements based on kind of payment for subscription:	
a. Land and/ Building/Condominium Unit 1. Detailed schedule of the property showing the registered owner, location, area, TCT/CCT No., tax declaration number and the basis of transfer value (appraised/market value/assessed value/zonal value) certified by the treasurer 2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively 3. Latest zonal value certified by BIR, if transfer value is based on zonal value 4. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) 5. Deed of Assignment 6. If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and written consent to the transfer of property 7. For assignment of building where assignor is not owner of the land, submit lease contract on land and consent of landowner to the transfer	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
8. Affidavit of Undertaking by an incorporator of the corporation to submit the proof of transfer to the corporation within the prescribed period	
b. Untitled Lands 1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any 2. Duplicate original or certified true copies of the tax declaration sheets 3. Latest realty tax receipts 4. Affidavit by the transferor attesting continuous and open possession of the property and that the property is not tenanted 5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located 6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument affecting the property recorded in the Register of Deeds for the province or city where the land is situated 7. Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property b. Kind/description of the easement and its location c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
8. Under oath undertaking of the transferor/subscriber to answer for any liability that the corporation might incur by virtue of the acceptance of said property as paid-up capital 9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting the following: a. There is no other claimant to the untitled land b. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) 10. Blue Print Survey of the Plan as approved by the Bureau of Lands 11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis of transfer value (market value/assessed value/zonal value or appraised value) 12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value 13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) 14. Deed of Assignment 15. Affidavit of undertaking to submit certified true copy of the original certificate of title in the name of transferee-corporation within one (1) year from the date of receipt of the approval of the application	
c. Inventories/Furniture/Personal Properties 1. Detailed schedule of the property showing the description and transfer value certified by the treasurer 2. Deed of Assignment	To be provided by the Applicant

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
d. Heavy Equipment and Machinery 1. Detailed schedule of the properties showing the description and the transfer value certified by the treasurer 2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, valuation report with description of the property by the Bangko Ng Pilipinas. 3. Deed of Assignment	To be provided by the Applicant
e. Shares of Stock 1. Detailed schedule of the shares of stock showing the name of stockholder, stock certificate number, number of shares and the basis of transfer value whether market or book value certified by the treasurer 2. Audited financial statements of the investee company as of the last fiscal year stamped received by BIR and SEC 3. Deed of Assignment 4. Certification by the Corporate Secretary of the investee company that the shares of stock are outstanding in the name of assignor 5. Photocopy of the stock certificate (present original for verification) 6. Latest market quotation in newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) 7. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period	
f. Motor Vehicle 1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the treasurer	

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
2. Photocopy of the Certificate of Registration and latest Official Receipt of Registration (present the original for verification) 3. Appraisal report by authorized appraiser (not more than six month old) 4. Deed of assignment 5. Affidavit of undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period	
g. Sea Vessel/Aircraft 1. Detailed schedule of the vessel/aircraft showing registered owner, registry number, technical description, and appraised value certified by the treasurer 2. Certified true copy of the certificate of ownership 3. Appraisal report by authorized appraiser (not more than 6 month old) 4. Certificate of seaworthiness/airworthiness issued by appropriate government agency 5. Deed of Assignment 6. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period	
h. Intangible 1. Photocopy of the System Purchase Agreement or any documents as proof of ownership (for a software) 2. Copy of Certificate of Registration of Intellectual Property Rights, mining permit for mining claims or rights 3. Appraisal report by an accredited appraisal company or licensed Filipino mining engineer for mining rights/claims (not more than 6 month old) 4. Deed of Assignment	

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
i. Net Assets by way of conversion of single proprietorship / partnership into corporation 1. Audited Financial Statements (AFS) of single proprietorship partnership/division of a corporation for spin-off as of last fiscal year 2. Long-form audit report of item no. 1 3. Deed of Assignment of the assets and liabilities to the corporation 4. List of creditors showing the amount due to each creditor as of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors. 5. Detailed schedule of properties with certificates of registration/title and their respective book values certified by the company accountant 6. Photocopy of the certificate of registration of the motor vehicles (present original for verification) 7. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively 8. Photocopy of stock certificate (present original for verification) 9. DTI Certificate of Registration (for single proprietorship) 10. Affidavit of Undertaking by an incorporator of the corporation to submit the required proof of transfer within the prescribed period	
FOR ONE PERSON CORPORATION	WHERE TO SECURE
Basic Requirements	
1. Cover Sheet for Registration	System-generated
2. Articles of Incorporation (Filipino and non-Filipino) reflecting the: - o corporate name; - o business activity; - o principal office address;	System-generated

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
- o names, nationality, residences and Tax Identification Numbers (TIN) of Filipino or foreign single incorporator, nominee and alternate nominee. The foreign single incorporator may state his passport number; - o capital structure); - o name of treasurer and TIN; - o Undertaking to change company name; - o Printed names and Signatures of the single stockholder, nominee and alternate nominee; and/or - o Notarization/Authentication.	
3. Letter of Acceptance of the Nominee and Alternate Nominee	System-generated
Additional Requirements, if applicable	
1. Foreign Investments Act Form 100 (for stock corporations with 100% foreign equity) whose paid-up capital is CASH	System-Generated
2. Proof of Authority if single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	To be provided by the applicant
3. Clearance from other SEC departments: • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; - o InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers);	PhiFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
- o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers	
4. Endorsement from other government agencies - o Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - o Insurance/ Health Maintenance Organization	Bangko Sentral ng Pilipinas Insurance Commission

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application through https://esparc.sec.gov.ph/	1. Receives the application and verifies proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 1.1 Forwards to the examiner 1.2 Processes and evaluates application	None	2 working days 4 working days	Administrative Assistant II Administrative Assistant I Supervising Administrative Officer Securities Counsel I&II Securities Specialist I&II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Pre-approves the application			
2. Applicant uploads the signed and notarized registration documents	2. Verifies the signed and notarized registration documents 2.1 Approves the application 2.2 System generates the Payment Assessment Form		1 working day	Supervising Administrative Officer Securities Counsel I&II Securities Specialist I&II
3. Pays the filing fee through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home or through SEC-accredited Landbank branches 3.1 For payments made over the counter (Landbank) uploads the validated Oncoll deposit slips in the ESPARC	3. System generates the electronic Official Receipt 3.1 Validates the uploaded Oncoll deposit slips 3.2 Once paid, the system approves the application as registered.	Refer to this link for the filing fee: https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees -and-charges/		Assistant Director, Treasury Division, Financial Management Department
4. Generates and prints the Digital Certificate Remarks: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed	Releases the Digital Certificate			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
documentary requirements with original proof of payment within one (1) year from the date of issuance of the Digital Certificate				
TOTAL		Refer to this link for the total filing fee: https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/	7 working days	

14. Registration of Partnerships through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

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

The following are the various company type to choose form:

- Partnership
 - General Partnership
 - Professional Partnership
 - Limited Partnership

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
1. Cover Sheet for Registration	System-generated
2. Signed & Notarized Articles of Partnership with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax	System-generated

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
Identification Numbers (TIN) or passport numbers of foreign partners (to be written in the Articles of Partnership and applicable document/s)	
Additional Requirements, if applicable	
1. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country)	Foreign company
2. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/ Apostilled Document) and designating the authorized signatures	Foreign company
3. Signed & notarized F-105 (Foreign Investments Act Application Form), if there are one (1) or more foreign partners,	System-generated
4. Authenticated/Apostilled Articles of Partnership and/or F-105, if documents were signed in a foreign jurisdiction	Philippine Embassy/Consulate
5. Endorsement/Clearance from other government agencies - o Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - o Insurance/ Health Maintenance Organization	Bangko Sentral ng Pilipinas Insurance Commission
6. Clearance from other SEC departments, if applicable • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies;	PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
- o InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers	
7. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines	Authorized Agent Bank / Bangko Sentral ng Pilipinas
8. For foreign retailers, apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos	Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application through https://esparc.sec.gov.ph/	1.1 Receives the application and verifies proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	2 working days	Administrative Assistant II Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Evaluates and pre-approves the application		3 working days	Supervising Administrative Officer Securities Counsel I&II Securities Specialist I&II
2. Uploads the signed and notarized registration documents	2.1 Verifies the signed and notarized registration documents	None	1 working day and 7 hours	Supervising Administrative Officer Securities Counsel I&II Securities Specialist I&II
	2.2 System generates the Payment Assessment Form		5 minutes	ESPARC
3. Pays the filing fee through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home or through SEC-accredited Landbank branches 3.1 For payments made over the counter (Landbank) uploads the validated Oncoll deposit slips in the ESPARC	3.1 System generates the electronic Official Receipt 3.2 Validates the uploaded Oncoll deposit slips	Refer to this link for the filing fee: https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/	5 minutes 40 minutes	Assistant Director, Treasury Division, Financial Management Department Supervising Administrative Officer Securities Counsel I&II Securities Specialist I&II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 The system approves the application as registered after payment		5 minutes	ESPARC
4. Generates and prints the Digital Certificate	4. The system approves the application as registered once it is paid	None	5 minutes	ESPARC
			30 minutes	
TOTAL		Refer to this link for the total filing fee: https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees -and-charges/	7 working days	

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

This service details the adopted online procedure during Community Quarantine on request for the regular monitoring of domestic corporation, ordinary stock, non-stock, and foundations, except publicly-listed corporations and corporations with secondary license.

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered corporations

CHECKLIST OF REQUIREMENTS (1 photocopy)	WHERE TO SECURE
1. Latest Monitoring Sheet, if any	To be provided by the client
2. Registration of Stock and Transfer Book/Membership Book	To be provided by the client
3. Secretary's Certificate (No Intra-corporate Dispute)	To be provided by the client
4. Secretary's Certificate (Clarification)	To be provided by the client
5. Secretary's Certificate explaining the double filing of General Information Sheet	To be provided by the client
6. Affidavit (Anti-Dummy Law/one and the same/auditor)	To be provided by the client
7. OGA Acknowledgment (functional currency)	Office of the General Accountant (OGA)
8. Compliance with Memorandum Circular No. 28 series of 2020	To be provided by the client
9. Form for Appointment of Officers for One Person Corporation	To be provided by the client
10. Surety Bond	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scans QR Code or accomplish the google form for	1.1 Assigns the request to CDOEO processors	None	1 working day	Administrative Assistant II Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
"Request for Monitoring" through this link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXiToRYpR1ZQ/viewform?usp=sf_link				
	1.2 Retrieves the corporate folder for monitoring.		2 working days	Administrative Assistant I
	1.3 Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet (MS).		15 working days and 4 hours	Supervising Administrative Officer Administrative Officer IV Securities Specialist II Securities Specialist I
	1.4 Sends the Monitoring Sheet with the Payment Assessment Form (PAF) to the client's email address		1 hour	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the penalties, if any through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home or through SEC-accredited Landbank branches	2. System generates the electronic Official Receipt	Memorandum Circular No. 6 series of 2024 Updated-Fines-and-Penalties: https://www.sec.gov.ph/mc-2024/sec-mc-no-06-series-of-2024updated-fines-and-penalties-on-the-late-and-non-submission-of-audited-financial-state-ments-afs-general-information-sheet/#gsc.tab=0 Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009): https://www.sec.gov.ph/mc-2009/sec-memorandum-circular-no-08-6/#gsc.tab=0	5 minutes	Assistant Director, Treasury Division, Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Uploads the Monitoring Sheet and validated deposit slip/ electronic official receipt and sends to reports_cdo@sec.gov.ph	3.1 Receives the Monitoring Sheet and validated deposit slip/electronic official receipt from the applicant.	None	1 hour	Administrative Assistant II
	3.2 Forwards proof of payment and Monitoring sheet, for review and for signature.		55 minutes	Administrative Officer IV Securities Specialist II Securities Specialist I
	3.3 Reviews and signs the Confirmation of Payment/Monitoring Sheet.	None	1 working day	CDOEO Director/OIC
4. Receives the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format.	4. Sends the signed Confirmation of Payment (COP)/Monitoring Sheet to the client's email address	None	1 hour	Administrative Assistant I Administrative Assistant II
TOTAL		Memorandum Circular No. 6 series of 2024 Updated-Fines-and-Penalties: https://www.sec.gov.ph/mc-2024/sec-mc-no-06-series-of-2024update	20 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>d-fines-and-penalties-on-the-late-and-non-submission-of-audited-financial-statements-afs-general-information-sheet/#gsc.tab=0</u> Guidelines on the Imposition of fines or penalties for noncompliance with reportorial requirements; Memorandum Circular No. 8, series of 2009 (MC8-2009): <u>https://www.sec.gov.ph/mc-2009/sec-memorandum-circular-no-08-6/#gsc.tab=0</u>		

16. Petition to Lift Order of Revocation/Suspension

This service details the procedure in applying for Petition to Lift Order of Revocation or Suspension.

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

	Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All corporations whose certificates of registration were revoked or suspended by the Commission for failure to comply with the reportorial requirements and whose corporate term has not yet expired.

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
1. Verified Petition for lifting the Order of Revocation/Suspension a. The Verified Petition must be signed and verified by the corporation’s duly authorized representative designated in the Director’s/Trustees Certificate; b. The Verified Petition must state: i. The date, name of the corporation, SEC registration number, principal office address, name and position of the duly authorized representative; ii. The grounds for reconsideration; iii. That the filing of Petition was approved by at least majority of the Directors’/Trustees’ and by majority of the outstanding capital stock/members; iv. The date of the Directors’/Trustees’ Certificate; v. The certification pursuant to SEC Memorandum Circular No. 3 Series of 2014:	<i>To be provided by the Petitioner</i>

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
“The company through its authorized representative hereby certifies that the latest financial statements that are submitted with this Petition are accurate, compliant with applicable financial reporting framework and are supported by sufficient and valid source documents and schedules. This sworn certification extends to all the beginning balances of the accounts from previous years during which the company failed to submit audited financial statements. In relation to this, attached in the Petition is a sworn certification from the company’s extended auditor.” c. In case of foreign corporations, the Verified Petition must be signed by the Resident Agent.	
2. Verification/Certification Against Forum Shopping signed by the corporation’s duly authorized representative designated in the Directors’/Trustees’ Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure). In case of foreign corporation, this certification must be signed by the Resident Agent.	To be provided by the Petitioner
3. Directors’ or Trustees’ Certificate stating therein the following: a. The date, place, and classification of meeting, whether regular/special; b. The date of SEC Order of Revocation/Suspension; c. That the Petition was approved by at least majority of the Directors’/Trustees’ and by majority of the outstanding capital stock/members; d. The name of the authorized person to sign and execute the Petition and to file the same with the Commission. Note: Not applicable to foreign corporations	To be provided by the Petitioner

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
4. Sworn Certification by the External Auditor pursuant to SEC Memorandum Circular No. 3 series of 2014, which shall state the following: “I, _____, the external auditor of _____ hereby certify that the beginning balances of the company’s financial statements as of _____ are based on valid and sufficient source documents and schedules of the company, and I have conducted adequate audit procedures to attest to the correctness and accuracy of the said balances.” In case the corporation’s Financial Statements is unaudited, the President and Treasurer will issue the above certification.	To be provided by the Petitioner
5. Secretary’s Certificate stating therein the following: a. That there is no no-intra corporate dispute filed or is pending before any Court, including third party whether administrative or criminal cases; b. That the corporation’s latest due Audited/Financial Statements (AFS/FS) and Income Tax Returns, were received by the Commission and Bureau of Internal Revenue, respectively. In case the corporation’s FS is unaudited, this certification may be dispensed. c. In case of foreign corporations, the above certification must be signed by the Resident Agent.	To be provided by the Petitioner
6. Proofs of ongoing operation, any of the following but not limited to (certified true copies): a. Audited Financial Statements; b. Income Tax Returns; c. Contracts; d. Receipts showing payment of Real Estate Tax; e. Certification/Recognitions/Annual Convention; or	To be provided by the Petitioner

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
f. Any Similar/related documents	
7. Latest due Mayor's/Business Permit (certified true copy);	To be provided by the Petitioner
8. Certificate of Registration issued by Bureau of Internal Revenue (certified true copy);	To be provided by the Petitioner
9. Copy of Certificate of Incorporation and latest Certificate of Filing of Amended Articles or By-Laws (if any) together with latest Articles of Incorporation and By-Laws. In case of foreign corporations, copy of SEC License and Application (1 photocopy);	To be provided by the Petitioner
10. Latest due General Information Sheet and Amended GIS, if any (1 photocopy);	To be provided by the Petitioner
11. Latest due Audited Financial Statements and Amended Financial Statements, if any. Provided, that if the total assets or total liabilities of the corporation are less than six hundred thousand pesos (P600,000.00) the financial statements shall be certified under oath by the corporation's treasurer and president (1 photocopy);	To be provided by the Petitioner
12. Proof of Registration of Stock and Transfer Book/Membership Book (1 photocopy);	To be provided by the Petitioner
Note: Not applicable to foreign corporations	
13. Proof of Compliance with SEC Memorandum Circular No. 28 series of 2020 (1 photocopy)	To be provided by the Petitioner
Additional requirements for foreign corporations: a. Copy of latest Certificate of Securities Deposit, if any (1 photocopy); b. If with Foreign Direct Cost, Special Audit Purpose Income Statement/Special Audited Financial Statement (1 photocopy);	

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
c. For Branch Offices of Foreign Airline Companies, Modified Formula Computation; d. For Branch Office, Cover Sheet, Notarized Covering Letter Requesting for the Acceptance of Securities Deposit, Confirmation of Sale (in case of Treasury Bill) / Original copy of Government Bonds/Stock Certificates, Summary of Transaction (1 original, 3 photocopies) For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ), Proof of Inward Remittance	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scans QR Code or accomplishes the google form for "Petition to Lift Order of Revocation/Suspension" through this link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXitoRYpR1ZQ/viewform?usp=sf_link	1.1 Receives the google form and assigns the application to a processor	None	1 working day	Administrative Assistant II Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Assess the completeness of the verified petition with its supporting documents.	None	13 working days	Securities Counsel II Securities Counsel I Securities Specialist I
	1.3 Request clearance from the Office of the General Counsel and Enforcement and Investor Protection Department		3 hours	
	1.4 Upon confirmation of the completeness of the verified petition and assessment of penalties, the Client shall be advised for the payment of filing fee in the amount of PHP 3,060.00 and computed penalties		25 minutes	
2. Pays the filing fee and penalties, if there are any through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home	2. System generates the electronic Official Receipt	Petition Fee, P 3,000.00 Documentary Stamp Taxes, P30.00	5 minutes	Assistant Director, Treasury Division, Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
or through SEC-accredited Landbank branches		Legal Research Fee 1% of the Filing Fee P30.00		
3. Submits the hard copies to the CDOEO office	3.1 Receives the documentary requirements and proof of payment	None	1 hour	Administrative Assistant II Administrative Assistant I
	3.2 Dockets the Petition for lifting the Order of Revocation/Suspension.	None	5 working days	Securities Counsel II Securities Counsel I Securities Specialist I
	3.3 Forwards the verified Petition and its attachments with proof of payment of the filing fees and penalties to the Director	None	1 hour	Securities Counsel II Securities Counsel I Securities Specialist I
	3.4 Reviews the application and recommends to the Supervising Commission	None	2 hours	EO Director/OIC
			30 minutes	Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Transmits the documents with draft order to the Supervising Commission for approval.	None		Securities Counsel I Securities Specialist I
TOTAL		Petition Fee, P 3,000.00 Documentary Stamp Taxes, P30.00 Legal Research Fee 1% of the Filing Fee P30.00	20 working days	

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

17. Petition for Correction of Entries of Company Registration Documents

This service details the procedure in applying for Petition for Correction of Entries of company registration documents.

Division / Office	SEC Cagayan de Oro City Extension Office (SEC - CDOEO)
Classification	Highly Technical within the context of Section 5 of the Securities Regulation Code, 2015 Implementing Rules and Regulations of the Securities Regulation Code, Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. “Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned. Relatively, pertinent provisions under Title XVI of the Revised Corporation Code are quoted as follows: “Sec. 154. Investigations and Prosecution of Offenses. – The Commission may investigate an alleged violation of this Code, or of a rule, regulation, or order of the Commission. xxx xxx xxx Sec. 158. Administrative Sanctions. – If, after due notice and hearing, the Commission finds that any provision of this Code, rules or regulations, or any of the Commission’s orders has been violated, the Commission may impose any or all of the following sanctions, taking into consideration the extent of participation, nature, effects, frequency and seriousness of the violation:

	XXX XXX XXX.” Under Sec. 5(l) of the Securities Regulation Code, the Commission has also the power to issue subpoena duces tecum and summon witnesses to appear in any proceedings of the Commission and in appropriate cases, order the examination, search and seizure of all documents, papers, files and records, tax returns, and books of accounts of any entity or person under investigation as may be necessary for the proper disposition of the cases before it, subject to the provisions of existing laws. Based on the foregoing provisions, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law. It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
1. Verified Petition for Correction a. A Verified Petition for Correction must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed;	<i>To be provided by the petitioner.</i>

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
b. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate; c. The Verified Petition must state: i. The date, name of the corporation, SEC registration number, and name of the duly authorized representative; ii. The date, time, and place of the meeting; iii. That the proposed correction/s was/were approved by the majority of the members of the Board of Directors/Trustees in the presence of a valid quorum; iv. Errors specified (Cite articles/provisions affected); v. Corrections specified; vi. That the typographical error/s was/were made due to inadvertence; and vii. The petitioner has no intention to violate any laws and SEC Rules and Regulations; d. Verification/Certification Against Forum Shopping (2 original copies) signed by the corporation's duly authorized representative designated in the Secretary Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure); e. Notarized Secretary's Certificate (2 original copies) stating therein the following: i. Name of the Corporation, SEC Registration number, and name of the duly authorized representative; ii. Meeting held at principal office; iii. Date and time of the Meeting; iv. Approved by at least majority of Directors/Trustees in the presence of a valid quorum; v. Errors specified (Cite articles/provisions affected) vi. Corrections specified; and	

CHECKLIST OF REQUIREMENTS (2 ORIGINAL COPIES)	WHERE TO SECURE
vii. Name of the Authorized Representative designated to file the Petition; f. Updated Compliance Monitoring Division (CMD) Clearance (2 photocopies) g. Documentary Requirements: i. Verified Petition, affidavit/s, document/s, and other evidence supporting the Petition (2 original copies); ii. Copy of the Approved Articles of Incorporation and/or By-Laws to be corrected; and iii. Copy of the Corrected Articles of Incorporation and/or By-laws and/or Corrected Amended Articles of Incorporation and/or Amended By-laws. *For a One Person Corporation (OPC), in lieu of the submission of the notarized Secretary's Certificate, a SOLE DIRECTOR CERTIFICATE shall be required to be submitted.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Scans QR Code or accomplishes the google form for "Petition for Correction" through this link: https://docs.google.com/forms/d/e/1FAIpQLSdjLt9ZQBf12PNwoIXCBJloKc6Xk1KYgAzWyiXi	1.1 Receives the google form and assigns the application to a processor	None	1 working day	Administrative Assistant II Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
toRYpR1ZQ/viewform?usp=sf_link				
	1.2 Assess the completeness of the verified petition with its supporting documents. 1.3 Upon confirmation of the completeness of the verified petition, the Client shall be advised for the payment of filing fee in the amount of PHP 3,060.00	None	13 working days 25 minutes	Securities Counsel II Securities Counsel I Securities Specialist I
2. Pays the filing fee and penalties, if there are any through eSPAYSEC: https://espaysec.sec.gov.ph/payment-portal/home or through SEC-accredited Landbank branches	2. System generates the electronic Official Receipt	Petition Fee, P 3,000.00 *Documentary Stamp Taxes - P30.00 **Legal Research Fee- 1% of the Filing Fee (P30.00)	5 minutes	Assistant Director, Treasury Division, Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits the hard copies to the CDOEO office	3.1 Receives the documentary requirements and proof of payment	None	1 hour	Administrative Assistant II Administrative Assistant I
	3.2 Dockets the Petition for Correction and issues the Order.	None	5 working days and 3 hours	Securities Counsel II Securities Counsel I Securities Specialist I
	3.3 Forwards the verified Petition and its attachments with proof of payment of the filing fees to the Director	None	1 hour	Securities Counsel II Securities Counsel I Securities Specialist I
	3.4 Reviews the application and signs the Order.	None	2 hours	EO Director/OIC
4. Proceeds to the CDOEO Office to claim the signed Order	4. Releases the signed Order to the petitioner	None	30 minutes	Administrative Assistant II Administrative Assistant I
TOTAL		Petition Fee, P 3,000.00 *Documentary	20 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stamp Taxes - P30.00 **Legal Research Fee- 1% of the Filing Fee (P30.00)		

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



CEBU

SEC EXTENSION OFFICE

Citizen's Charter, FY 2025 | 1st Edition



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

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations in the SEC's eAMEND system. The simple application covers the following provisions: i) change in principal office address; ii) increase/decrease in the number of board of directors or trustees; iii) fiscal year; and iv) date of annual meeting of the stockholders/members.

Division / Office	SEC Cebu Extension Office (SEC-CEBEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	All registered domestic corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements	May secure Checklist of requirements from the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/
1) Cover sheet (2 originals)	Client May secure system-generated template thru the e-AMEND Portal (https://eamend.sec.gov.ph/login)
2) Amendment Form (2 originals)	Client. May secure system-generated template thru the e-AMEND Portal (https://eamend.sec.gov.ph/login)
3) Monitoring Clearance (2 photocopies) In lieu of the Monitoring Clearance, the client may submit an Affidavit of Undertaking signed by the corporate secretary and must be notarized. (2 originals)	Client Client. May secure system-generated template thru the e-AMEND

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4) Annex D “Annotation” (2 photocopies)	Portal (https://eamend.sec.gov.ph/login) Client. May secure system-generated template thru the e-AMEND Portal (https://eamend.sec.gov.ph/login)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logs on to the eAMEND portal and encodes information and/or uploads documents relating to the amendment application https://eamend.sec.gov.ph/login	1.1. Assigns application to processor 1.2. Processes application and approves for payment	None None	7 hours 6 days	Confidential Assistant III (Cebu Extension Office) Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II (Cebu Extension Office)
2. Pays the filing fee via ESPAYSEC/Landbank (https://espaysec.sec.gov.ph) and receives digital certificate	2. Receives, checks, and approves the proof of payment	a. Amended Articles of Incorporation/Bylaws – P1,000.00 b. Legal Research Fee - P 10.00 c. Documentary Stamp	1 hour	Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		- P30.00		
TOTAL		Php 1,040.00	7 days	

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

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations in the SEC's eAmend system for all other types of amendments aside from simple amendments.

Division / Office	SEC Cebu Extension Office (SEC-CEBEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	All registered domestic corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements -2 sets	May secure Checklist of requirements from the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/
1. Cover sheet (2 originals)	Client
2. Amended Articles of Incorporation/By-laws (2 originals)	Client Latest approved Amended Articles of Incorporation/By-laws may be used as a guide
3. Directors' or Trustees' Certificate (2 originals) - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation/Bylaws 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	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Secretary's Certificate on non-existence of intra-corporate dispute (2 originals)	Client. Please see sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
5. Monitoring Clearance (2 photocopies) In lieu of the Monitoring Clearance, the client may submit an Affidavit of Undertaking signed by the corporate secretary and must be notarized. (2 originals)	SEC Extension Office that has jurisdiction over the principal office address of the company
Additional Requirements (2 sets)	
Endorsement from other government agencies, if applicable (1 original and 1 photocopy)	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - Bangko Sentral ng Pilipinas Financial Supervision Sector B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission Licensing Division C. Public Utility - Government Agency Regulating the Public Utility D. Educational Institution - DepEd / CHED / TESDA E. Other special corporations governed by special laws - Government Agency regulating the special corporation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
If the provision to be amended is the corporate name, submit: 1. Name Verification Slip (1 original and 1 photocopy) 2. Affidavit of a director, trustee or officer undertaking to change corporate name, unless already stated in the Articles (2 originals)	CEBEO's online name verification process Client
If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: Form F-101 (2 originals)	Client. May download format 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: Form F-102 (2 originals)	Client. May download format 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
1. Logs on to the eAMEND portal and encodes information and/or uploads documents relating to the	1.1. Assigns application to processor 1.2. Processes application	None	1 day 12 days	SEC Confidential Assistant III (Cebu Extension Office) Securities Counsel I /

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
amendment application (link: https://eamend.sec.gov.ph/login)	1.3. Reviews application	None	6 days	Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II (Cebu Extension Office)
	1.4. Approves for payment	None		Securities Examiner III / Director II (Cebu Extension Office)
		None	1 hour	Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II (Cebu Extension Office)
2. Pays the filing fee via ESPAYSEC/Landbank	2.1 Evaluates the hard	a. Amended Articles of	5 hours	Securities Counsel I / Securities Counsel II /

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
and submits the hard copies of the documents uploaded https://espaysec.sec.gov.ph	copies	Incorporation/B ylaws – P1,000.00 b. LRF P 10.00 c. Documentary Stamp Tax P 30.00		Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II (Cebu Extension Office)
	2.2. Reviews the hard copies		1 hour	Director II (Cebu Extension Office)
	2.3 Marks application as completed in the SEC system		30 minutes	Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II (Cebu Extension Office)
	2.4. Prepares certificate		10 minutes	SEC Confidential Assistant III (Cebu Extension Office)
	2.5. Signs certificate		10 minutes	Director II (Cebu Extension Office)
	2.6 Emails client to get		5 minutes	SEC Confidential Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	certificate 2.7. Releases the Certificate		5 minutes	III (Cebu Extension Office) Securities Specialist I (Cebu Extension Office)
TOTAL		a. Amended Articles of Incorporation – P1,000.00 b. LRF P10.00 c. Documentary Stamp Tax P 30.00	20 days	

3. Application for Amendment of Partnerships

This service details the procedure in applying for amendment of the Articles of Partnership of general and limited partnerships.

Division / Office	SEC Cebu Extension Office (SEC - CESEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	All registered partnerships

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements (2 sets)	May secure checklist of requirements from the Commission's website at http://www.sec.gov.ph/services-2/company-2/amendment/
1. Cover Sheet (2 originals)	Client
2. Amended Articles of Partnership (2 originals)	Client Latest approved Amended Articles of Partnership may be used as a guide.
3. Proof of MC 28 Submission	SEC MC 28 portal

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Additional Requirements (2 sets) Endorsement from other government agencies, if applicable (1 original and 1 photocopy) If the provision to be amended is the partnership name, submit: a. Name Verification Slip (1 original and 1 photocopy) b. Affidavit of a partner to change partnership name, unless already stated in the Articles of Partnership) (2 originals) If the provision to be amended is the change of partners, submit: Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner (2 originals) If provision for amendment is to have foreign equity of a registered partnership, submit: a.) Form F-106 (2 originals)	Partnerships governed by special laws - Government Agency regulating the partnership CEBEO's online name verification process Client Client Client. May download through SEC Website at

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
If provision for amendment is to further increase the foreign equity of a registered partnership, submit: a.) F-107 (2 originals)	http://www.sec.gov.ph/forms-and-fees/primary-registration/ Client. 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
1. Logs on to the eAMEND portal and encodes information and/or uploads documents relating to the amendment application	1.1. Assigns application to processor	None	1 day	SEC Confidential Assistant III (Cebu Extension Office)
	1.2. Processes application	None	4 days	Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II (Cebu Extension Office)
	1.3. Reviews application	None	1 day	Director II / Securities Examiner III (Cebu Extension Office)
	1.4. Approves application			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	for payment	None	1 hour	Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II (Cebu Extension Office)
2. Pays the filing fee via ESPAYSEC/ Landbank and submits the hard copies of the documents uploaded https://espaysec.sec.gov.ph	2.1 Evaluates the hard copies	Amendment of Articles Partnership: P2,050.00 (*+**+***) *Amended Articles of Partnership **Documentary Stamp Taxes - P30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (P20.00) **** Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade	5 hours	Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative Officer IV / Administrative Assistant II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		name/s *****Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed *****Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than P2,000.00 *****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)		
	2.2. Reviews the hard copies		1 hour	Director II (Cebu Extension Office)
	2.3 Marks application as completed in the SEC system		30 minutes	Securities Counsel I / Securities Counsel II / Information Officer II / Securities Specialist I / Securities Specialist II / SEC Administrative

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Prepares certificate		10 minutes	Officer IV / Administrative Assistant II (Cebu Extension Office)
	2.5. Signs certificate		10 minutes	SEC Confidential Assistant III (Cebu Extension Office)
	2.6 Emails client to get certificate		5 minutes	Director II (Cebu Extension Office)
	2.7. Releases the Certificate		5 minutes	SEC Confidential Assistant III (Cebu Extension Office)
				Securities Specialist I (Cebu Extension Office)
TOTAL		Amendment of Articles Partnership: P2,050.00 (*+***+***) *Amended Articles of Partnership **Documentary Stamp Taxes - P30.00	7 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee- 1% of the Filing Fee for amendment (P20.00) * Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s *****Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed *****Amendment of Partnership with Increase in Capital – 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 *****Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)		

4. Cash or Stock Dividends

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

Division / Office	SEC-Cebu Extension Office (SEC - CECEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission excluding publicly listed companies.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet (2 sets original)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_f_or_Registration.pdf
2. Audited Financial Statements as of the last fiscal year received by SEC and BIR (1 set photocopy)	SEC EFAST
3. Audited Financial Statements used as basis for the declaration of dividends (1 set photocopy)	SEC EFAST
4. Reconciliation of Retained Earnings (2 sets original)	Client. Refer to sample format in Memorandum Circular No. 16 Series of 2023 through the following URL: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf
5. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
earnings to unappropriated retained earnings, if applicable (2 sets original)	
6. Secretary's Certificate on non-existence of intra-corporate dispute (2 sets original)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
7. Monitoring Clearance (2 sets photocopy)	SEC Extension Office that has jurisdiction over the principal office address of the company
FOR CASH DIVIDEND	
8. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring cash dividends (2 sets original)	Client
FOR STOCK DIVIDEND	
8. Certification under oath by the Corporate Secretary on the declaration of stock dividends by majority of the directors and the stockholders representing at least 2/3 of the outstanding capital stock (2 sets original)	Client
9. 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 dividends certified under oath by the Corporate Secretary (2 sets original)	Client
10. Analysis of capital structure certified under oath by the Treasurer (2 sets original)	Client
11. Notarized Secretary's Certificate certifying that on the	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record (item 9) 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 (2 sets original)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements through email at mjacimafranca@sec.gov.ph	1.1 Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 days	Securities Specialist II (Cebu Extension Office)
	1.2 Reviews application	None	7 days	Securities Counsel II (Cebu Extension Office)
	1.3 Instructs client to submit the hard copies	None	30 minutes	Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				(Cebu Extension Office)
2. Submits the hard copies of the documents	2.1 Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 days	Securities Specialist II (Cebu Extension Office)
	2.2 Reviews application for final approval	None	1 day	Director II (Cebu Extension Office)
	2.3 If application is approved by the Director, prepares the Payment Assessment Form and sends to client	None	30 minutes	Securities Specialist II (Cebu Extension Office)
3. Pay the filing fees via ESPAYSEC / Landbank and emails proof of payment	3.1 Receives and checks proof of payment	If amount of Cash /Stock dividend declared by Corporation whose securities are not listed is: Up to PHP 50,000,000 – PHP	1 hour	Securities Specialist II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		530.00*		
		Over PHP 50,000,000 – PHP1,030*		
		*Inclusive of Legal Research Fee of PHP 10.00		
	3.2 Prepares acknowledgement letter and forwards draft to Director for approval	None	1 hour	Securities Specialist II (Cebu Extension Office)
	3.3 Reviews draft	None	1 hour	Director II (Cebu Extension Office)
	3.4 Prepares final letter and forwards to Director for signature	None	1 hour	Securities Specialist II (Cebu Extension Office)
	3.5 Signs letter	None	1 hour	Director II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6 Emails client to claim letter	None	1 hour	SEC Confidential Assistant III (Cebu Extension Office)
	3.7 Releases the letter	None	1 hour	Securities Specialist I (Cebu Extension Office)
TOTAL		If amount of Cash /Stock dividend declared by Corporation whose securities are not listed is: Up to PHP 50,000,000 – PHP 530.00* Over PHP 50,000,000 – PHP1,030*	20 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Inclusive of Legal Research Fee of PHP 10.00		

5. 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 of partnerships and stock corporations.

Division / Office	SEC Cebu Extension Office (SEC - CECEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	All Partnerships and Stock Corporations duly recorded and registered at Securities and Exchange Commission, respectively.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished request form (2 sets original)	Client
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) (2 sets original)	Client
3. Secretary's Certificate on non-existence of intra-corporate dispute (2 sets original)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
4. Audited Financial Statements as of the last fiscal year, received by SEC and BIR (1 set photocopy)	SEC EFAST
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	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
the approval of the increase in capital stock not covered by item 4 (2 sets original)	
6. Monitoring Clearance (2 sets photocopy)	SEC Extension Office that has jurisdiction over the principal office address of the company
Additional Requirement for Percentage of Ownership	
7. Stock and transfer book of the corporation (to be presented for verification) (2 photocopies)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements through email at mjacimafranca@sec.gov.ph	1.1 Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 days	Securities Specialist II (Cebu Extension Office)
	1.2 Reviews application	None	7 days	Securities Counsel II (Cebu Extension Office)
	1.3 Instructs client to submit the hard copies	None	30 minutes	Securities Specialist II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submits the hard copies of the documents	2.1 Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 days	Securities Specialist II (Cebu Extension Office)
	2.2 Reviews application for final approval	None	1 day	Director II (Cebu Extension Office)
	2.3 If application is approved by the Director, prepares the Payment Assessment Form and sends to client	None	30 minutes	Securities Specialist II (Cebu Extension Office)
3. Pay the filing fees via ESPAYSEC / Landbank and emails proof of payment	3.1 Receives and checks proof of payment	*PHP 1,060 per copy *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00	1 hour	Securities Specialist II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Prepares draft of certification and forwards to Director to approval	None	1 hour	Securities Specialist II (Cebu Extension Office)
	3.3 Reviews draft	None	1 hour	Director II (Cebu Extension Office)
	3.4 Prepares final certification and forwards to Director for signature	None	1 hour	Securities Specialist II (Cebu Extension Office)
	3.5 Signs certification	None	1 hour	Director II (Cebu Extension Office)
	3.6 Emails client to claim certification	None	1 hour	SEC Confidential Assistant III (Cebu Extension Office)
	3.7 Releases the certification	None	1 hour	Securities Specialist I (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		*PHP 1,060 per copy *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00	20 days	

6. 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. 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

Division / Office	SEC-Cebu Extension Office (SEC - CEBEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS (2 sets)	
1. Letter request confirming the valuation (2 originals)	Client
2. Certification under oath by the Corporate Secretary on the board resolution approving the additional issuance of shares of stock (2 originals)	Client
3. List of stockholders with the nationalities, amount subscribed and paid up and the subscribers to the new shares certified under oath	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
by the Corporate Secretary (2 originals)	
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 (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
5. Secretary's Certificate on non-existence of intra-corporate dispute (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
6. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/forms-and-fees/primary-registration/ Look for registered corporations increasing its foreign equity to more than 40% (F-101)
7. Endorsement/Clearance, if applicable (1 original and 1 photocopy)	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - Bangko Sentral ng Pilipinas Financial Supervision Sector B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission Licensing Division
8. Monitoring Clearance (2 photocopies)	SEC Extension Office that has jurisdiction over the

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	principal office address of the company
ADDITIONAL REQUIREMENTS depending on the mode of payment	
9. Conversion of Advances / Liabilities to Equity	
9.1. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC, if the advances are already reflected therein (1 photocopy)	SEC EFAST
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 (2 originals)	Client For guidance, refer to Memorandum Circular No. 6 series of 2008 – Guidelines on on-site verification of financial records relative to certain applications filed with the Commission - downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/
9.3. Deed of Assignment of advances / liabilities (2 originals)	Client
10. Land, buildings / condominium units	
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 (2 originals)	Client
10.2. Electronically certified copy of Transfer Certificate of Title / Condominium Certificate of Title (1 Certified True Copy and 1 photocopy)	Registry of Deeds where the property is located (Cert. Copies and Verification Counter)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
10.3. Certified true copy of the Tax Declaration Sheet (1 Certified True Copy and 1 photocopy)	LGU - Office of the City Assessor where the property is located
10.4. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1 original and 1 photocopy)	Bureau of Internal Revenue - Revenue District Office where the real property is located
10.5. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 months old) (2 originals)	Client
10.6. Deed of Assignment (2 originals)	Client
10.7. If property is mortgaged, submit: Mortgagee/creditor's certification on the outstanding loan balance (2 originals) Mortgagee/creditor's written consent to the transfer of property (2 originals)	Client Client
10.8. For assignment of buildings where assignor is not the owner of the land, submit: Lease contract on the land (2 photocopies) Consent of the land owner to the transfer (2 originals)	Client Client
10.9. Certification from the transferor stating that the improvements are existing and in good condition (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
10.10 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
11. Untitled Lands	
11.1. Certification of the Barangay Chairman where the property is located (1 original and 1 photocopy) Affidavit of at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2 originals)	Barangay Chairman of the Barangay where the property is located Client
11.2. Tax declaration sheets (2 Certified True Copies)	LGU - Office of the City Assessor where the property is located
11.3. Latest realty tax receipts (2 Certified True Copies)	LGU - Office of the City Assessor where the property is located
11.4. Affidavit by the transferor attesting continuous and open possession of the property is located (2 originals)	Client
11.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (2 originals)	Barangay Chairman of the Barangay where the property is located

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11.6. 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 (2 Certified True Copies)	Registry of Deeds where the property is located
11.7. Affidavit executed by the transferor attesting to the: 11.7.1.Existence (or non-existence) of easements over the untitled property 11.7.2.Kind/description of the easement and its location 11.7.3.Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (2 originals)	Client
11.8. Undertaking under oath 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 (2 originals)	Client
11.9. Clearance or certification from the Department of Agrarian Reform attesting to the following: 11.9.1.There is no other claimant to the untitled land 11.9.2.it has not issued any Certificate of Land Ownership Award over the property to any other party or 11.9.3.The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (1 original and 1 photocopy)	Department of Agrarian Reform
11.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (2 Certified True Copies)	Bureau of Lands
11.11. Detailed schedule of the property showing its registered owner, location, area, tax declaration number and the basis	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
of transfer value (market value/ assessed value / zonal value or appraised value) (2 originals)	
11.12. Latest zonal valuation certified by the Bureau of Internal Revenue, if transfer value is based on zonal value (1 original and 1 photocopy)	Bureau of Internal Revenue - Revenue District Office where the real property is located
11.13. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 months old) (2 originals)	Client
11.14. Deed of Assignment (2 originals)	Client
11.15. 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 (2 originals)	Client
12. Inventories / Furniture / Personal Properties	
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 (2 originals)	Client
12.2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value (2 originals)	Client
12.3. Deed of Assignment (2 originals)	Client
12.4. Certification from the transferor stating that the properties are existing and in good condition (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
13. Heavy equipment and machinery	
13.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (2 originals)	Client
13.2. Appraisal report by a licensed appraiser (not more than 6 months old) (2 originals)	Client
If the property is imported, a valuation report with description of the property (1 original and 1 photocopy)	Bangko Sentral ng Pilipinas
13.3. Deed of Assignment (2 originals)	Client
13.4. Certification from the transferor stating that the properties are existing and in good condition (2 originals)	Client
14. Shares of Stock	
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 (2 originals)	Client
14.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1 photocopy)	SEC EFAST
14.3. Deed of Assignment (2 originals)	Client
14.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the Assignor (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
14.5. Stock certificate (present original for verification) (2 photocopies)	Client
14.6. Latest market price quotation in the newspaper (2 photocopies) or Certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (2 originals)	Client Client
14.7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
15. Motor Vehicles	
15.1. Detailed schedule of the motor vehicle/s showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (2 originals)	Client
15.2. Certificate of registration and official receipt of annual registration fee (present original for verification) (2 photocopies)	Land Transportation Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
15.3. Appraisal report by a licensed appraiser (not more than 6 months old) (2 originals)	Client
15.4. Deed of Assignment (2 originals)	Client
15.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
15.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (2 originals)	Client
16. Sea Vessel / Aircraft	
16.1. Detailed schedule of vessel/s/aircraft/s showing registered Owner, registry number, technical description and appraised value certified by the company accountant (2 originals)	Client
16.2. Certificate of ownership (2 Certified True Copies)	Client
16.3. Appraisal report by licensed appraiser (not more than 6 months old)	Client
16.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1 original and 1 photocopy)	Maritime Industry Authority for sea vessels Civil Aviation Authority of the Philippines for aircrafts
16.5. Deed of Assignment (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
16.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
17. Intangibles	
17.1. System Purchase Agreement or any proof of ownership (for software) (2 photocopies)	Client
17.2. Certificate of Registration of Intellectual Property Rights (2 Certified True Copies)	Intellectual Property Office of the Philippines for intellectual property rights
Mining permit for mining claims/rights (2 Certified True Copies)	Philippine Mines and Geosciences Bureau for mining claims
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) (2 originals)	Client
17.4. Deed of Assignment (2 originals)	Client
17.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
18. Net Assets	
18.1. Audited financial statements of the applicant corporation as of the last fiscal year received by BIR and SEC (1 photocopy)	SEC EFAST
18.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1 photocopy)	Department of Trade and Industry for single proprietorship SEC EFAST for corporation
18.3. Long-form audit report of item no. 18.2 (2 originals)	Client
18.4. Deed of Assignment of the assets and liabilities (2 originals)	Client
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 with written consent of creditors (2 originals)	Client
18.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (2 originals)	Client
18.7. Certificate of registration of the motor vehicles (present original for verification) (2 photocopies)	Land Transportation Office
18.8. Transfer Certificate of Title / Condominium Certificate of Title (1 Certified True Copy and 1 photocopy)	Registry of Deeds where the property is located - Certified Copies and Verification Counter

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
18.9. Tax Declaration Sheet (1 Certified True Copy and 1 photocopy)	LGU - Office of the City Assessor where the property is located
18.10. Stock certificates (present original for verification) (2 photocopies)	Client
18.11. DTI Certificate of Registration (for single proprietorship) (1 Certified True Copy and 1 photocopy)	Department of Trade and Industry
18.12. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements through email at mjacimafranca@sec.gov.ph	1.1 Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 days	Securities Specialist II (Cebu Extension Office)
	1.2 Reviews application		7 days	Securities Counsel II (Cebu Extension Office)
	1.3 Instructs client to submit the hard copies		30 minutes	Securities Specialist II (Cebu Extension Office)
2. Submits the hard copies of the documents	2.1 Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 days	Securities Specialist II (Cebu Extension Office)
	2.2 Reviews application for final	None	1 day	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	approval 2.3 If application is approved by the Director, prepares the Payment Assessment Form and sends to client	None	30 minutes	(Cebu Extension Office) Securities Specialist II (Cebu Extension Office)
3. Pay the filing fees via ESPAYSEC / Landbank and emails proof of payment	3.1 Receives and checks proof of payment, prepares the report and forwards application for certificate	1. Confirmation of Valuation – 1/5 of 1% of the value of shares of stocks to be issued but not less than PHP 3,000.00 2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than PHP 10.00 3. Documentary Stamp tax of PHP 30.00	1 hour	Securities Specialist II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		***For Corporations with FIA Application - Additional PHP 3,080, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
	3.2 Prepares certificate and forward to Processors and Director for signature		3 hours	SEC Confidential Assistant III (Cebu Extension Office)
	3.3 Signs certificate		2 hours	Director II (Cebu Extension Office)
	3.4 Emails client to claim certificate		30 minutes	SEC Confidential Assistant III (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Releases the certificate		30 minutes	Securities Specialist I (Cebu Extension Office)
TOTAL		1. Confirmation of Valuation – 1/5 of 1% of the value of shares of stocks to be issued but not less than PHP 3,000.00 2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than PHP	20 days	

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		10.00 3. Documentary Stamp tax of PHP 30.00 ***For Corporations with FIA Application - Additional PHP 3,080, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		

7. Creation of Additional Paid-in Capital (APIC)

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

1. Cash
2. Conversion of advances/liabilities to equity
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

Division / Office	SEC Cebu Extension Office (SEC - CESEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS	
1. Letter request to create APIC signed by the Company's officer (2 originals)	Client
2. Certification under oath by the Corporate Secretary on the board resolution approving the creation of additional paid-in capital (2 originals)	Client
3. List of stockholders of record as of date of Board of Directors meeting approving the creation of additional	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
paid-in capital indicating their nationalities and their respective subscribed and paid-up capital certified under oath by the Corporate Secretary (2 originals)	
4. Secretary's Certificate on non-existence of intra-corporate dispute (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
5. Monitoring Clearance (2 photocopies)	SEC Extension Office that has jurisdiction over the principal office address of the company
ADDITIONAL REQUIREMENTS depending on the mode of payment	
6. Conversion of Advances / Liabilities to Equity	
6.1 Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC, if the advances are already reflected therein) (1 photocopy)	SEC EFAST
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 (2 originals)	Client For guidance, refer to Memorandum Circular No. 6 series of 2008 – Guidelines on on-site verification of financial records relative to certain applications filed with the Commission - downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/
6.3 Deed of Assignment of advances / liabilities (2 originals)	Client
7. Land, buildings / condominium units	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 (2 originals)	Client
7.2 Transfer Certificate of Title / Condominium Certificate of Title (1 Certified True Copy and 1 Photocopy)	Registry of Deeds where the property is located (Certified Copies and Verification Counter)
7.3 Tax Declaration Sheet (1 Certified True Copy and 1 photocopy)	LGU - Office of the City Assessor where the property is located
7.4 Latest zonal valuation if transfer value is based on zonal value (1 Certified True Copy and 1 photocopy)	Bureau of Internal Revenue - Revenue District Office where the property is located
7.5 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 months old) (2 originals)	Client
7.6 Deed of Assignment (2 originals)	Client
7.7 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance (2 originals)	Client
Mortgagee/creditor's written consent to the transfer of property (2 originals)	Client
7.8. For assignment of buildings where assignor is not the owner of the land, submit:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Lease contract on the land (2 photocopies)	Client
Consent of the land owner to the transfer (2 originals)	Client
7.9. Certification from the transferor stating that the improvements are existing and in good condition (2 originals)	Client
7.10 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
8. Untitled Lands	
8.1. Certification of the Barangay Chairman where the property is located (1 original and 1 photocopy)	Barangay Chairman of the Barangay where the property is located
Affidavit of at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2 originals)	Client
8.2. Tax declaration sheets (2 Certified True Copies)	LGU - Office of the City Assessor where the property is located
8.3. Latest realty tax receipts (2 Certified True Copies)	LGU - Office of the City Assessor where the property is located

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8.4. Affidavit by the transferor attesting continuous and open possession of the property is located (2 originals)	Client
8.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (2 originals)	Barangay Chairman of the Barangay where the property is located
8.6. 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 (2 Certified True Copies)	Registry of Deeds where the property is located
8.7. Affidavit executed by the transferor attesting to the: 8.7.1. Existence (or non-existence) of easements over the untitled property 8.7.2. Kind/description of the easement and its location 8.7.3. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements (2 originals)	Client
8.8. Undertaking under oath 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 (2 originals)	Client
8.9. Clearance or certification from the Department of Agrarian Reform attesting to the following: 8.9.1. There is no other claimant to the untitled land 8.9.2. it has not issued any Certificate of Land Ownership Award over the property to any other party or 8.9.3 The land is exempt from the coverage of the	Department of Agrarian Reform

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Comprehensive Agrarian Reform Program (1 original and 1 photocopy)	
8.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (2 Certified True Copies)	Bureau of Lands
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) (2 originals)	Client
8.12. Latest zonal valuation certified by the Bureau of Internal Revenue, if transfer value is based on zonal value (1 original and 1 photocopy)	Bureau of Internal Revenue - Revenue District Office where the real property is located
8.13. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 months old) (2 originals)	Client
8.14. Deed of Assignment (2 originals)	Client
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 (2 originals)	Client
9. Inventories / Furniture / Personal Properties	
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 (2 originals)	Client
9.2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
based on book value (2 originals)	
9.3. Deed of Assignment (2 originals)	Client
9.4. Certification from the transferor stating that the properties are existing and in good condition (2 originals)	Client
10. Heavy equipment and machinery	
10.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (2 originals)	Client
10.2. Appraisal report by a licensed appraiser (not more than 6 months old) (2 originals)	Client
If the property is imported, a valuation report with description of the property (1 original and 1 photocopy)	Bangko Sentral ng Pilipinas
10.3. Deed of Assignment (2 originals)	Client
10.4. Certification from the transferor stating that the properties are existing and in good condition (2 originals)	Client
11. Shares of Stock	
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 (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1 photocopy)	SEC EFAST
11.3. Deed of Assignment (2 originals)	Client
11.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the Assignor (2 originals)	Client
11.5. Stock certificate (present original for verification) (2 photocopies)	Client
11.6 Latest market price quotation in the newspaper (2 photocopies) or Certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (2 originals)	Client Client
11.7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
12. Motor Vehicles	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
12.1. Detailed schedule of the motor vehicle/s showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (2 originals)	Client
12.2. Certificate of registration and official receipt of annual registration fee (present original for verification) (2 photocopies)	Land Transportation Office
12.3. Appraisal report by a licensed appraiser (not more than 6 months old) (2 originals)	Client
12.4. Deed of Assignment (2 originals)	Client
12.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
12.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (2 originals)	Client
13. Sea Vessel / Aircraft	
13.1. Detailed schedule of vessel/s/aircraft/s showing registered Owner, registry number, technical description and appraised value certified by the company accountant (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
13.2. Certificate of ownership (2 Certified True Copies)	Client
13.3. Appraisal report by licensed appraiser (not more than 6 months old)	Client
13.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1 original and 1 photocopy)	Maritime Industry Authority for sea vessels Civil Aviation Authority of the Philippines for aircrafts
13.5. Deed of Assignment (2 originals)	Client
13. 6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
14. Intangibles	
14.1. System Purchase Agreement or any proof of ownership (for software) (2 photocopies)	Client
14.2. Certificate of Registration of Intellectual Property Rights (2 Certified True Copies)	Intellectual Property Office of the Philippines for intellectual property rights
Mining permit for mining claims/rights (2 Certified True Copies)	Philippine Mines and Geosciences Bureau for mining claims
14.3. Appraisal report by an accredited appraisal company	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (2 originals)	
14.4. Deed of Assignment (2 originals)	Client
14.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
15. Net Assets	
15.1. Audited financial statements of the applicant corporation as of the last fiscal year received by BIR and SEC (1 photocopy)	SEC EFAST
15.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1 photocopy)	Department of Trade and Industry for single proprietorship SEC EFAST for corporation
15.3. Long-form audit report of item no. 18.2 (2 originals)	Client
15.4. Deed of Assignment of the assets and liabilities (2 originals)	Client
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 with written consent of creditors (2 originals)	Client
15.6. Detailed schedule of properties with certificate of	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
registration/titles and their respective book values certified by the company accountant (2 originals)	
15.7. Certificate of registration of the motor vehicles (present original for verification) (2 photocopies)	Land Transportation Office
15.8. Transfer Certificate of Title / Condominium Certificate of Title (1 Certified True Copy and 1 photocopy)	Registry of Deeds where the property is located - Certified Copies and Verification Counter
15.9. Tax Declaration Sheet (1 Certified True Copy and 1 photocopy)	LGU - Office of the City Assessor where the property is located
15.10. Stock certificates (present original for verification) (2 photocopies)	Client
15.11. DTI Certificate of Registration (for single proprietorship) (1 Certified True Copy and 1 photocopy)	Department of Trade and Industry
15.12. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements through email at mjacimafranca@sec.gov.ph	1.1 Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 days	Securities Specialist II (Cebu Extension Office)
	1.2 Reviews application		7 days	Securities Counsel II (Cebu Extension Office)
	1.3 Instructs client to submit the hard copies		30 minutes	Securities Specialist II (Cebu Extension Office)
2. Submits the hard copies of the documents	2.1 Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 days	Securities Specialist II (Cebu Extension Office)
	2.2 Reviews application for final	None	1 day	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	approval 2.3 If application is approved by the Director, prepares the Payment Assessment Form and sends to client	None	30 minutes	(Cebu Extension Office) Securities Specialist II (Cebu Extension Office)
3. Pay the filing fees via ESPAYSEC / Landbank and emails proof of payment	3.1 Receives and checks proof of payment, prepares the report and forwards application for certificate	1. Creation of APIC – 1/5 of 1% of the amount infused but not less than PHP 5,000.00 2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than PHP 10.00 3. Documentary Stamp tax of PHP 30.00	1 hour	Securities Specialist II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Prepares certificate and forward to Processors and Director for signature		3 hours	SEC Confidential Assistant III (Cebu Extension Office)
	3.3 Signs certificate		2 hours	Director II (Cebu Extension Office)
	3.4 Emails client to claim certificate		30 minutes	SEC Confidential Assistant III (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Releases the certificate		30 minutes	Securities Specialist I (Cebu Extension Office)
TOTAL		1. Creation of APIC – 1/5 of 1% of the amount infused but not less than PHP 5,000.00 2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than PHP 10.00	20 days	

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3. Documentary Stamp tax of PHP 30.00		

8. 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.

Division / Office	SEC Cebu Extension Office (SEC - CECEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_f_or_Amendment.pdf
2. Certificate of Decrease of Capital Stock (2 originals)	Client. No Prescribed format but should be in accordance with the Revised Corporation Code (Sections 15 and 37)
3. Directors' certificate (2 originals)	Client. Refer to sample format through the following URL: Directors' Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
4. Amended Articles of Incorporation (2 originals)	Client Latest approved Amended Articles of Incorporation may be used as a guide.
5. List of stockholders showing the names, nationalities and stockholdings before and after the decrease, as certified by the corporate secretary (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC (1 photocopy)	SEC EFAST
7. Long-form audit report of item no. 6, if with return of capital (2 originals)	Client
8. List of creditors (if it involves return of capital) certified by the auditor or certified under oath by the company accountant with written consent of each creditor (2 originals)	Client
9. Publisher's affidavit of the publication of the decrease of capital (once in a newspaper of general circulation) (1 original and 1 photocopy)	Client
10. Secretary's Certificate on non-existence of intra-corporate dispute (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
11. Endorsement/Clearance, if applicable (1 original and 1 photocopy)	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - Bangko Sentral ng Pilipinas Financial Supervision Sector B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission Licensing Division
12. Monitoring Clearance (2 photocopies)	SEC Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements through email at mjacimafranca@sec.gov.ph	1.1 Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 days	Securities Specialist II (Cebu Extension Office)
	1.2 Reviews application		7 days	Securities Counsel II (Cebu Extension Office)
	1.3 Instructs client to submit the hard copies		30 minutes	Securities Specialist II (Cebu Extension Office)
2. Submits the hard copies of the documents	2.1 Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 days	Securities Specialist II (Cebu Extension Office)
	2.2 Reviews application for final	None	1 day	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	approval 2.3 If application is approved by the Director, prepares the Payment Assessment Form and sends to client	None	30 minutes	(Cebu Extension Office) Securities Specialist II (Cebu Extension Office)
3. Pay the filing fees via ESPAYSEC / Landbank and emails proof of payment	3.1 Receives and checks proof of payment, prepares the report and forwards application for certificate	1. Decrease of Capital Stock 1.1 If return of capital – PHP 5,000.00 1.2 All others – PHP 3,000.00 2. Amended Articles of Incorporation – PHP 1,000.00* *plus Legal Research Fee (LRF) 1% of computed filing fee but not less than PHP 10.00 and	1 hour	Securities Specialist II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		documentary stamp tax of PHP 30.00		
	3.2 Prepares certificate and forward to Processors and Director for signature		3 hours	SEC Confidential Assistant III (Cebu Extension Office)
	3.3 Signs certificate		2 hours	Director II (Cebu Extension Office)
	3.4 Emails client to claim certificate		30 minutes	SEC Confidential Assistant III (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Releases the certificate		30 minutes	Securities Specialist I (Cebu Extension Office)
TOTAL		1. Decrease of Capital Stock 1.1 If return of capital – PHP 5,000.00 1.2 All others – PHP 3,000.00 2. Amended Articles of Incorporation – PHP 1,000.00* *plus Legal Research Fee	20 days	

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		

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

This service details the procedure on application for dissolution of domestic corporations, whether stock or non-stock, provided that the proposed expiration of corporate term is less than one year from approval of application.

Division / Office	SEC-Cebu Extension Office (SEC - CEBEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	Corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Directors' Certificate for Stock Corporation / Trustee's Certificate for non-stock corporation (2 originals)	Client. Refer to sample format through the following URL: Directors' Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf Trustees' Certificate - http://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf
3. Amended Articles of Incorporation (2 originals)	Client

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a) Balance Sheet certified under oath by the Treasurer and President; (2 originals) b) Affidavit of non-operation certified under oath by the President and Treasurer; (2 originals) c) Certificate of non-registration issued by the BIR (1 original and 1 photocopy) iii. <u>Where the applicant corporation is (stock or nonstock) with total assets or liabilities of less than P600,000, it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer</u> (2 originals)	Client Client BIR Revenue District Office where the principal office address is located Client
7. Certification under oath by the President and Treasurer certifying that: i. the dissolution is not prejudicial to the interest of the creditors; and 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	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(2 originals)	
8. BIR Tax Clearance Certificate (1 original and 1 photocopy)	BIR Revenue District Office where the principal office address is located
9. Publisher's Affidavit of publication of notice of meeting (one-time publication) (1 original and 1 photocopy)	Client

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements through email at mjacimafranca@sec.gov.ph	1.1 Receives and records the application for pre-processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 days	Securities Specialist II (Cebu Extension Office)
	1.2 Reviews application		7 days	Securities Examiner III (Cebu Extension Office)
	1.3 Instructs client to submit the hard copies		30 minutes	Securities Specialist II (Cebu Extension Office)
2. Submits the hard copies of the documents	2.1 Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 days	Securities Specialist II (Cebu Extension Office)
	2.2 Reviews application for final	None	1 day	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	approval 2.3 If application is approved by the Director, prepares the Payment Assessment Form and sends to client	None	30 minutes	(Cebu Extension Office) Securities Specialist II (Cebu Extension Office)
3. Pay the filing fees via ESPAYSEC / Landbank and emails proof of payment	3.1 Receives and checks proof of payment, prepares the report and forwards application for certificate	If Stock Corporation – PHP1,060.00 If Non-Stock Corporation – PHP1,060.00 *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00	1 hour	Securities Specialist II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Prepares certificate and forward to Processors and Director for signature		3 hours	SEC Confidential Assistant III (Cebu Extension Office)
	3.3 Signs certificate		2 hours	Director II (Cebu Extension Office)
	3.4 Emails client to claim certificate		30 minutes	SEC Confidential Assistant III (Cebu Extension Office)
	3.5 Releases the certification		30 minutes	Securities Specialist I (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		If Stock Corporation – PHP 1,060 If Non-Stock Corporation – PHP 1,060 *Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00	20 days	

10. Equity Restructuring

This service details the procedure on application for equity restructuring of stock corporations which have deficit in their Retained Earnings.

Division / Office	SEC-Cebu Extension Office (SEC - CECEO)
Classification	Highly Technical (20days)
Type of Transaction	Government to Business (G2B)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request to undergo equity restructuring signed by the Company's Officer (2 originals)	Client
2. Certification under oath by the Corporate Secretary on the board resolution approving the equity restructuring plan (2 originals)	Client
3. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC (1 photocopy)	SEC EFAST
4. Secretary's Certificate on non-existence of intra-corporate dispute (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
5. Endorsement/Clearance, if applicable (1 original and 1 photocopy)	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - Bangko Sentral ng Pilipinas Financial Supervision Sector B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission Licensing Division

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Monitoring Clearance (2 photocopies)	SEC Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements through email at mjcimafranca@sec.gov.ph	1.1 Receives and records the application for pre-processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 days	Securities Specialist II (Cebu Extension Office)
	1.2 Reviews application		7 days	Securities Counsel II (Cebu Extension Office)
	1.3 Instructs client to submit the hard copies		30 minutes	Securities Specialist II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submits the hard copies of the documents	2.1 Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 days	Securities Specialist II (Cebu Extension Office)
	2.2 Reviews application for final approval	None	1 day	Director II (Cebu Extension Office)
	2.3 If application is approved by the Director, prepares the Payment Assessment Form and sends to client	None	30 minutes	Securities Specialist II (Cebu Extension Office)
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment	3.1 Receives and checks proof of payment, prepares the report and forwards application for certificate	1. Equity Restructuring – PHP 5,100.00* *Inclusive of LRF of PHP 50.00 and Doc Stamps of PHP 30.00	1 hour	Securities Specialist II (Cebu Extension Office)
	3.2 Prepares certificate and forward to Processors and Director for signature		3 hours	SEC Confidential Assistant III (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Signs certificate		2 hours	Director II (Cebu Extension Office)
	3.4 Emails client to claim certificate		30 minutes	SEC Confidential Assistant III (Cebu Extension Office)
	3.5 Releases the certificate		30 minutes	Securities Specialist I (Cebu Extension Office)
TOTAL		1. Equity Restructuring – PHP 5,100.00* *Inclusive of LRF of PHP 50.00 and Doc Stamps of PHP 30.00	20 days	

11. Increase of Capital Stock by way of Cash

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

Division / Office	SEC Cebu Extension Office (SEC - CECEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet (2 originals)	Client. Please see sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Certificate of Increase of Capital Stock (2 originals)	Client. No Prescribed format but should be in accordance with the Revised Corporation Code (Sections 15 and 37)
3. Treasurer's Affidavit (2 originals)	Client. No prescribed format but should be in accordance with Section 37 of the Revised Corporation Code
4. Directors' certificate (2 originals)	Client. Downloadable at SEC website through the following URL: Directors' Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
5. Amended Articles of Incorporation (2 originals)	Client

	Latest approved Amended Articles of Incorporation may be used as a guide
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 (2 originals)	Client
7. Secretary's Certificate on non-existence of intra-corporate dispute (2 original)	Client. Please see sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (2 originals)	Client. Please see sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
9. i. AUDITED FINANCIAL STATEMENTS as of the last fiscal year received by BIR and SEC, (if payment for subscription is already reflected therein) (1 photocopy) ii. SPECIAL AUDIT REPORT, if: (2 originals) a) listed companies; b) public companies defined in the Securities Regulation Code; c) companies that offer or sell securities to the public; d) companies with secondary license; e) Where payment to subscription to the increase is more than P50,000,000.00	SEC EFAST Client For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/

<i>otherwise,</i> 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. (2 originals) 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 (2 originals) 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 (2 originals)	Client. Refer to Memorandum Circular No. 11, series of 2016 using the following link: https://appointment.sec.gov.ph/wp-content/uploads/2019/11/2016MCno11.pdf Client Client
10. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/forms-and-fees/primary_registration/ Look for: For registered corporations increasing its foreign equity to more than 40% (F-101)

11. Endorsement/Clearance, if applicable (1 original and 1 photocopy)	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - Bangko Sentral ng Pilipinas Financial Supervision Sector B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission Licensing Division
12. Monitoring Clearance (2 photocopies)	SEC Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements through email at mjacimafranca@sec.gov.ph	1.1 Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 days	Securities Specialist II (Cebu Extension Office)
	1.2 Reviews application		7 days	Securities Examiner III (Cebu Extension Office)
	1.3 Instructs client to submit the hard copies		30 minutes	Securities Specialist II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submits the hard copies of the documents	2.1 Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 days	Securities Specialist II (Cebu Extension Office)
	2.2 Reviews application for final approval	None	1 day	Director II (Cebu Extension Office)
	2.3 If application is approved by the Director, prepares the Payment Assessment Form and sends to client	None	30 minutes	Securities Specialist II (Cebu Extension Office)
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment	3.1 Receives and checks proof of payment, prepares the report and forwards application for certificate	1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less	1 hour	Securities Specialist II (Cebu Extension Office)

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		not less than P10.00		
		4. Documentary Stamp tax of P60.00		
		*Inclusive of LRF of P10.00		
		***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
	3.2 Prepares certificate and forward to Processors and Director for signature		3 hours	SEC Confidential Assistant III (Cebu Extension Office)
	3.3 Signs certificate		2 hours	Director II (Cebu Extension Office)
			30 minutes	SEC Confidential

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Emails client to claim certificate			Assistant III (Cebu Extension Office)
	3.5 Releases the certificate		30 minutes	Securities Specialist I (Cebu Extension Office)
TOTAL		1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed	20 days	

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

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Capital Stock but not less than P10.00 4. Documentary Stamp tax of P60.00 *Inclusive of LRF of P10.00 ***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		

12. 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

Division / Office	SEC-Cebu Extension Office (SEC - CECEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS	
1. Cover sheet (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_f or_Amendment.pdf
2. Certificate of Increase of Capital Stock (2 originals)	Client. No Prescribed format but should be in accordance with the Revised Corporation Code (Sections 15 and 37)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Treasurer's Affidavit (2 originals)	Client. No prescribed format but should be in accordance with Section 37 of the Revised Corporation Code
4. Directors' certificate (2 originals)	Client. Refer to sample format through the following URL: Directors' Certificate - https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
5. Amended Articles of Incorporation (2 originals)	Client Latest approved Amended Articles of Incorporation may be used as a guide
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 (2 originals)	Client
7. Secretary's Certificate on non-existence of intra-corporate dispute (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/forms-and-fees/primary-registration/ Look for: registered corporations increasing its foreign equity to more than 40% (F-101)
10. Endorsement/Clearance, if applicable (1 original and 1 photocopy)	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - Bangko Sentral ng Pilipinas Financial Supervision Sector B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission Licensing Division
11. Monitoring Clearance (2 photocopies)	SEC Extension Office that has jurisdiction over the principal office address of the company
ADDITIONAL REQUIREMENTS depending on the mode of payment	
12. Conversion of Advances / Liabilities to Equity	
12.1. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC, if the advances are already reflected therein (1 photocopy)	SEC EFAST
12.2. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity, if	Client For guidance, refer to Memorandum Circular No. 6 series of 2008 –

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
not reflected in item 9.1 (2 originals)	Guidelines on on-site verification of financial records relative to certain applications filed with the Commission - downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/
12.3. Deed of Assignment of advances / liabilities (2 originals)	Client
13. Stock Dividends	
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 (2 originals)	Client
13.2 Audited Financial Statements as of the last fiscal year received by BIR and SEC (1 photocopy)	SEC EFAST
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 (2 originals)	Client
13.4 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings (2 originals)	Client
13.5 Reconciliation of Retained Earnings (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Refer to sample format in Memorandum Circular No. 16 Series of 2023 through the following URL: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf
14. Land, buildings / condominium units	
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 (2 originals)	Client
14.2. Electronically certified copy of Transfer Certificate of Title / Condominium Certificate of Title (1 Certified True Copy and 1 photocopy)	Registry of Deeds where the property is located (Cert. Copies and Verification Counter)
14.3. Certified true copy of the Tax Declaration Sheet (1 Certified True Copy and 1 photocopy)	LGU - Office of the City Assessor where the property is located
14.4. Latest zonal valuation certified by BIR, if transfer value is based on zonal value (1 original and 1 photocopy)	Bureau of Internal Revenue - Revenue District Office where the real property is located
14.5. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 months old) (2 originals)	Client
14.6. Deed of Assignment (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
14.7. If property is mortgaged, submit: Mortgagee/creditor's certification on the outstanding loan balance (2 originals) Mortgagee/creditor's written consent to the transfer of property (2 originals)	Client Client
14.8. For assignment of buildings where assignor is not the owner of the land, submit: Lease contract on the land (2 photocopies) Consent of the land owner to the transfer (2 originals)	Client Client
14.9. Certification from the transferor stating that the improvements are existing and in good condition (2 originals)	Client
14.10. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
15. Untitled Lands	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
15.1. Certification of the Barangay Chairman where the property is located (1 original and 1 photocopy) Affidavit of at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any (2 originals)	Barangay Chairman of the Barangay where the property is located Client
15.2. Tax declaration sheets (2 Certified True Copies)	LGU - Office of the City Assessor where the property is located
15.3. Latest realty tax receipts (2 Certified True Copies)	LGU - Office of the City Assessor where the property is located
15.4. Affidavit by the transferor attesting continuous and open possession of the property is located (2 originals)	Client
15.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located (2 originals)	Barangay Chairman of the Barangay where the property is located
15.6. 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 (2 Certified True Copies)	Registry of Deeds where the property is located
15.7. Affidavit executed by the transferor attesting to the: 15.7.1. Existence (or non-existence) of easements over the untitled property 15.7.2. Kind/description of the easement and its location 15.7.3. Whether the transferor is the dominant estate or the	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
servient estate, by virtue of such easements (2 originals)	
15.8. Undertaking under oath 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 (2 originals)	Client
15.9. Clearance or certification from the Department of Agrarian Reform attesting to the following: 15.9.1. There is no other claimant to the untitled land 15.9.2. it has not issued any Certificate of Land Ownership Award over the property to any other party or 15.9.3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (1 original and 1 photocopy)	Department of Agrarian Reform
15.10. Blue Print Survey of the Plan as approved by the Bureau of Lands (2 Certified True Copies)	Bureau of Lands
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) (2 originals)	Client
15.12. Latest zonal valuation certified by the Bureau of Internal Revenue, if transfer value is based on zonal value (1 original and 1 photocopy)	Bureau of Internal Revenue - Revenue District Office where the real property is located
15.13. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 months old) (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
15.14. Deed of Assignment (2 originals)	Client
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 (2 originals)	Client
16. Inventories / Furniture / Personal Properties	
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 (2 originals)	Client
16.2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value (2 originals)	Client
16.3. Deed of Assignment (2 originals)	Client
16.4. Certification from the transferor stating that the properties are existing and in good condition (2 originals)	Client
17. Heavy equipment and machinery	
17.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
17.2. Appraisal report by a licensed appraiser (not more than 6 months old) (2 originals)	Client
If the property is imported, a valuation report with description of the property (1 original and 1 photocopy)	Bangko Sentral ng Pilipinas
17.3. Deed of Assignment (2 originals)	Client
17.4. Certification from the transferor stating that the properties are existing and in good condition (2 originals)	Client
18. Shares of Stock	
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 (2 originals)	Client
18.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC (1 photocopy)	SEC EFAST
18.3. Deed of Assignment (2 originals)	Client
18.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the Assignor (2 originals)	Client
18.5. Stock certificate (present original for verification) (2 photocopies)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
18.6. Latest market price quotation in the newspaper (2 photocopies) or Certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (2 originals)	Client Client
18.7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
19. Motor Vehicles	
19.1. Detailed schedule of the motor vehicle/s showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (2 originals)	Client
19.2. Certificate of registration and official receipt of annual registration fee (present original for verification) (2 photocopies)	Land Transportation Office
19.3. Appraisal report by a licensed appraiser (not more than 6 months old) (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
19.4. Deed of Assignment (2 originals)	Client
19.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
19.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition (2 originals)	Client
20. Sea Vessel / Aircraft	
20.1. Detailed schedule of vessel/s/aircraft/s showing registered Owner, registry number, technical description and appraised value certified by the company accountant (2 originals)	Client
20.2. Certificate of ownership (2 Certified True Copies)	Client
20.3. Appraisal report by licensed appraiser (not more than 6 months old)	Client
20.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency (1 original and 1 photocopy)	Maritime Industry Authority for sea vessels Civil Aviation Authority of the Philippines for aircrafts
20.5. Deed of Assignment (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
20.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/
21. Intangibles	
21.1. System Purchase Agreement or any proof of ownership (for software) (2 photocopies)	Client
21.2. Certificate of Registration of Intellectual Property Rights (2 Certified True Copies)	Intellectual Property Office of the Philippines for intellectual property rights
Mining permit for mining claims/rights (2 Certified True Copies)	Philippine Mines and Geosciences Bureau for mining claims
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) (2 originals)	Client
21.4. Deed of Assignment (2 originals)	Client
21.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	<u>2/</u>
22. Net Assets	
22.1. Audited financial statements of the applicant corporation as of the last fiscal year received by BIR and SEC (1 photocopy)	SEC EFAST
22.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (1 photocopy)	Department of Trade and Industry for single proprietorship SEC EFAST for corporation
22.3. Long-form audit report of item no. 18.2 (2 originals)	Client
22.4. Deed of Assignment of the assets and liabilities (2 originals)	Client
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 with written consent of creditors (2 originals)	Client
22.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (2 originals)	Client
22.7. Certificate of registration of the motor vehicles (present original for verification) (2 photocopies)	Land Transportation Office
22.8. Transfer Certificate of Title / Condominium Certificate of Title (1 Certified True Copy and 1 photocopy)	Registry of Deeds where the property is located - Certified Copies and Verification Counter

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
22.9. Tax Declaration Sheet (1 Certified True Copy and 1 photocopy)	LGU - Office of the City Assessor where the property is located
22.10. Stock certificates (present original for verification) (2 photocopies)	Client
22.11. DTI Certificate of Registration (for single proprietorship) (1 Certified True Copy and 1 photocopy)	Department of Trade and Industry
22.12. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 originals)	Client For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements through email at mjacimafranca@sec.gov.ph	1.1 Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 days	Securities Specialist II (Cebu Extension Office)
	1.2 Reviews application		7 days	Securities Counsel II (Cebu Extension Office)
	1.3 Instructs client to submit the hard copies		30 minutes	Securities Specialist II (Cebu Extension Office)
2. Submits the hard copies of the documents	2.1 Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 days	Securities Specialist II (Cebu Extension Office)
	2.2 Reviews application for final	None	1 day	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	approval 2.3 If application is approved by the Director, prepares the Payment Assessment Form and sends to client	None	30 minutes	(Cebu Extension Office) Securities Specialist II (Cebu Extension Office)
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment	3.1 Receives and checks proof of payment, prepares the report and forwards application for certificate	1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher	1 hour	Securities Specialist II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		**For corporation without par value – 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 4. Documentary Stamp tax of P60.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Inclusive of LRF of P10.00 ***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
	3.2 Prepares certificate and forward to Processors and Director for signature		3 hours	SEC Confidential Assistant III (Cebu Extension Office)
	3.3 Signs certificate		2 hours	Director II (Cebu Extension Office)
	3.4 Emails client to claim certificate		30 minutes	SEC Confidential Assistant III (Cebu Extension Office)
	3.5 Releases the certificate		30 minutes	Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				(Cebu Extension Office)
TOTAL		1. Amended Articles of Incorporation – P1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in	20 days	

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value — 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00 or the issue value of the subscribed capital stock, whichever is higher		

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

13. Issuance of Certificates of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information of partnerships, domestic corporations, and licensed foreign corporations. This certification is issued when an entity secures a monitoring clearance for its reportorial requirements from the Commission and pays their fines/penalties, if any. This certification is secured as this is a requirement from other government agencies and private institutions for accreditation, renewal and other purposes.

Division / Office	SEC-Cebu Extension Office (SEC - CEBEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Scanned Request Form for Certificate of No Derogatory Information as an attachment to Google Form (1 electronic copy)	SEC-CEBEO Google Request Form: bit.ly/CEBEO_CertificateRequest
2. Scanned Freedom of Information (FOI) Form as an attachment to Google Form (1 electronic copy)	SEC-CEBEO Google Request Form: bit.ly/CEBEO_CertificateRequest
3. Updated Monitoring Clearance as an attachment to Google Form (1 electronic copy)	SEC-CEBEO Google Request Form: bit.ly/CEBEO_CertificateRequest

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Opens the link and fills out the online request for certifications in the link: bit.ly/CEBEO_CertificateRequest	1.1 Receives application and evaluates including the attachments and verifies its status through CIS-URDB.	None	5 minutes	Administrative Assistant II
	1.2. Payment Assessment Form (PAF) is emailed to the applicant with instructions to pay through online payment options.	None	6 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the filing fees online via ESPAYSEC https://espaysec.sec.gov.ph/ /Landbank and emails proof of payment	2.1 Receives and checks proof of payment	Certification Fee – P500.00 Documentary Stamp Tax – P30.00	5 minutes	Administrative Assistant II
	2.2 Prepares and prints the Certificate of No Derogatory Information through the CIS-URDB and forwards certificate to the Director for signature	None	20 minutes	Administrative Assistant II
	2.3 Signs the Certificate of No Derogatory Information	None	15 minutes	Director II
	2.4 Seals the Certificate of No Derogatory Information with the SEC logo	None	5 minutes	Administrative Assistant II
	2.5 Emails the applicant that the Certificate of No Derogatory Information is available for pick-up	None	5 minutes	Administrative Assistant II
	2.6 Releases the Certificate of No Derogatory Information to the applicant.	None	5 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		P530.00	1 hour and 6 Minutes	

14. Issuance of Certification of Corporate Filing and Information (Requested by Third Party)

This service details the procedure on Issuance of Certificates of Corporate Filing/Information of stock and non-stock corporations requested by a third party. This certification is usually requested by entities who need certified information pertaining to a concerned partnership, domestic corporation and foreign corporations. The information to be certified needs to be verified based on the available data from the Online Document Retrieval System (ODRS) and the Original Records on file, if any. This certification is used for audit, investigation, court filings, and record filing purposes.

Division / Office	SEC-Cebu Extension Office (SEC - CEBEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Scanned Request Letter as an attachment to Google Form (1 electronic copy)	SEC-CEBEO Google Form: bit.ly/CEBEO_CertificateRequest
2. Scanned Freedom of Information (FOI) Form as an attachment to Google Form (1 electronic copy)	SEC-CEBEO Google Form: bit.ly/CEBEO_CertificateRequest

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Opens the link bit.ly/CEBEO_CertificateRequest , fills out the Google	1.1. Evaluates the Request Letter and attachments, if there are any.	None	5 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Form and uploads request letter and attachments	1.2. Verifies the inquiry in the Online Document Retrieval System (ODRS) and retrieves the corporate file, if necessary.	None	3 days	Administrative Assistant II
	1.3 Drafts the certification relevant to its request.	None	20 minutes	Administrative Assistant II
	1.4 Sends a copy of the Payment Assessment Form (PAF) with the instruction to email the proof of payment once paid.	None	5 minutes	Administrative Assistant II
2. Pays the filing fees via ESPAYSEC https://espaysec.sec.gov.ph/ /Landbank and emails proof of payment	2.1 Finalizes and prints the Certificate of Corporate Filing/Information and forwards to the Director	Certification Fee – P500.00 Documentary Stamp Tax – P30.00	10 minutes	Administrative Assistant II
	2.2 Reviews the request and signs the Certificate of Corporate	None	15 minutes	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Filing/Information			
	Generation of QR code			
	2.3 Encodes and scans the signed signature to upload to Document Tracking and Verification System for generation of QR code.	None	5 minutes	Administrative Assistant II
	2.4 Seals the Certificate of Corporate Filing/Information	None	5 minutes	Administrative Assistant II
	2.5 Releases the Certificate of Corporate Filing/Information to the client.	None	5 minutes	Administrative Assistant II
TOTAL		P530.00	3 day, 1 hour, 10 minutes	

15. Issuance of Certification of Corporate Filing and Information of a Registered Corporation (With Monitoring Clearance)

This service details the procedure on Issuance of Certificates of Corporate Filing/Information of registered partnerships, domestic corporations, and licensed foreign corporations with updated Monitoring Clearance. Prior to the issuance of this certification, the requesting company or corporation needs to secure a monitoring clearance and payment of fines/penalties, if any. This certification is issued as a requirement from other government agencies and private institutions for accreditation, registration renewal and other purposes.

Division / Office	SEC-Cebu Extension Office (SEC - CEBEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Scanned Request for Certificate of Corporate Filing/Information as an attachment to Google Form (1 electronic copy)	SEC-CEBEO Google Form: bit.ly/CEBEO_CertificateRequest
2. Scanned Freedom of Information (FOI) Form as an attachment to Google Form (1 electronic copy)	SEC-CEBEO Google Form: bit.ly/CEBEO_CertificateRequest
3. Updated Monitoring Clearance as an attachment to Google Form (1 electronic copy)	SEC-CEBEO Google Form: bit.ly/CEBEO_CertificateRequest

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Opens the link bit.ly/CEBEO_CertificateRequest , fills out the Google Form and Uploads request letter, FOI and latest updated monitoring clearance.	1.1.Evaluates the Request Letter and attachments if there are any.	None	3 minutes	Administrative Assistant II
	1.2 Drafts the certification relevant to the information being requested.	None	10 minutes	Administrative Assistant II
	1.3 Generates and sends a copy of the Payment Assessment Form (PAF) with the instruction to email the proof of payment once paid.	None	15 minutes	Administrative Assistant II
2. Pays the filing fees via ESPAYSEC https://espaysec.sec.gov.ph/ /Landbank and emails proof of payment	2. 1 Finalizes and prints the Certificate of Corporate Filing/Information.	Certification Fee – P500.00 Documentary Stamp Tax – P30.00	5 minutes	Administrative Assistant II
	2.2. Reviews the request and signs the Certificate of	None	15 minutes	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Corporate Filing/ Information			
	Generation of QR code			
	2.3.Scans the signed Certificate of Corporate Filing/ Information to be uploaded to the Document Tracking and Verification System for generation of QR code.	None	5 minutes	Administrative Assistant II
	2.4. Seals the Certificate of Corporate Filing/ Information with the SEC logo	None	5 minutes	Administrative Assistant II
	2.5. Releases the Certificate of Corporate Filing/ Information. to the client	None	3 minutes	Administrative Assistant II
TOTAL		P530.00	1 hour, 1 minute	

16. Issuance of Negative Certification

This service details the procedure on Issuance of Negative Certification of persons, partnerships, domestic corporations, and foreign corporations. This certification is requested by entities, individuals and government agencies confirming the registration status of a certain person, partnership and corporation. This certification is to be used as a requirement for BIR tax exemption, investigation, research and court filing purposes.

Division / Office	SEC-Cebu Extension Office (SEC - CEBEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Scanned Request Letter (1 electronic copy)	SEC-CEBEO Public: Google form bit.ly/CEBEO_CertificateRequest Government Agencies: Google form https://bit.ly/GovtRequestforCert
2. Scanned Freedom of Information (FOI) Form as an attachment to Google Form (1 electronic copy)	SEC-CEBEO Public: Google form bit.ly/CEBEO_CertificateRequest

Government Agencies: Google form
<https://bit.ly/GovtRequestforCert>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Opens the link bit.ly/CEBEO_CertificateRequest , fills out the Google Form and uploads Request Letter and FOI. For Government Requests- opens the link https://bit.ly/GovtRequestforCert , fills out the Google Form, uploads Request Letter and FOI and attachments, if there are any.	1.1 Evaluates the Request Letter and attachments if there are any.	None	3 minutes	Administrative Assistant II Confidential Assistant III
	1.2 Validates the inquiry based from the information gathered from the SEC online databases (SEC Administration Portal, i-View back-up, approved Primary Registration, OneSec, CORES, filed and approved Amendment applications, ESPARC Tracker, Change Name Verification and Name Verification for Amendment application, if necessary.	None	3 days	Administrative Assistant II
	1.3 Drafts the Certificate of Non-Registration and attaches the Routing Sheet	None	20 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and forwards it to the Records Officer for approval. 1.4 Generates and sends a copy of the Payment Assessment Form (PAF) with the instructions to email the proof of payment once paid.	None	5 minutes	Confidential Assistant III II Securities Counsel I Administrative Assistant II Confidential Assistant III Securities Counsel I
2. Pays the filing fees via ESPAYSEC https://espaysec.sec.gov.ph/ /Landbank and emails proof of payment	2.1 Finalizes and prints the Certificate of Non-Registration. 2.2 Reviews the request and signs the Certificate of Non-Registration Generation of QR code 2.3 Scans the signed Certificate of Non-Registration to be	Certification Fee – P500.00 Documentary Stamp Tax – P30.00 None None	5 minutes 15 minutes 5 minutes	Administrative Assistant II Confidential Assistant III Securities Counsel I Director II Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	uploaded to the Document Tracking and Verification System for generation of QR code.			
	2.4 Seals the Certificate of Non-Registration	None	5 minutes	Administrative Assistant II
	2.5 Releases the Certificate of Non-Registration	None	3 minutes	Administrative Assistant II
TOTAL		P530.00	3 days, 1 hour, 1 minute	

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

This service details the procedure on request for plain and/or authenticated copies of registration documents that are not yet uploaded in the Commission's database and are processed by the SEC-CEBEO within the current year. These registration documents are the Articles of Incorporation and By-Laws, Amended Articles of Incorporation, Amended By-Laws, Certificate of Increase and/or Decrease of Capital Stock, and Certificate of Voluntary Dissolution. These documents are requested as a requirement from other government agencies and private entities for accreditation, registration renewal, court filings, investigation, research and record filing purposes.

Division / Office	SEC-Cebu Extension Office (SEC - CEBEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Online Request	SEC-CEBEO Google Form: bit.ly/CEBEO_DocsRequest

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
1. Opens the link bit.ly/CEBEO_DocsRequest , fills out the required information and submits	1.1 Evaluates the request	None	3 minutes	Administrative Assistant II	
	1.2 Checks the requested documents if available on file for retrieval	None	20 minutes	Administrative Assistant II	
	1.3 Generates and sends a copy of the Payment Assessment Form (PAF) with instructions to email the proof of payment once paid.	None	5 minutes	Administrative Assistant II	
2. Pays the filing fees via ESPAYSEC https://espaysec.sec.gov.ph/ /Landbank and emails proof of payment	2.1 Evaluates the proof of payment			5 minutes	Administrative Assistant II
		Plain Copy	Fee		
		Articles of Incorporation	P1,500.00		
		Amended Articles of Incorporation	P1,500.00		
		By-Laws/Amended By-Laws	P1,500.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		General Information Sheet	P1,500.00		
		Increase in Capital Stock	P1,500.00		
		Secretary's Certificate	P1,500.00		
		Authenticated Copy:	Fee		
		Articles of Incorporation	P2,000.00 + 30 Documentary Stamp Tax		
		Amended Articles of Incorporation	P2,000.00 +30 Documentary Stamp Tax		
		By-Laws/Amended By-Laws	P2,000.00 +30 Documentary Stamp Tax		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		General Information Sheet	P2,000.00 +30 Documentary Stamp Tax		
		Authentication of document not mentioned above: refer to MC 10 series of 2023 : https://www.sec.gov.ph/wp-content/uploads/2023/08/2023MC_SEC-MC-No.-10-s.-of-2023-SEC-Fees-and-Charges-for-Certain-IT-Related-Services-1.pdf plus Documentary Stamp Tax of P30.00			
	2.2 Prepares the requested documents and	None		15 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE														
	forwards to the Records Officer																	
	2.3 Releases the documents	None	5 minutes	Administrative Assistant II														
TOTAL		<table><tr><th>Plain Copy</th><th>Fee</th></tr><tr><td>Articles of Incorporation</td><td>P1,500.00</td></tr><tr><td>Amended Articles of Incorporation</td><td>P1,500.00</td></tr><tr><td>By-Laws/Amended By-Laws</td><td>P1,500.00</td></tr><tr><td>General Information Sheet</td><td>P1,500.00</td></tr><tr><td>Increase in Capital Stock</td><td>P1,500.00</td></tr><tr><td>Secretary's Certificate</td><td>P1,500.00</td></tr></table>	Plain Copy	Fee	Articles of Incorporation	P1,500.00	Amended Articles of Incorporation	P1,500.00	By-Laws/Amended By-Laws	P1,500.00	General Information Sheet	P1,500.00	Increase in Capital Stock	P1,500.00	Secretary's Certificate	P1,500.00	53 minutes	
Plain Copy	Fee																	
Articles of Incorporation	P1,500.00																	
Amended Articles of Incorporation	P1,500.00																	
By-Laws/Amended By-Laws	P1,500.00																	
General Information Sheet	P1,500.00																	
Increase in Capital Stock	P1,500.00																	
Secretary's Certificate	P1,500.00																	

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSIN G TIME	PERSON RESPONSIBLE										
		<table><tr><th>Authentic ated Copy:</th><th>Fee</th></tr><tr><td>Articles of Incorporati on</td><td>P2,000.00 + 30 DS</td></tr><tr><td>Amended Articles of Incorporati on</td><td>P2,000.00 +30 DS</td></tr><tr><td>By-Laws/A mended By-Laws</td><td>P2,000.00 +30 DS</td></tr><tr><td>General Information Sheet</td><td>P2,000.00 +30 DS</td></tr></table>	Authentic ated Copy:	Fee	Articles of Incorporati on	P2,000.00 + 30 DS	Amended Articles of Incorporati on	P2,000.00 +30 DS	By-Laws/A mended By-Laws	P2,000.00 +30 DS	General Information Sheet	P2,000.00 +30 DS		
Authentic ated Copy:	Fee													
Articles of Incorporati on	P2,000.00 + 30 DS													
Amended Articles of Incorporati on	P2,000.00 +30 DS													
By-Laws/A mended By-Laws	P2,000.00 +30 DS													
General Information Sheet	P2,000.00 +30 DS													
		Authentication of document not mentioned above: refer to MC 10 series of 2023 : https://www.sec.gov.ph/wp-content/uploads/20												

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>23/08/2023MC_SEC-M</u> <u>C-No.-10-s.-of-2023-S</u> <u>EC-Fees-and-Charges-</u> <u>for-Certain-IT-Related-</u> <u>Services-1.pdf</u> plus Documentary Stamp Tax of P30.00		

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

This process details the procedure for correction of entries in the Articles of Incorporation and/or By-laws and subsequent amendments thereof of Domestic Stock and Nonstock corporations.

Division / Office	SEC-Cebu Extension Office (SEC - CECEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	SEC registered corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Verified Petition for Correction of Entries (2 originals)	Client
2) Certificate of Non Forum Shopping (2 originals)	Client
3) Certificate of Incorporation, Articles of Incorporation and By-Laws (2 photocopies)	secexpress.ph
4) Secretary's Certificate regarding approval of the filing of the petition and the authorized signatory (2 originals)	Client
5) Monitoring Clearance (2 photocopies)	SEC Extension Office that has jurisdiction over the principal office address of the company
6) Corrected Articles of Incorporation/By-laws/Amended Articles of Incorporation/Amended By-laws (2 originals)	Client. Applicable uncorrected document may be used as a guide.
7) Other evidence (Affidavits, IDs, etc. depending on the nature of the corrections)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures a number through the queuing system and submits the requirements for pre-processing at the front desk, or submits requirements online at seccebu@sec.gov.ph	1.1 Records the application for pre-processing, examines if documents are complete in form, and forwards the application for assignment	None	30 minutes	Securities Counsel I / Securities Counsel II (Cebu Extension Office)
	1.2. Assigns the application to a processor	None	30 minutes	SEC Confidential Assistant III (Cebu Extension Office)
	1.3 Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits for review	None	14 days	Securities Counsel I / Securities Counsel II (Cebu Extension Office)
	1.4 Reviews the draft Order and Notice and the documents submitted	None	4 days	Securities Examiner III (Cebu Extension Office)
	1.5 Reviews and approves draft Order and Notice	None	1 day and 4 hours	Director II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Prepares and emails the Payment Assessment Form to client	None	1 hour	Securities Counsel I / Securities Counsel II (Cebu Extension Office)
2. Pays the filing fees via ESPAYSEC/Landbank and emails proof of payment	2.1. Receives and acknowledges payment	Filing Fee: P3,000.00 Legal Research Fee (LRF): P 30.00 Documentary Stamp Tax: P30.00 per notarized document None	15 minutes	Securities Counsel I / Securities Counsel II (Cebu Extension Office)
	2.2. Assigns SEC CEBEO Case number and records it to		15 minutes	SEC Administrative Officer IV (Cebu

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the logbook for Petition for Correction of Entries	None		Extension Office)
	2.3 Finalizes Order and Notice and forwards Order and Notice for review and signature	None	30 minutes	Securities Counsel I / Securities Counsel II (Cebu Extension Office)
	2.4. Signs Order and Notice	None	30 minutes	Director II (Cebu Extension Office)
	2.5. Emails the client that the Order and Notice with all annexes can be picked up	None	15 minutes	Securities Counsel I / Securities Counsel II (Cebu Extension Office)
	2.6 Releases the duly approved Order and Notice with all annexes		15 minutes	Securities Specialist I (Cebu Extension Office)
TOTAL		Filing Fee: P3,000.00 Legal Research Fee (LRF): P 30.00 Documentar	20 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		y Stamp Tax: P30.00 per notarized document		

19. Petition to Lift Order of Revocation/Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension of stock and nonstock corporations and licensed foreign corporations. Note that this remedy is applicable only to companies revoked or suspended due to noncompliance with reportorial requirements.

Division / Office	SEC-Cebu Extension Office (SEC - CECEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	SEC-registered companies whose status is either revoked or suspended.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Verified Petition to set aside the Order of Revocation or Suspension (2 originals)	Client
2) Directors'/Trustees' Certificate (2 originals)	Client
3) Latest Due Audited Financial Statements (2 photocopies)	SEC EFAST
4) Latest Due General Information Sheet (2 photocopies)	SEC EFAST
5) Certificate of Incorporation, latest Certificate of Filing of Amended Articles or By-Laws (if any) together with the latest Articles of Incorporation and By-Laws (2 photocopies)	secexpress.ph
6) Proof of registration of the stock and transfer book or membership book (2 photocopies)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7) Secretary's Certificate of No Intra-Corporate Controversy (2 originals)	Client. Please see sample format at: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8) Sworn Certification by External Auditor (2 originals)	Client
9) Proof of operation for each year, starting from the date of revocation or date of incorporation (for a suspension order) up to the time of the filing of the petition, any of the following but not limited to: a. Audited Financial Statements; b. Income Tax Returns; c. Mayor's or Business Permits; d. Contracts; e. Receipts showing payment of Real Estate Tax; f. Certifications/Recognitions/Annual Conventions; or g. Any similar/related documents (2 photocopies)	SEC EFAST BIR eFPS LGU - Business Permit and Licensing Office where the principal office address of the client is located Client LGU - Assessor's Office where the real property is located Client Client
10) Latest Mayor's/Business Permit (2 photocopies)	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11) Certification Issued by the Corporate Secretary that the latest due Financial Statement and Income Tax Return was received by the SEC and BIR respectively (2 photocopies) 12) BIR Certificate of Registration (2 photocopies) 13) Monitoring Clearance (2 photocopies)	LGU - Business Permit and Licensing Office where the principal office address of the client is located Client BIR RDO where the principal office address of the client is located SEC Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures a number through the queuing system and submits the requirements for pre-processing at the front desk, or submits requirements online at seccebu@sec.gov.ph	1.1 Records the application for pre-processing, examines if documents are complete in form, and forwards the application for assignment	None	30 minutes	Securities Counsel I / Securities Counsel II (Cebu Extension Office)
	1.2. Assigns the application to a processor	None	30 minutes	SEC Confidential Assistant III (Cebu Extension Office)
		None	11 days	Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Examines whether the documents submitted are complete in form and in substance, prepares a draft Order and Notice and submits to the EO Director/OIC for review	None	4 days	/ Securities Counsel II (Cebu Extension Office)
	1.4 Reviews the draft Order and Notice and the documents submitted			Securities Examiner III (Cebu Extension Office)
	1.5 Approves draft Order and Notice	None	1 day	Director II (Cebu Extension Office)
	1.6 Prepares and emails the Payment Assessment Form to client	None	1 hour	Securities Counsel I / Securities Counsel II (Cebu Extension Office)
2. Pays the filing fees through ESPAYSEC/Landbank and emails proof of payment	2.1. Receives and acknowledges payment	Filing Fee: P3,000.00	30 minutes	Securities Counsel I / Securities Counsel II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee (LRF): P30.00		
		Documentary Stamp Tax: P30.00 per notarized document		
		None		
	2.2. Prepares the Memo to be sent to Head Office		1 hour	Securities Counsel I / Securities Counsel II (Cebu Extension Office)
		None		
	2.3. Reviews and signs the Memo if found to be in order		1 hour and 30 minutes	Director II (Cebu Extension Office)
		None		
	2.4. Emails the Memo and the documents for the Petition to Lift Order of Suspension or Revocation to Office of the Commissioner, including the		2 hours	SEC Confidential Assistant III (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	draft Order	None		
	2.5. Signs draft Order and emails signed Order to Cebu Extension Office		3 days	Office of the Commissioner - Supervising Commissioner of Extension Offices
	2.6. Emails the signed Order to client	None	1 hour	Securities Counsel I / Securities Counsel II (Cebu Extension Office)
TOTAL		P3,050.00 Documentary Stamp Tax: P30.00 per notarized document	20 days	

20. Property Dividend Declaration

This service details the procedure on application for approval of Property Dividend Declaration of stock corporations for properties that are no longer needed in the operations of the company

Division / Office	SEC-Cebu Extension Office (SEC - CECEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet (2 originals)	Client
2. Certification under oath by the Corporate Secretary on the board of directors' resolution declaring the property dividend (2 originals)	Client
3. Audited Financial Statements as of the last fiscal year received by SEC and BIR (1 photocopy)	SEC EFAST
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 (2 originals)	Client
5. Detailed schedule of the property account appearing in the audited financial statements (2 originals)	Client
6. Certification by the President that the property(ies) for dividend declaration is/are no longer needed in the operation of the company (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Reconciliation of Retained Earnings (2 originals)	Client. Refer to guidelines and sample format in Memorandum Circular No. 16 Series of 2023 through the following URL: https://www.sec.gov.ph/wp-content/uploads/2023/10/2023SEC-MC-No.-16,-s.-of-2023-Revised-Guidelines-on-the-Determination-of-Retained-Earnings%20-Available-for-Dividend-Declaration.pdf
8. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated retained earnings to unappropriated retained earnings, if applicable (2 originals)	Client
9. Secretary's Certificate on non-existence of intra-corporate dispute (2 originals)	Client. Refer to sample format through the following URL: http://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
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 (2 originals)	Client
11. Endorsement/Clearance, if applicable (1 original and 1 photocopy)	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - Bangko Sentral ng Pilipinas Financial Supervision Sector B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission Licensing Division
12. Monitoring Clearance (2 photocopies)	SEC Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements through email at mjacimafranca@sec.gov.ph	1.1 Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 days	Securities Specialist II (Cebu Extension Office)
	1.2 Reviews application		7 days	Securities Counsel II (Cebu Extension Office)
	1.3 Instructs client to submit the hard copies		30 minutes	Securities Specialist II (Cebu Extension Office)
2. Submits the hard copies of the documents	2.1 Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 days	Securities Specialist II (Cebu Extension Office)
	2.2 Reviews application for final	None	1 day	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	approval 2.3 Prepares the Payment Assessment Form and sends to client	None	30 minutes	(Cebu Extension Office) Securities Specialist II (Cebu Extension Office)
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment	3.1 Receives and checks proof of payment, prepares the report and forwards application for certificate	1. Property Dividend – 1/5 of 1% of the amount declared but not less than PHP 1,000.00 2. Legal Research Fee – 1% of the amount computed in item 1 but not less than PHP 10.00 3.Documentary Stamp tax – PHP 30.00	1 hour	Securities Specialist II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Prepares certificate and forward to Processors and Director for signature		3 hours	SEC Confidential Assistant III (Cebu Extension Office)
	3.3 Signs certificate		2 hours	Director II (Cebu Extension Office)
	3.4 Emails client to claim certificate		30 minutes	SEC Confidential Assistant III (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Releases the certificate		30 minutes	Securities Specialist I (Cebu Extension Office)
TOTAL		1. Property Dividend – 1/5 of 1% of the amount declared but not less than PHP 1,000.00 2. Legal Research Fee – 1% of the amount computed in item 1 but not less than PHP 10.00	20 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3.Documentary Stamp tax – PHP 30.00		

21. Public Assistance & Complaints Desk

This service refers to the assistance provided to walk-in clients regarding their concerns/complaints 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.

Division / Office	SEC-Cebu Extension Office (SEC - CECEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Who may avail:	External Services
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gets a priority number from the Entrance Guard and proceeds to Public Assistance & Complaint Desk (PACD)	1.1 Officer of the Day calls the client's priority number	None	30 minutes	Securities Counsel I Securities Specialist II Administrative Officer IV Information Officer II Administrative Assistant II
2. Presents concern, query or complaint	2.1. Renders advice addressing the concerns of the public and/or refers	None	1 hour	Securities Counsel I Securities Specialist II Administrative Officer IV

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	to the appropriate CEBCO staff (Lawyer of the Day, Handling Officer, Monitor), if needed			Information Officer II Administrative Assistant II
TOTAL		None	1 hour and 30 minutes	

22. Public Assistance Received via OTC or Mail

This service details the procedure on letters received over the counter and via mail. This service is availed by persons, partnerships, domestic corporations who want to address their concern in a written format. Some may file their concern in the office and to be received via Over-the-Counter, while others especially coming from out-of-town or coming from outside the province of Cebu would have mailed through a courier.

Division / Office	SEC-Cebu Extension Office (SEC - CEBEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Request Letter (1 original copy and 1 photocopy for walk-in clients) or Request Letter (1 original copy via mail)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Walk-in client secures a queuing number from the Entrance Guard for the Records Section	1. Calls the number through the system and assists the client	None	5 minute	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Walk-in client submits the Request Letter in 2 copies with the complete contact details such as email address and telephone or mobile number or client mails the letter through courier or post office	2.1 Receives and evaluates the Request Letter and attachments if there are any	None	15 minutes	Administrative Assistant II
	2.2 Stamps "Received" the Request Letter with date and time and signs	None	3 minutes	Administrative Assistant II
	2.3 Returns to the client 1 copy of the SEC "Received" Request Letter with an advice noted on the page to follow-up request within 7 days	None	3 minutes	Administrative Assistant II
	2.4 Attaches Routing Sheet and forwards to the Director for assignment	None	5 minutes	Administrative Assistant II
	2.5 Assigns the request to the appropriate personnel	None	10 minutes	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.6 Verifies the information necessary for the request based from the Online Document Retrieval System (ODRS), and other SEC online database and retrieves the corporate file, if necessary	None	7 days	Administrative Assistant II Confidential Assistant III Securities Counsel I
	2.7 Drafts the reply and forwards to the Director for approval	None	30 minutes	Administrative Assistant II Confidential Assistant III Securities Counsel I
	2.8 Checks, reviews and approves the draft	None	30 minutes	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.9 Finalizes and prints the reply letter	None	15 minutes	Administrative Assistant II Confidential Assistant II Securities Counsel I
	2.10 Signs the reply letter	None	10 minutes	Director II
	Generation of QR code			
	2.11 Scans the signed reply letter to be uploaded to Document Tracking and Verification System for generation of QR code.	None	10 minutes	Administrative Assistant II
	2.12 Forwards the letter reply to the assigned personnel for releasing via email	None	10 minutes	Administrative Assistant II
	2.13 Emails the reply letter to			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the client	None	5 minutes	Administrative Assistant II Confidential Assistant II Securities Counsel I
TOTAL		None	7 days, 2 hour and 31 minutes	

23. Public Assistance received through email

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

Division / Office	SEC Cebu Extension Office (SEC - CEBEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Email	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails concerns including attachments, if necessary at seccebu@sec.gov.ph	1.1 Receives and acknowledges email	None	1 day	Confidential Assistant III
	1.2 Replies to emails addressing the concerns of the public or	None	4 hours	Confidential Assistant III
	refers to the appropriate CEBEO staff (Lawyer of the Day, Handling Officer, Monitor),			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	if needed			
	1.3 Evaluates, drafts a reply and emails back to the Confidential Assistant III for releasing via seccebu@sec.gov.ph	None	1 day	Administrative Assistant II Confidential Assistant III Securities Specialist I, II Securities Counsel I, II Director II
	1.4 Releases the reply to the client via seccebu@sec.gov.ph	None	4 hours	Confidential Assistant III
TOTAL		None	3 days	

24. Reclassification / Declassification / Conversion of Shares

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

Division / Office	SEC-Cebu Extension Office (SEC - CEBEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	Stock corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet (2 originals)	Client. Refer to sample format through the following URL: http://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Directors' certificate (2 originals)	Client. Refer to sample format through the following URL: Directors' Certificate - http://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
3. Amended Articles of Incorporation (2 originals)	Client
4. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification /declassification /conversion, as certified by the corporate secretary (2 originals)	Client
5. Audited Financial Statements (AFS) as of the last fiscal year received by BIR and SEC (1 photocopy)	SEC EFAST
6. Secretary's Certificate regarding treatment on resulting fractional shares (2 originals)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Secretary's Certificate on non-existence of intra-corporate dispute (2 originals)	Client. Refer to sample format through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8. Endorsement/Clearance, if applicable (1 original and 1 photocopy)	A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - Bangko Sentral ng Pilipinas Financial Supervision Sector B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission Licensing Division
9. Monitoring Clearance (2 photocopies)	SEC Extension Office that has jurisdiction over the principal office address of the company

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits requirements through email at mjacimafranca@sec.gov.ph	1.1 Receives and records the application for processing, examines whether the documents submitted are complete in form and in substance, forwards application for review	None	9 days	Securities Specialist II (Cebu Extension Office)
	1.2 Reviews application		7 days	Securities Counsel II (Cebu Extension Office)
	1.3 Instructs client to submit the hard copies		30 minutes	Securities Specialist II (Cebu Extension Office)
2. Submits the hard copies of the documents	2.1 Examines the hard copies of the documents previously submitted online and forwards to Director for final approval	None	2 days	Securities Specialist II (Cebu Extension Office)
	2.2 Reviews application for final	None	1 day	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	approval 2.3 Prepares the Payment Assessment Form and sends to client	None	30 minutes	(Cebu Extension Office) Securities Specialist II (Cebu Extension Office)
3. Pays the filing fees via ESPAYSEC / Landbank and emails proof of payment	3.1 Receives and checks proof of payment, prepares the report and forwards application for certificate	1. Amended Articles of Incorporation – PHP 2,070.00* *Inclusive of LRF of PHP 20.00 and Doc Stamps of PHP 30.00	1 hour	Securities Specialist II (Cebu Extension Office)
	3.2 Prepares certificate and forward to Processors and Director for signature		3 hours	SEC Confidential Assistant III (Cebu Extension Office)
	3.3 Signs certificate		2 hours	Director II (Cebu Extension Office)
	3.4 Emails client to claim certificate		30 minutes	SEC Confidential

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 Releases the certificate		30 minutes	Assistant III (Cebu Extension Office) Securities Specialist I (Cebu Extension Office)
TOTAL		1. Amended Articles of Incorporation – PHP 2,070.00* *Inclusive of LRF of PHP 20.00 and Doc Stamps of PHP 30.00	20 days	

This service details the procedure on the online registration of One Person Corporation (OPC), 2-4 incorporators and 5-15 incorporators pursuant to the Revised Corporation Code (R.A. No. 11232)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For 2 to 4 incorporators and 5 to 15 incorporators: - Articles of Incorporation with Cover Sheet (2 originals) - By-laws (2 originals) - Certificate of Authentication (2 originals)	SEC ICTD (Visit: https://esparc.sec.gov.ph/application)
For One Person Corporations: - Articles of Incorporation with Cover Sheet (2 originals) - Acceptance letter of nominee and alternate nominee (2 originals) - Certificate of Authentication (2 originals)	SEC ICTD (Visit: https://esparc.sec.gov.ph/application)
Additional requirements, if applicable:	

1. SEC Form F-100 (for corporations with more than 40% foreign equity) whose paid-up capital is CASH (2 originals) 2. Endorsement/Clearance, if applicable (1 original and 1 photocopy) 3. For Partnerships as incorporators ☐ Partners' Affidavit duly notarized stating that they have authorized the partnership to invest in the corporation about to be formed and designating one of the partners as the signatory of the corporation. (2 originals) ☐ Copy of the Certificate of Registration (2 photocopies) 4. For Domestic Corporations as incorporators ☐ Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, indicating the necessary approvals of the investment, as well as the authorized signatory to the incorporation documents, executed under oath (2 originals)	SEC ICTD (Visit: https://esparc.sec.gov.ph/application) A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - Bangko Sentral ng Pilipinas Financial Supervision Sector B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission Licensing Division C. PEZA locators - Philippine Economic Zone Authority MEZ/Cebu IT Park Office Client secexpress.ph Client
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☐ Copy of the Certificate of Registration (2 photocopies) ☐ Latest General Information Sheet (1 photocopy) 5. For Foreign Corporation as incorporators ☐ Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, duly authenticated by a Philippine Consulate or with an Apostille affixed thereto, authorizing the foreign corporation to invest in the corporation being formed and specifically naming the designated signatory on behalf of the foreign (1 original and 1 photocopy) 6. For Foreign Corporation as subscribers ☐ Board Resolution, Directors'/ Trustees' Certificate or Secretary's Certificate, duly authenticated by a Philippine Consulate or with an Apostille affixed thereto, authorizing the foreign corporation to invest in the corporation being formed (1 original and 1 photocopy)	secexpress.ph SEC EFAST Client Client
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Creates application through https://esparc.sec.gov.ph/application for online registration and name verification	1.1 Verifies the proposed corporate name and assigns the application to a processor	None	2 days	Administrative Assistant II (Cebu Extension Office)
	1.2 Evaluates the application summary		2 days	Administrative Assistant II / Securities Counsel I / Securities Counsel II / Securities Specialist II / SEC Administrative Officer IV (Cebu Extension Office)
	1.3. Reviews the application summary		2 days	Securities Examiner III (Cebu Extension Office)
	1.4. Pre-approves the application		7 hours	Administrative Assistant II / Securities Counsel I / Securities Counsel II / Securities Specialist II / SEC Administrative Officer IV (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Uploads signed and notarized registration documents	2. Reviews the uploaded documents and approves the application which automatically creates the Payment Assessment Form	None	30 minutes	Administrative Assistant II / Securities Counsel I / Securities Counsel II / Securities Specialist II / SEC Administrative Officer IV (Cebu Extension Office)
3. Pays the assessment fee attached in the email through Landbank or through ESPAYSEC and uploads proof of payment	3. Receives, checks, and approves the proof of payment	For stock corporation based on the authorized capital stock: With par value: 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	30 minutes	Administrative Assistant II / Securities Counsel I / Securities Counsel II / Securities Specialist II / SEC Administrative Officer IV (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Without par value: 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 By-Laws for both stock and non-stock corporations: P 1,000 Articles of Incorporation for non-stock corporation: P 1,000		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Foreign Investments Act (FIA) Form 100: P3,000.00 Company Name Reservation: P100.00 Each additional trade name/s: P100.00 Documentary Stamp Tax: P30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P 10.00)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		<u>For stock corporation based on the authorized capital stock:</u> <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 <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at P100 per share but not	7 days	

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		less than P 2,000 or the issue value of the subscribed capital stock whichever is higher <u>By-Laws for both stock and non-stock corporations</u> : P 1,000 <u>Articles of Incorporation for non-stock corporation:</u> P 1,000 <u>Foreign Investments Act (FIA)</u> <u>Form 100:</u> P3,000.00 <u>Company Name Reservation:</u> P100.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>Each additional trade name/s:</u> P100.00 <u>Documentary Stamp Tax:</u> P30.00 <u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00)		

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

The request for Monitoring allows domestic corporations, both stock and non-stock, to obtain official confirmation of their compliance status through a comprehensive review of their adherence to required reportorial requirements. This service will determine the fines and penalties due from the corporation, if there are any. Further, the monitoring clearance can be used by the corporation for other SEC-related requests such as but not limited to Certificate of No Derogatory Information, Amendment Application, Capital Increase, Petition, etc. and requests from other government agencies.

Division / Office	SEC Cebu Extension Office (SEC - CESEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	All registered domestic corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Proof of eFAST submission of Latest Due GIS -Barcoded/QR 1st Page ONLY (1 electronic copy)	SEC eFAST < https://efast.sec.gov.ph/user/login >
2) Proof of eFAST submission of Latest Due AFS-Barcoded/QR 1st Page ONLY (1 electronic copy)	SEC eFAST < https://efast.sec.gov.ph/user/login >
3) Proof of Registration of STB/MB -Page with the SEC Stamp (1 electronic copy)	Client
4) Proof of MC28 Compliance (1 electronic copy)	MC28 Submission Portal < https://apps010.sec.gov.ph/ >
5) Proof of Submission of Mandatory Disclosure Form (MDF) - for Non-Stock Corporations Only (1 electronic copy)	SEC Enforcement and Investor Protection Department - Anti-Money Laundering Division
6) Copy of latest Monitoring Clearance, if with previous monitoring (1 electronic copy)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client applies online and uploads all requirements via Google Form: bit.ly/CEBEO_pre-monitoring	1.1 Conducts pre-monitoring assessment to determine if submitted requirements are complete and accurate and	None	2 days	Administrative Assistant II (Cebu Extension Office)
	1.2 Assigns monitoring request to the Monitoring Specialist	None	1 day	Confidential Assistant III (Cebu Extension Office)
	1.3 Checks Clearance Information System- Unified Reference Database for verification and coordinates with other concerned department for clearance	None	1 day and 4 hours	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	1.4 Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet and uploads it for review.	None	12 days	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	1.5 Forwards the tentative Monitoring Sheet to the Director for review	None	30 minutes	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	1.6 Reviews the Monitoring Sheet	None	2 days	Director II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Emails the tentative Monitoring Sheet and issues the Payment Assessment Form	None	30 minutes	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
2. Pays the assessed fines online via https://espaysec.sec.gov.ph or Landbank over-the-counter and emails proof of payment	2.1 Checks the system to confirm receipt of payment.	MC No. 8, s.2009 https://www.sec.gov.ph/mc-2009/sec-memorandum-circular-no-08-6/#gsc.tab=0	30 minutes	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	2.2 Finalizes the Monitoring Sheet and forwards it for signature	MC No. 6, s.2014 https://www.sec.gov.ph/mc-2024/sec-mc-no-06-series-of-2024updated-fines-and-penalties-on-the-late-and-non-submission-of-audited-financial-statements-afs-general-information-sheet/#gsc.tab=0 None	4 hours	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Signs the final Monitoring Sheet	None	4 hours	Director II (Cebu Extension Office)
	2.4 Encodes Monitoring Sheet to the ODRS Submission Module	None	1 hour	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	2.5 Forwards the Monitoring Sheet with Barcode Page to the Records Section for releasing to the client	None	30 minutes	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	2.6 Emails the client a copy of the Monitoring Sheet with the Barcode Page with the instruction to claim the hardcopy over-the-counter	None	30 minutes	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	2.7 Releases the hardcopy of the Monitoring Sheet with Barcode Page to the client	None	30 minutes	Administrative Assistant II (Cebu Extension Office)
TOTAL		MC No. 8, s.2009 https://www.sec.gov.ph/mc-2009/sec-memorandum-circular-no-08-6/#gsc.tab=0 MC No. 6, s.2014	20 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		https://www.sec.gov.ph/mc-2024/sec-mc-no-06-series-of-2024updated-fines-and-penalties-on-the-late-and-non-submission-of-audited-financial-statements-afs-general-information-sheet/#gsc.tab=0		

27. Request for Regular Monitoring of Foreign Corporations (Branch Offices and Representative Offices)

The request for Monitoring allows foreign corporations (branch offices and representative offices) to obtain official confirmation of their compliance status through a comprehensive review of their adherence to required reportorial requirements and relevant rules and regulations of the SEC. This service will determine the fines and penalties due from the corporation, if there are any. Further, the monitoring clearance can be used by the corporation for other SEC-related requests such as but not limited to Certificate of No Derogatory Information, Amendment Application, Capital Increase, Petition, etc. and requests from other government agencies.

Division / Office	SEC Cebu Extension Office (SEC - CECEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Who may avail:	All registered domestic corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Proof of eFAST submission of Latest Due GIS -Barcoded/QR 1st Page ONLY (1 electronic copy)	SEC eFAST < https://efast.sec.gov.ph/user/login >
2) Proof of eFAST submission of Latest Due AFS -Barcoded/QR 1st Page ONLY 1 (electronic copy)	SEC eFAST < https://efast.sec.gov.ph/user/login >
3) Proof of MC28 Compliance (1 electronic copy)	MC28 Submission Portal < https://apps010.sec.gov.ph/ >
4) Proof of Submission of Mandatory Disclosure Form (MDF) - for Non-Stock Corporations Only (1 electronic copy)	SEC Enforcement and Investor Protection Department - Anti-Money Laundering Division
5) Copy of latest Monitoring Clearance, if with previous monitoring (1 electronic copy)	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client applies online and uploads all requirements via Google Form: bit.ly/CEBEO_pre-monitoring	1.1 Conducts pre-monitoring assessment to determine if submitted requirements are complete and accurate and	None	2 days	Administrative Assistant II (Cebu Extension Office)
	1.2 Assigns monitoring request to the Monitoring Specialist	None	1 day	Confidential Assistant III (Cebu Extension Office)
	1.3 Checks Clearance Information System- Unified Reference Database for verification and coordinates with other concerned department for clearance	None	1 day and 4 hours	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	1.4 Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet and uploads it for review.	None	12 days	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	1.5 Forwards the tentative Monitoring Sheet to the Director for review	None	30 minutes	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	1.6 Reviews the Monitoring Sheet	None	2 days	Director II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.7 Emails the tentative Monitoring Sheet and issues the Payment Assessment Form	None	30 minutes	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
3. Pays the assessed fines online via https://espaysec.sec.gov.ph or Landbank over-the-counter and emails proof of payment	2.1 Checks the system to confirm receipt of payment.	MC No. 8, s.2009 https://www.sec.gov.ph/mc-2009/sec-memorandum-circular-no-08-6/#gsc.tab=0	30 minutes	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	2.2 Finalizes the Monitoring Sheet and forwards it for signature	MC No. 6, s.2014 https://www.sec.gov.ph/mc-2024/sec-mc-no-06-series-of-2024updated-fines-and-penalties-on-the-late-and-non-submission-of-audited-financial-statements-afs-general-information-sheet/#gsc.tab=0 None	4 hours	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Signs the final Monitoring Sheet	None	4 hours	Director II (Cebu Extension Office)
	2.4 Encodes Monitoring Sheet to the ODRS Submission Module	None	1 hour	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	2.5 Forwards the Monitoring Sheet with Barcode Page to the Records Section for releasing to the client	None	30 minutes	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	2.6 Emails the client a copy of the Monitoring Sheet with the Barcode Page with the instruction to claim the hardcopy over-the-counter	None	30 minutes	Securities Specialist I, II Administrative Assistant II (Cebu Extension Office)
	2.7 Releases the hardcopy of the Monitoring Sheet with Barcode Page to the client	None	30 minutes	Administrative Assistant II (Cebu Extension Office)
TOTAL		MC No. 8, s.2009 https://www.sec.gov.ph/mc-2009/sec-memorandum-circular-no-08-6/#gsc.tab=0 MC No. 6, s.2014	20 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		https://www.sec.gov.ph/mc-2024/sec-mc-no-06-series-of-2024updated-fines-and-penalties-on-the-late-and-non-submission-of-audited-financial-statements-afs-general-information-sheet/#gsc.tab=0		

28. Request for Resource Person

This service details the procedure for requests for resource person/s as lecturer/s for seminars, webinars, trainings, educational tours, BOSS caravans, conventions and others to discuss the roles of the Commission, SEC Registration and Reportorial Compliance.

Division / Office	SEC-Cebu Extension Office (SEC - CECEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B) Government to Government (G2G)
Who may avail:	Government agencies, corporations, organizations, associations and schools

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Request Letter for Resource Person (1 original copy & 1 photocopy or 1 electronic copy)	Applicant/Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request letter for resource person at seccebu@sec.gov.ph or SEC-CECEO Office	1.1 Receives and acknowledges request	None	1 day	Administrative Assistant II Confidential Assistant III (Cebu Extension Office)
	1.2 Forwards letter request to Director for assignment	None	1 hour	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Assigns the request to the appropriate personnel	None	1 day	Confidential Assistant III (Cebu Extension Office) Director II (Cebu Extension Office)
	1.4 Informs the concerned CEBEO staff of the assignment	None	6 hours	Confidential Assistant III (Cebu Extension Office)
	1.5 Communicates with client the name and designation of resource person and other details via email, call, or text	None	1 hour	Confidential Assistant III Information Officer II (Cebu Extension Office)
TOTAL		None	3 days	



DAVAO

8-A (POB.)

SEC EXTENSION OFFICE

Citizen's Charter, FY 2025 | 1st Edition



secdavao@gmail.com



0915-327-4459
0933-455-3547



2F, SDC Building, Purok 13, Maa
Road, Maa, Davao City

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1. Application for Amendment of Partnerships under the Electronic Application for Modification of Entity Data (eAMEND)

This service details the procedure in processing applications for amendment of the Articles of Partnerships through an online portal that facilitates the acceptance, processing, and approval of payment through the partnership's authorized representative. This service also deals with the releasing of the original Certificate of Amendment.

Division / Office	Davao Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any partnership entity recorded with the Commission-through its Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u> - Electronic SEC Universal Registration Environment (eSECURE) account of applicant corporation - Cover Sheet (1 electronic copy, 2 original copies) - Signed and notarized Amended Articles of Partnership (1 electronic copy, 2 original copies) - Electronic Official Receipt as Proof of Payment (2 photocopies copies)	To be created by applicant through this link https://esecure.sec.gov.ph/ System-generated form downloadable from the client's eAMEND account to be provided by the applicant. System-generated form downloadable from the client's eAMEND account to be provided by the applicant. Sent through email or may be downloaded from this link: https://espaysec.sec.gov.ph/
<u>Situational Requirements</u>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For banks, banking and quasi-banking institutions, non-stock savings and loan associations, pawnshops and other financial intermediaries A. Favorable endorsement (1 electronic copy, 1 original copy, 1 photocopy)	Bangko Sentral ng Pilipinas, Financial Supervision Department
For preneed, insurance and trust companies and other financial intermediaries A. Favorable endorsement (1 electronic copy, 1 original, 1 photocopy)	Insurance Commission, Licensing Division
For amendment of the partnership name A. Name Verification Slip (1 electronic copy, 2 photocopies) B. Payment Assessment Form (1 electronic copy, 2 photocopies) C. Electronic Official Receipt (1 electronic copy, 2 photocopies) D. Letter-consent or letter-explanation, if any, which was submitted during availment of Name Verification Services (1 electronic copy, 2 original copies)	Davao Extension Office through email secdavaonameamend@gmail.com Davao Extension Office through email secdavaonameamend@gmail.com Sent through email or may be downloaded from this link: https://espaysec.sec.gov.ph/ To be provided by the applicant
For a change in partnership interest A. Notarized Deed of Assignment of partnership interest (1 electronic copy, 2 original copies)	To be provided by the applicant
For withdrawal of partner A. Affidavit of Withdrawal (1 electronic copy, 2 original copies)	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For death of partner A. Death Certificate of the partner (1 electronic copy, 2 photocopy) For provision of foreign equity of a registered partnership: A. Signed and Notarized Foreign Investment Act Form 106 (FIA Form F-106) (1 electronic copy, 2 original copies) For further increase of foreign equity of a registered partnership: A. Signed and Notarized Foreign Investment Act Form 107 (FIA Form F-107) (1 electronic copy, 2 original copies)	Philippine Statistics Authority To be provided by the applicant with form downloadable through this link: https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0 To be provided by the applicant with form downloadable through this link: https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clicks the link to the eAMEND system https://eamend.sec.gov.ph/ in the SEC website, fills out the amendment form, and submits the requirements online. <i>Note: Applicant should choose the Regular Application type and the Davao Extension Office as the processing office.</i> <i>Note: Applicant will be notified through email or through</i>	1.1 Assigns application to processor and endorses corporate records. 1.2 Reviews and pre-approves the application. 1.3 An email with the link to the system-generated	None None None	1 day 5 days 3 minutes	Director II Davao Extension Office Administrative Officer IV Davao Extension Office Administrative Assistant I Davao Extension Office Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office Assistant Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
eAmend account of any deficiencies in the application.	Payment Assessment Form will be sent to the enrolled email of the applicant.				Information and Communications Technology Department
2. Pays the assessed fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/	2.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	Amendme nt Fee	P2,000.00	3 minutes	Assistant Director Information and Communications Technology Department
		Document ary Stamp Tax	P30.00		
		Legal Research Fee	P20.00		
		Handling Fee	P20.00		
		FIA Form	P3,000.00		
		Document ary Stamp Tax	P30.00		
		Legal Research Fee	P30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Handling Fee	P20.00		
		Deed of Assignment	P2,070.00		
		Increase in Capital Partnership	$\frac{1}{5}$ of 1% of partnership's capital but not less than P2,000.00		
		Each Affidavit of Withdrawal	P1,060.00		
3. Submits hard copies including proof of payment at the Receiving Unit, Davao Extension Office.	3.1 Receives and verifies all documentary requirements and proof of payment, and advises party to wait for email Notice on the scheduled date for the releasing of original Certificate of Amendment.	None		15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Post-audits and prints the original Certificate of Amendment	None		1 hour	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office
	3.3 Reviews and signs the Certificate.	None		6 hours	Director II Davao Extension Office
4. Presents proof of payment to the Releasing Unit, Davao Extension Office on scheduled date.	4.1 Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed original Certificate of Amendment	None		15 minutes	Administrative Assistant II Davao Extension Office
TOTAL				6 days, 7 hours, 36 minutes	
		Amendme nt Fee	P2,000.00		
		Document ary Stamp Tax	P30.00		
		Legal Research Fee	P20.00		
		Handling	P20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
		<table><tr><td>Fee</td><td></td></tr></table>	Fee			
		Fee				
		<table><tr><td>FIA Form</td><td>P3,000.00</td></tr></table>	FIA Form	P3,000.00		
		FIA Form	P3,000.00			
		<table><tr><td>Documentary Stamp Tax</td><td>P30.00</td></tr></table>	Documentary Stamp Tax	P30.00		
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<table><tr><td>Handling Fee</td><td>P20.00</td></tr></table>	Handling Fee	P20.00				
Handling Fee	P20.00					
<table><tr><td>Each Deed of Assignment</td><td>P2,070.00</td></tr></table>	Each Deed of Assignment	P2,070.00				
Each Deed of Assignment	P2,070.00					
<table><tr><td>Increase in Capital Partnership</td><td>$\frac{1}{5}$ of 1% of partnership's capital but not less than P2,000.00</td></tr></table>	Increase in Capital Partnership	$\frac{1}{5}$ of 1% of partnership's capital but not less than P2,000.00				
Increase in Capital Partnership	$\frac{1}{5}$ of 1% of partnership's capital but not less than P2,000.00					

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Each Affidavit of Withdrawal	P1,060.00		

2. Application for Regular Amendment of the Articles of Incorporation and/or By-Laws of Domestic Corporations under the Electronic Application for Modification of Entity Data (eAMEND)

This service details the procedure in submitting and processing applications for amendment of the Articles of Incorporation and/or By-laws of Domestic Stock and Non-stock Corporations through an online portal that facilitates the acceptance, processing, approval of payment and issuance of original Certificate of Amendment through the corporation's authorized representative, concerning the following provisions:

For Articles of Incorporation

- a. Corporate Name
- b. Purpose
- c. Term of Existence
- d. Addition/Deletion of provisions in the existing Articles of Incorporation other than the principal office address, number of the members of the board, fiscal year of One Person Corporations

For By-Laws

- a. Addition/Deletion of provisions in the By-Laws other than the fiscal year and the date of annual meeting

This service likewise applies to applications for dissolution of a domestic corporation under Section 136 of the Revised Corporation Code where the proposed expiration of the corporate term (must contemplate a future date) is one year or more than one year from approval by the Securities and Exchange Commission of the application, taking into consideration the guidelines set forth in SEC Memorandum Circular No. 5, Series of 2022.

Division / Office	Davao Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any registered and active domestic corporation through its Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Electronic SEC Universal Registration Environment (eSECURE) account of applicant corporation 2. Cover Sheet (1 electronic copy, 2 original copies) 3. Amended Articles of Incorporation and/or Amended By-laws or New By-Laws (1 electronic copy, 2 photocopies) <i>Note: The amended provisions should be underlined and the date of meeting when the amendments were approved should be indicated at the end of each paragraph.</i> <i>Note: For New By-Laws, the document must be signed by a majority of the members or by the stockholders owning at least 2/3 of the outstanding capital stock</i> 4. Electronic Official Receipt as Proof of Payment (2 photocopies) 5. Signed and Notarized Directors' Certificate for Stock corporations or Trustees' Certificate for Nonstock corporations (1 electronic copy, 2 original copies) <i>Note: This document must be signed by a majority of the directors or trustees and the corporate secretary.</i>	To be created by applicant through this link https://esecure.sec.gov.ph/ System-generated form downloadable from the client's eAMEND account to be provided by the applicant. To be provided by the applicant Sent through e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/ To be provided by the applicant with sample form of Directors' Certificate available in this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf To be provided by the applicant with sample form of Trustees' Certificate available in this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Signed and notarized Secretary's Certificate of non-existence of intra-corporate dispute (1 electronic copy, 2 original copies) <i>Note: This document must be dated within six (6) months from date of submission.</i> 7. Current/Latest Monitoring Clearance (Monitoring Sheet) (1 electronic copy, 2 photocopies) <i>Note: Submit proof of payment if penalty was assessed</i>	To be provided by the applicant with sample form of Secretary's Certificate available in this link: https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0 May be requested from Davao Extension Office, Records Unit through email records_deo@sec.gov.ph
<u>Situational Requirements</u> If current/latest monitoring clearance is not yet available A. Affidavit of Undertaking (1 electronic copy, 2 original copies) If the Amendment pertains to the Dissolution of Corporation under Section 136 of the Revised Corporation Code (where the proposed expiration of the term is one year or more than one year from approval of the application for amendment) A. Signed and notarized Directors' Certificate for Stock corporations or Trustees' Certificate for Nonstock corporations(1 electronic copy, 2 original copies) <i>Note: This document must include a statement that the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least 2/3 vote of the stockholders representing the outstanding capital stock including the holders of non-voting shares/members of the corporation, the date and place of meeting, tax identification numbers of the signatories placed below their names and signatures</i>	System-generated form downloadable from the client's eAMEND account to be provided by the applicant. To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For banks, banking and quasi-banking institutions, non-stock savings and loan associations, pawnshops and other financial intermediaries A. Favorable endorsement from regulating agency (1 electronic copy, 1 original copy, 1 photocopy)	Bangko Sentral ng Pilipinas, Financial Supervision Department
For preneed, insurance and trust companies and other financial intermediaries A. Favorable endorsement from regulating agency (1 electronic copy, 1 original, 1 photocopy)	Insurance Commission, Licensing Division
If the amendment is a provision in the by-laws of an educational institution offering basic education A. Favorable endorsement from regulating agency (1 electronic copy, 1 original copy, 1 photocopy)	Department of Education
If the amendment is a provision in the by-laws of an educational institution offering higher education A. Favorable endorsement from regulating agency (1 electronic copy, 1 original copy, 1 photocopy)	Commission on Higher Education
If the amendment is a provision in the by-laws of an educational institution offering technical vocation A. Favorable endorsement from regulating agency (1 electronic copy, 1 original copy, 1 photocopy)	Technical Education and Skills Development Authority
For amendment of the corporate name A. Name Verification Slip (1 electronic copy, 2 photocopies)	Davao Extension Office through email secdavaonameamend@gmail.com
B. Payment Assessment Form (1 electronic copy, 2 photocopies)	Davao Extension Office through email secdavaonameamend@gmail.com

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
C. Electronic Official Receipt (1 electronic copy, 2 photocopies) D. Letter-consent or letter-explanation, if any, which was submitted during availment of Name Verification Services (1 electronic copy, 2 original copies) If one of the provision to be amended is increase in foreign equity to more than 40%: A. Signed and notarized Foreign Investment Act Form 101 (FIA Form F-101) (1 electronic copy, 2 original copies) If one of the provisions to be amended is further increase in foreign equity of corporations with a]more than 40% foreign equity, A. Signed and notarized Foreign Investment Act Form 102 (FIA Form F-102) (1 electronic copy, 2 original copies)	Sent through e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/ To be provided by the applicant To be provided by the applicant with form downloadable through this link: https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0 To be provided by the applicant with form downloadable through this link: https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clicks the link to the eAMEND system https://eamend.sec.gov.ph/ in the SEC website, fills out the necessary information, and submits the requirements online. <i>Note: Applicant should choose</i>	1.1 Assigns application to processor and endorses corporate records. 1.2 Reviews and the pre-approves application.	None None	1 day 5 days	Director II Davao Extension Office Administrative Officer IV Davao Extension Office Administrative Assistant I Davao Extension Office Securities Counsel II Davao Extension Office Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE														
<i>the Regular Application type and the Davao Extension Office as the processing office</i> <i>Note: Applicant will be notified through email or through eAmend account of any deficiencies in the application.</i>	1.3 An email with the link to the system-generated Payment Assessment Form will be sent to the enrolled email of the applicant.	None	3 minutes	Davao Extension Office Assistant Director Information and Communications Technology Department														
2. Pays the assessed fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/	2.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	<table><tr><td>Amendme nt Fee</td><td>P1,000.00</td></tr><tr><td>Document ary Stamp Tax</td><td>P30.00</td></tr><tr><td>Legal Research Fee</td><td>P10.00</td></tr><tr><td>Handling Fee</td><td>P20.00</td></tr><tr><td colspan="2"> </td></tr><tr><td>FIA Form</td><td>P3,000.00</td></tr><tr><td>Document ary Stamp</td><td>P30.00</td></tr></table>	Amendme nt Fee	P1,000.00	Document ary Stamp Tax	P30.00	Legal Research Fee	P10.00	Handling Fee	P20.00			FIA Form	P3,000.00	Document ary Stamp	P30.00	3 minutes	Assistant Director Information and Communications Technology Department
Amendme nt Fee	P1,000.00																	
Document ary Stamp Tax	P30.00																	
Legal Research Fee	P10.00																	
Handling Fee	P20.00																	
FIA Form	P3,000.00																	
Document ary Stamp	P30.00																	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Tax			
		Legal Research Fee	P30.00		
		Handling Fee	P20.00		
		Amendment of Licensing Fee	P560.00		
3.Submits hard copies including proof of payment at the Receiving Unit, Davao Extension Office. <i>Note: The originally signed and notarized hard copies must be the same documents uploaded by the applicant.</i>	3.1 Receives and verifies all documentary requirements and proof of payment and advises party to wait for email notice on the scheduled date for the releasing of original Certificate of Amendment. 3.2 Post-audits and prints Certificate of Filing of Amendment	None		15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
		None		1 hour	Confidential Assistant III Davao Extension Office Administrative Officer II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
	3.3 Reviews and signs the Certificate.	None	6 hours	Administrative Assistant II Davao Extension Office Director II Davao Extension Office	
4. Presents proof of payment to the Releasing Unit, Davao Extension Office on scheduled date.	4.1 Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Certificate of Amendment	None	15 minutes	Administrative Assistant II Davao Extension Office	
TOTAL				6 days, 7 hours, 36 minutes	
		Amendme nt Fee	P1,000.00		
		Document ary Stamp Tax	P30.00		
		Legal Research Fee	P10.00		
		Handling Fee	P20.00		
		FIA Form	P3,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	P30.00		
		Handling Fee	P20.00		
		Amendment of Licensing Fee	P560.00		

3. Application for Simple Amendment of the Articles of Incorporation and/or By-Laws of Domestic Corporations under the Electronic Application for Modification of Entity Data (eAMEND)

This service details the procedure in submitting and processing applications for simple amendment of the Articles of Incorporation and/or By-laws of Domestic Stock and Non-stock Corporations through an online portal that facilitates the acceptance, processing, approval, payment and issuance of digital and original Certificate of Amendment through the corporation's authorized representative, concerning the following provisions:

For Articles of Incorporation

- a. Principal office address
- b. Increase or decrease in the number of the members of the board
- c. Fiscal year of One Person Corporations (OPC)

For By-Laws

- a. Date of annual meeting of the stockholders/members
- b. Fiscal year

Division / Office	Davao Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any registered and active domestic corporation through its Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u> 1. Electronic SEC Universal Registration Environment (eSECURE) account of applicant corporation 2. Cover Sheet (1 electronic copy, 2 original copies)	To be created by applicant through this link https://esecure.sec.gov.ph/ System-generated form downloadable from the client's eAMEND account to be provided by the applicant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Signed and Notarized Amendment Form (1 electronic copy, 2 original copies) <i>Note: This document must be signed by a majority of the directors or trustees and the corporate secretary.</i> 4. Digital Certificate (2 photocopies) 5. Electronic Official Receipt as Proof of Payment (2 photocopies) 6. Current/Latest Monitoring Clearance (Monitoring Sheet) (1 electronic copy, 2 photocopies) <i>Note: Submit proof of payment if penalty was assessed</i>	System-generated form downloadable from the client's eAMEND account to be provided by the applicant. System-generated form downloadable from the client's eAMEND account to be provided by the applicant. Sent through e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/ May be requested at Davao Extension Office, Records Unit through email records_deo@sec.gov.ph
<u>Situational Requirements</u> If current/latest monitoring clearance is not yet available A. Affidavit of Undertaking (1 electronic copy, 2 original copies) For banks, banking and quasi-banking institutions, non-stock savings and loan associations, pawnshops and other financial intermediaries A. Favorable endorsement from regulating agency (1 electronic copy, 1 original copy, 1 photocopy) For preneed, insurance and trust companies and other financial intermediaries	System-generated form downloadable from the client's eAMEND account to be provided by the applicant. Bangko Sentral ng Pilipinas, Financial Supervision Department Insurance Commission, Licensing Division

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Favorable endorsement from regulating agency (1 electronic copy, 1 original, 1 photocopy) For amendment of the by-laws of an educational institution offering basic education A. Favorable endorsement from regulating agency (1 electronic copy, 1 original copy, 1 photocopy) For amendment of the by-laws of an educational institution offering higher education A. Favorable endorsement from regulating agency (1 electronic copy, 1 original copy, 1 photocopy) For amendment of the by-laws of an educational institution offering technical vocation education A. Favorable endorsement from regulating agency (1 electronic copy, 1 original copy, 1 photocopy)	Department of Education Commission on Higher Education Technical Education and Skills Development Authority

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clicks the link to the eAMEND system https://eamend.sec.gov.ph/ in the SEC website, fills out the necessary information, and submits the requirements online. <i>Note: Applicant should choose the Simple Application type</i>	1.1 Assigns application to processor and endorses corporate records. 1.2 Reviews and pre-approves the application.	None None	1 day 5 days	Director II Davao Extension Office Administrative Officer IV Davao Extension Office Administrative Assistant I Davao Extension Office Securities Counsel I Davao Extension Office Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
<i>and the Davao Extension Office as the processing office.</i> <i>Note: Applicant will be notified through email or through eAmend account of any deficiencies in the application.</i>	1.3 An email notification of For Payment Status with the link to the system-generated Payment Assessment Form is sent to the enrolled email of the applicant.	None		3 minutes	Davao Extension Office Assistant Director Information and Communications Technology Department
2. Pays the assessed fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/	2.1 A system-generated Payment Confirmation email is sent to the applicant with a link to the electronic official receipt. 2.2 A system-generated For Submission Status is sent to the enrolled email of the applicant with the link to the downloadable digital Certificate of Amendment.	Amendme nt Fee	P1,000.00	3 minutes	Assistant Director Information and Communications Technology Department Assistant Director Information and Communications Technology Department
		Document ary Stamp Tax	P30.00	3 minutes	
		Legal Research Fee	P10.00		
		Handling Fee	P20.00		
		Amendme nt of Licensing	P560.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Fee			
3. Submits hard copies including proof of payment at the Receiving Unit, Davao Extension Office. <i>Note: The originally signed and notarized hard copies must be the same documents uploaded by the applicant.</i>	3.1 Receives and verifies all documentary requirements and proof of payment and advises party to wait for email Notice on the scheduled date for the releasing of original Certificate of Amendment.	None		15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
	3.2 Post-audits and prints Certificate of Filing of Amendment	None		1 hour	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office
4. Presents proof of payment to the Releasing Unit, Davao Extension Office on scheduled date.	4.1 Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases originally signed Certificate of Amendment.	None		15 minutes	Administrative Assistant II Davao Extension Office
TOTAL		Amendme nt Fee	P1,000.00	6 days, 1 hour, 39 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Documen tary Stamp Tax	P30.00		
		Legal Research Fee	P10.00		
		Handling Fee	P20.00		
		Amendme nt of Licensing Fee	P560.00		

4. Dissolution (For amendment to shorten the corporate term under Section 136 of the Revised Corporation Code where the proposed expiration of the corporate term is less than one year from approval of the application for amendment)

This service details the procedure for the processing of applications for dissolution of domestic corporation under Section 136 of the Revised Corporation Code where the proposed expiration of the corporate term (must contemplate a future date) is less than one year from approval by the Securities and Exchange Commission of the application, taking into consideration the guidelines set forth in Securities and Exchange Commission Memorandum Circular No. 5, Series of 2022.

Division / Office	Davao Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any registered domestic corporations through their Authorized Representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements: - Cover sheet (2 original copies) - Signed and notarized Directors' Certificate for Stock Corporation or Trustee's Certificate for non-stock corporation (2 original copies) <i>Note: The certificate should include the following statements: i. the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least 2/3 vote of the stockholders representing the outstanding capital stock including the holders of non-voting shares/members of the corporation; ii. date and place of the stockholders' or members' meeting; and iii. the tax identification number of the signatories which shall be placed below their names</i>	To be provided by the applicant To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Amended Articles of Incorporation (2 photocopies) <i>Note: The amended provisions should be underlined and the date of meeting when the amendments were approved should be indicated at the end of each paragraph.</i>	To be provided by the applicant
4. Affidavit executed under oath by the President and Treasurer (2 original copies) <i>Note: This document should certify that the dissolution is not prejudicial to the interest of the creditors; and there is no opposition from any creditors from the time of the publication of the notice of dissolution up to the filing of the application for dissolution with the Commission</i>	To be provided by the applicant
5. Tax Clearance Certificate (1 original copy, 1 photocopy)	Bureau of Internal Revenue
6. Publisher's Affidavit of Publication of Notice of Meeting (2 original copies) <i>Note: The affidavit should indicate the fact of publication of the notice of meeting and the date of the publication.</i>	Publisher of newspaper where publication was made
7. Secretary's Certificate of no intra-corporate dispute (2 original copies) <i>Note: This document should be dated within (six) 6 months from submission</i>	To be provided by the applicant with sample form of Secretary's Certificate available in this link: https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0 To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Audited Financial Statement as of last fiscal year stamped received by the Bureau of Internal Revenue and accepted in the Securities and Exchange Commission Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy, 1 photocopy) <i>Note: This document as submitted and accepted in the SEC eFAST should be attached to the application.</i> 9. Electronic Official Receipt as proof of payment of filing fees (2 photocopies)	Sent through e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/
<u>Situational Requirements</u> Where the applicant has ceased operations of at least one (1) year A. Audited Financial Statement as of the last year of operation stamped received by the Bureau of Internal Revenue and submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy, 1 photocopy) B. Affidavit of non-operation certified under oath by the President (2 original copies) Where the applicant has no operation since incorporation A. Balance Sheet certified under oath by the Treasurer and President submitted in the Securities and Exchange Commission Electronic Filing and Submission Tool (SEC eFAST); (1 electronic copy, 2 original copies) B. Affidavit of non-operation certified under oath by the President and Treasurer (2 original copies) C. Certificate of non-registration	To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant Bureau of Internal Revenue

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Where the applicant corporation (stock or non-stock) is with total assets or liabilities of less than P600,000, A. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer submitted in the Securities and Exchange Commission Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy, 2 original copies)	To be provided by the applicant
For banks, banking and quasi-banking institutions, non-stock savings and loan associations, pawnshops and other financial intermediaries A. Favorable endorsement (1 original copy, 1 photocopy)	Bangko Sentral ng Pilipinas, Financial Supervision Department
For preneed, insurance and trust companies and other financial intermediaries A. Favorable endorsement (1 original, 1 photocopy)	Insurance Commission, Licensing Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 2 complete sets of the documentary requirements at the Records Unit of the Davao Extension Office. <i>Note: Applicant will be notified through email or through phone call of any deficiencies in the application.</i>	1.1 Verifies completeness of documents as per checklist of requirements, advises client to wait for an update from the processing officer as to status of application, retrieves corporate records and endorses to processing officer.	None	1 hour	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE														
	1.2 Evaluates all sets of the application and its supporting documents	None	4 days	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office														
	1.3 Issues Payment Assessment Form (PAF) and provides it to client in person or thru email with the instruction to pay the assessed fees.	None	30 minutes	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office														
2. Pays the assessed fee as indicated in the Payment Assessment Form (PAF) at any of the payment gateways (the SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank).	2.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	<table><tr><td colspan="2">Stock Corporations</td></tr><tr><td>Filing Fee</td><td>P1,000.00</td></tr><tr><td>Documentary Stamp Tax</td><td>P30.00</td></tr><tr><td>Legal Research Fee</td><td>P10.00</td></tr><tr><td>Handling Fee</td><td>P20.00</td></tr><tr><td colspan="2">Non-Stock Corporation</td></tr><tr><td>Filing Fee</td><td>P500.00</td></tr></table>	Stock Corporations		Filing Fee	P1,000.00	Documentary Stamp Tax	P30.00	Legal Research Fee	P10.00	Handling Fee	P20.00	Non-Stock Corporation		Filing Fee	P500.00	3 minutes	Assistant Director Information and Communications Technology Department
Stock Corporations																		
Filing Fee	P1,000.00																	
Documentary Stamp Tax	P30.00																	
Legal Research Fee	P10.00																	
Handling Fee	P20.00																	
Non-Stock Corporation																		
Filing Fee	P500.00																	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	P10.00		
		Handling Fee	P20.00		
3. Proceeds to Receiving Unit, Davao Extension Office for presentation of approved documentary requirements with proof of payment.	3.1 Receives and verifies documentary requirements and proofs of payment	None		15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
4. Submits the complete and approved application requirements, stamped received,	4.1 Forwards corporate file and application documents to Office of the Director and advises client to follow up availability of Certificate.	None		15 minutes	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office
	4.2 Prepares Certificate of Dissolution.	None		5 hours	Securities Specialist I Davao Extension Office Confidential Assistant III Davao Extension Office
		None		2 days	Director II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Reviews the documents and signs the Certificate of Dissolution			Davao Extension Office
5. Presents proof of payment receipt to the Releasing Unit, Davao Extension Office.	5.1 Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Certificate.	None	15 minutes	Administrative Assistant II Davao Extension Office
TOTAL		Stock Corporations		6 days, 7 hours, 18 minutes
		Filing Fee	P1,000.00	
		Documentary Stamp Tax	P30.00	
		Legal Research Fee	P10.00	
		Handling Fee	P20.00	
		Non-Stock Corporation		
		Filing Fee	P500.00	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Documen tary Stamp Tax	P30.00		
		Legal Research Fee	P10.00		
		Handling Fee	P20.00		

5. Increase in Capital Stock by Way of Cash

This service details the procedure for processing applications for increase of capital stock by way of cash only.

Division / Office	Davao Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Stock Corporations duly registered with the Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard requirements</u> - Cover sheet (2 original copies) - Signed Application for Certificate of Increase of Capital Stock (2 original copies) - Signed and Notarized Treasurer's Affidavit (2 original copies) - List of stockholders of record as of date of meeting approving the increase (2 original copies) <i>Note: This document should indicate 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</i>	To be provided by the applicant with form available in this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf To be provided by the applicant To be provided by the applicant To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Signed and notarized Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (2 original copies)	To be provided by the applicant with form available in this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
6. Amended Articles of Incorporation (2 original copies) <i>Note: The amended provisions should be underlined and the date of meeting when the amendments were approved should be indicated at the end of each paragraph.</i>	To be provided by the applicant
7. Signed and Notarized Directors' Certificate (2 original copies)	To be provided by the applicant with sample form of Directors' Certificate available in this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
8. Signed and Notarized Secretary's Certificate of No Intra-Corporate Dispute (2 original copies)	To be provided by the applicant with sample form of Secretary's Certificate available in this link: https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0
9. Current/Latest Monitoring Clearance (<u>Monitoring Sheet</u>) (2 photocopies) <i>Note: Submit proof of payment if penalty was assessed</i>	May be requested from Davao Extension Office, Records Unit through email records_deo@sec.gov.ph
10. Latest due Audited Financial Statement (AFS) with proof of receipt by the Bureau of Internal Revenue and accepted in the Securities and Exchange Commission Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy, 1 photocopy) <i>Note: This document as accepted in the SEC eFAST should be attached to the application.</i>	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11. Electronic Official Receipt as proof of payment of filing fee (2 photocopies)	Sent through email or may be downloaded from this link: https://espaysec.sec.gov.ph/
<u>Situational Requirements</u> If application involves increasing the number of shares only and the consideration for the issuance of shares is cash only, applicant may opt to submit a joint certification in lieu of separate documents A. Signed and notarized Joint Certification (2 original copies) Where payment to subscription to the increase is more than P50,000,000.00 A. Special Audit Report (2 original copies) Where payment to subscription to the increase is P50,000,000.00 or less A. Subscription contract executed under oath among stockholder/s, treasurer and president for the corporation (2 original copies) <i>Note: This document should state the number of additional shares subscribed to and paid for with documentary stamps on one original set.</i> If applicant is a Rural Bank	To be provided by the applicant with form available in this link: https://docs.google.com/document/d/1VapOnE0ML085pdGnh9h05hUQwYz4Qttr/edit?tab=t.0 To be provided by the applicant To be provided by the applicant To be provided by the applicant

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
D. Letter-consent or letter-explanation, if any, which was submitted during availment of Name Verification Services (2 original copies)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 2 complete sets of the documentary requirements at the Records Unit of the Davao Extension Office. <i>Note: If Monitoring Clearance presented is not current, requesting party will be advised to submit latest reportorial requirements and to request for monitoring for the issuance of the latest monitoring clearance.</i> <i>Note: Applications for compliance will be provided a checklist of deficiencies or lacking documents through email.</i>	1.1. Verifies completeness of documents as per checklist of requirements, advises client to wait for an update from the processing officer as to status of application and endorses corporate records and documents to processing officer. 1.2 Retrieves corporate records, and endorses application documents to the Securities Specialist 1.3 Examines and reviews the application as to completeness of form and substance	None None None None	1 hour 4 hours 16 days 30 minutes	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office Securities Specialist III Davao Extension Office Securities Specialist II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE								
	1.4 Manually issues Payment Assessment Form (PAF) and provides it to client thru email with the instruction to pay the assessed fees.			Securities Specialist III Davao Extension Office Securities Specialist II Davao Extension Office								
2. Pays the assessed fee—at any of the payment gateways (the SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank) and emails proof of payment in the same email where the Payment Assessment Form was sent	2.1 Acknowledges receipt of proof of payment and advises client when the Certificates will be available.	<u>For the amendment</u>	4 hours, 30 minutes	Securities Specialist III Davao Extension Office Securities Specialist II Davao Extension Office								
	2.2 Prepares report on application for increase in capital and forwards all documents to Receiving Unit	<table><tr><td>Amendme nt Fee</td><td>P1,000.00</td></tr><tr><td>Document ary Stamp Tax</td><td>P30.00</td></tr><tr><td>Legal Research Fee</td><td>P10.00</td></tr><tr><td>Handling Fee</td><td>P20.00</td></tr></table>	Amendme nt Fee	P1,000.00	Document ary Stamp Tax	P30.00	Legal Research Fee	P10.00	Handling Fee	P20.00	1 day	Securities Specialist III Davao Extension Office Securities Specialist II Davao Extension Office
	Amendme nt Fee	P1,000.00										
	Document ary Stamp Tax	P30.00										
	Legal Research Fee	P10.00										
Handling Fee	P20.00											
2.3 Stamps as received the application documents		15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office									
2.4 Prepares the Certificate of Amended Articles of Incorporation and Increase of Capital Stock	<u>For the increase</u> <table><tr><td>For corporations with par value</td></tr></table>	For corporations with par value	4 hours	Confidential Assistant III Davao Extension Office Securities Specialist I Davao Extension Office								
For corporations with par value												

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
	2.5 Evaluates the final report, reviews the application and the contents of the Certificate and signs the Certificates	Increase Fee	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	1 day	Director II Davao Extension Office
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	1% of the computed filing fee for Increase of Capital Stock but not less		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			than P10.00		
		Handling Fee	P20.00		
		For corporations without par value			
		Increase Fee	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,		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			whichever is higher		
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	1% of the computed filing fee for Increase of Capital Stock but not less than P10.00		
		Handling Fee	P20.00		
		FIA Form	P3,000.00		
		Documentary Stamp Tax	P30.00		
		Legal Research	P30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Fee			
		Handling Fee	P20.00		
3. Presents proof of payment at the Releasing Unit, Davao Extension Office	3.1 Releases signed Certificate of Amended Articles of Incorporation and Certificate of Increase of Capital Stock	None		15 minutes	Administrative Assistant II Davao Extension Office
TOTAL		<u>For the amendment</u>		19 days, 6 hours, 30 minutes	
		Amendment Fee	P1,000.00		
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	P10.00		
		Handling Fee	P20.00		
		<u>For the increase</u>			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE								
		<table><tr><td colspan="2">For corporations with par value</td></tr><tr><td>Increase Fee</td><td>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</td></tr><tr><td>Documentary Stamp Tax</td><td>P30.00</td></tr><tr><td>Legal Research</td><td>1% of the computed</td></tr></table>	For corporations with par value		Increase Fee	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	Documentary Stamp Tax	P30.00	Legal Research	1% of the computed		
For corporations with par value												
Increase Fee	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											
Documentary Stamp Tax	P30.00											
Legal Research	1% of the computed											

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Fee	filing fee for Increase of Capital Stock but not less than P10.00		
		Handling Fee	P20.00		
		For corporations without par value			
		Increase Fee	1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than P3,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			or the issue value of the subscribe d capital stock, whicheve r is higher		
		Document ary Stamp Tax	P30.00		
		Legal Research Fee	1% of the computed filing fee for Increase of Capital Stock but not less than P10.00		
		Handling Fee	P20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		FIA Form	P3,000.00		
		Documen tary Stamp Tax	P30.00		
		Legal Research Fee	P30.00		
		Handling Fee	P20.00		

6. Increase in Capital Stock through payment other than cash

This service details the procedure for processing applications for increase of capital stock by way of:

1. Conversion of advances/liabilities to equity
2. Stock Dividends
3. Land, building / condominium units
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

Division / Office	Davao Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Stock Corporations duly registered with the Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard requirements</u> 1. Cover sheet (2 original copies) 2. Signed Application for Certificate of Increase of Capital Stock (2 original copies) 3. Signed and Notarized Treasurer's Affidavit (2 original copies)	To be provided by the applicant with form available in this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. List of stockholders of record as of date of meeting approving the increase (2 original copies) <i>Note: This document should indicate 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</i> 5. Signed and notarized Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders (2 original copies) 6. Amended Articles of Incorporation and its attachments (2 original copies). <i>Note: The amended provisions should be underlined and the date of meeting when the amendments were approved should be indicated at the end of each paragraph.</i> 7. Signed and Notarized Directors' Certificate (2 original copies) 8. Signed and Notarized Secretary's Certificate of No Intra-Corporate Dispute (2 original copies) 9. Current/Latest Monitoring Clearance (<u>Monitoring Sheet</u>) (2 photocopies)	To be provided by the applicant To be provided by the applicant To be provided by the applicant with form available in this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf To be provided by the applicant To be provided by the applicant with sample form of Directors' Certificate available in this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf To be provided by the applicant with sample form of Secretary's Certificate available in this link: https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Note: Submit proof of payment if penalty was assessed</i> 10. Latest due Audited Financial Statement (AFS) with proof of receipt by the Bureau of Internal Revenue and accepted in the Securities and Exchange Commission Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy, 1 photocopy) <i>Note: This document as accepted in the SEC eFAST should be attached to the application.</i> 11. Electronic Official Receipt as proof of payment of filing fees (2 photocopies)	May be requested from Davao Extension Office, Records Unit through email records_deo@sec.gov.ph To be provided by the applicant Sent through email or may be downloaded from this link: https://espaysec.sec.gov.ph/
<u>Situational Requirements</u> For banks, banking and quasi-banking institutions, non-stock savings and loan associations, pawnshops and other financial intermediaries A. Favorable endorsement (1 original copy, 1 photocopy) For preneed, insurance and trust companies and other financial intermediaries A. Favorable endorsement (1 original, 1 photocopy) If one of the provisions to be amended is increase in foreign equity to more than 40% A. Signed and notarized Foreign Investment Act Form 101 (F-101) (2 original copies)	Bangko Sentral ng Pilipinas, Financial Supervision Department Insurance Commission, Licensing Division To be provided by the applicant with form downloadable through this link: https://www.sec.gov.ph/forms-and-fees/primary-registration/#qsc.tab=0

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For amendment of the corporate name A. Name Verification Slip (2 photocopies) B. Payment Assessment Form (2 photocopies) C. Electronic Official Receipt (2 photocopies) D. Letter-consent or letter-explanation, if any, which was submitted during availment of Name Verification Services (2 original copies)	Davao Extension Office through email secdavaonameamend@gmail.com Davao Extension Office through email secdavaonameamend@gmail.com Sent through e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/ To be provided by the applicant
<u>Situational Requirements depending on the mode of payment</u> If Mode of Payment is by Conversion of Advances / Liabilities to Equity <i>Note: Note: For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf</i> A. Deed of Assignment to be executed under oath by the subscribing creditor assigning the advances as payment for the subscription (2 original copies) Subsituational Requirement: If advances are not reflected in the latest Audited Financial Statement A. Audited Financial Statement as of last fiscal year with proof of receipt by the Bureau of Internal Revenue and accepted in the	To be provided by the applicant To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Securities and Exchange Commission Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy, 1 photocopy) <i>Note: This document as accepted in the SEC eFAST should be attached to the application.</i> B. A report to be rendered by an Independent CPA on the verification of the advances to be converted to equity (2 original copies)	To be provided by the applicant
If Mode of Payment is by Stock Dividends <i>Note: Refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf</i> A. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary (2 original copies) B. Audited Financial Statement as of last fiscal year with proof of receipt by the Bureau of Internal Revenue and accepted in the Securities and Exchange Commission Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy, 1 photocopy) <i>Note: This document as accepted in the SEC eFAST should be attached to the application.</i> C. Interim Audited Financial Statements with proof of receipt by the Bureau of Internal Revenue and accepted in the Securities and Exchange Commission Electronic Filing and Submission Tool (SEC	To be provided by the applicant To be provided by the applicant To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
eFAST) only if used as the basis of dividend declaration (1 electronic copy, 1 photocopy) <i>Note: This document as accepted in the SEC eFAST should be attached to the application.</i> D. Projected financial statements for the remaining period certified by the company accountant if the basis of declaration is the Interim Audited Financial Statement (2 original copies) E. Undertaking under oath by the President or Treasurer (2 original copies) <i>Note: This document should state 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 of declaration is the Interim Financial Statement</i> F. Certification by the Secretary under oath as to treatment of fractional shares if any (2 original copies) G. Reconciliation of retained earnings for dividend declaration (2 original copies)	To be provided by the applicant To be provided by the company To be provided by the applicant To be provided by the applicant
If Mode of Payment is Land, Buildings/Condominium units <i>Note: For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the URL:</i>	

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property (2 original copies) For assignment of buildings where assignor is not the owner of the land A. Lease contract on the land (2 photocopies) B. Written consent of the land owner to the transfer (2 original copies) <i>Note: Must provide original lease contract for verification</i> If transfer value is based on appraised value A. Appraisal report by a licensed real estate appraiser (not more than 6 month old) (2 original copies)	To be provided by the applicant To be provided by the applicant To be provided by the applicant
If Mode of Payment is Inventories / Furniture / Personal Properties A. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant (2 original copies) B. Deed of Assignment (2 original copies) C. Certification from transferor that the properties are existing and in good condition (2 original copies) <u>Subsituational Requirement</u> If transfer value is based on book value	To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Special Audit Report by an Independent Certified Public Accountant on the verification and valuation of property (2 original copies)	
If Mode of Payment is Heavy equipment and machinery A. Detailed schedule of the property showing the description and the transfer value certified by the company accountant (2 original copies) B. Deed of Assignment (2 original copies) C. Certification from transferor that the properties are existing and in good condition (2 original copies) D. Appraisal report by authorized appraiser (not more than 6 month old) (2 original copies) <u>Subsitutional Requirement</u> If the property is imported A.Valuation report with description of the property by the Bangko Sentral Ng Pilipinas (1 original copy, 1 photocopy)	To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant Bangko Sentral ng Pilipinas
If Mode of Payment is Shares of Stock <i>Note: For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</i> A. Detailed schedule of the shares of stock showing the stockholder, stock certificate number, no. of shares and the basis of transfer value	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(market or book value) certified by the company accountant (2 original copies) B. Audited financial statements of the investee company as of the last fiscal year with proof of receipt by the Bureau of Internal Revenue and accepted in the Securities and Exchange Commission Electronic Filing and Submission Tool (SEC eFAST) only if used as the basis of dividend declaration (1 electronic copy, 1 photocopy) <i>Note: This document as accepted in the SEC eFAST should be attached to the application.</i> C. Deed of Assignment (2 original copies) D. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor (2 original copies) E. Photocopy of the stock certificate (2 photocopies) <i>Note: Must present original for verification</i> F. Latest market price quotation in the newspaper or certification from the stock exchange/broker as to latest market price of the shares of stock (if listed in the Stock Exchange) (2 photocopies) G. Affidavit of undertaking to submit the required proof of transfer within the prescribed period (2 original copies)	To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant
If Mode of Payment is Motor Vehicles	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Note: For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</i> A. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the company accountant (2 original copies) B. Photocopy of certificate of registration and official receipt of annual registration fee (2 photocopies) <i>Note: Must present original for verification</i> C. Appraisal report by authorized appraiser (not more than 6 months old) (2 original copies) D. Deed of Assignment (2 original copies) E. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 original copies) F. Certification from the transferor stating that the motor vehicles are existing and in good running condition (2 original copies)	To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant
If Mode of Payment is Sea Vessel / Aircraft <i>Note: For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the URL:</i>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf A. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant (2 original copies) B. Certificate of ownership (2 photocopies) <i>Note: Must present original for verification</i> C. Appraisal report by authorized appraiser (not more than 6 month old) (2 original copies) D. Certificate of seaworthiness/airworthiness issued by appropriate government agency (2 original copies) E. Deed of Assignment (2 original copies) F. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 original copies)	To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant
If Mode of Payment is Intangibles <i>Note: For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the URL:</i> http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. System Purchase Agreement or any proof of ownership (for software) (2 photocopies) <i>Note: Must present original for verification</i> B. Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights (2 photocopies) <i>Note: Must present original for verification</i> C. Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) (2 original copies) D. Deed of Assignment (2 original copies) E. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period (2 original copies)	To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant
If Mode of Payment is Net Assets (way of conversion of single proprietorship/partnership into corporation or by spin off) <i>Note: For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf</i> A. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year with proof of receipt by the Bureau of Internal Revenue and accepted in the Securities and Exchange Commission	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Electronic Filing and Submission Tool (SEC eFAST) only if used as the basis of dividend declaration (1 electronic copy, 1 photocopy) <i>Note: This document as accepted in the SEC eFAST should be attached to the application.</i> B. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year (2 photocopies) C. Long-form audit report of item no. 22.2 (2 original copies) D. Deed of Assignment of the assets and liabilities (2 original copies) E. List of creditors with the amount due to each creditor as of date of the Audited Financial Statement certified by the auditor or certified under oath by the company accountant and written consent of creditors (2 original copies) F. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant (2 original copies) G. Certificate of registration of the motor vehicles (2 photocopies) <i>Note: Must present original for verification.</i> H. Transfer Certificate of Title or Condominium Certificate of Titles certified by the Register of Deeds (2 certified true copies)	To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant Register of Deeds Local Government Unit, City Assessor's Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
I. Tax declaration sheet certified by the Assessor's Office (2 certified true copies) J. Photocopy of stock certificates (2 photocopies) <i>Note: Must present original for verification</i> K. DTI Certificate of Registration (for single proprietorship) (2 photocopies) L. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period (2 original copies)	To be provided by the applicant To be provided by the applicant To be provided by the applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 2 complete sets of the documentary requirements at the Records Unit of the Davao Extension Office. <i>Note: If Monitoring Clearance presented is not current, requesting party will be advised to submit latest reportorial requirements and to request for monitoring for the issuance of the latest monitoring clearance.</i>	1.1. Verifies completeness of documents as per checklist of requirements, advises client to wait for an update from the processing officer as to status of application and endorses corporate records and documents to processing officer. 1.2 Retrieves corporate records, and endorses	None None	1 hour 4 hours	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office Administrative Officer II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
<i>Note: Applications for compliance will be provided a checklist of deficiencies or lacking documents through email.</i>	application documents to the Securities Specialist	None		16 days	Administrative Assistant II Davao Extension Office
	1.3 Examines and reviews the application as to completeness of form and substance				None
	1.4 Manually issues Payment Assessment Form (PAF) and provides it to client thru email with the instruction to pay the assessed fees.			30 minutes	
2. Pays the assessed fee—at any of the payment gateways (the SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank) and emails proof of payment in the same email where the Payment Assessment Form was sent	2.1 Acknowledges receipt of proof of payment and advises client when the Certificates will be available. 2.2 Prepares report on application for increase in capital and forwards all documents to Receiving Unit	<u>For the amendment</u>		4 hours, 30 minutes 	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Stamps as received the application documents	Handling Fee	P20.00	4 hours	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
	2.4 Prepares the Certificate of Amended Articles of Incorporation and Increase of Capital Stock	<u>For the increase</u>			1 day
		For corporations with par value			
		Increase Fee	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		
	2.5 Evaluates the final report, reviews the application and the contents of the Certificate and signs the Certificates	Documentary Stamp Tax	P30.00	Director II Davao Extension Office	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee	1% of the computed filing fee for Increase of Capital Stock but not less than P10.00		
		Handling Fee	P20.00		
		For corporations without par value			
		Increase Fee	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		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			issue value of the subscribed capital stock, whichever is higher		
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	1% of the computed filing fee for Increase of Capital Stock but not less than P10.00		
		Handling Fee	P20.00		
		FIA Form	P3,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	P30.00		
		Handling Fee	P20.00		
		Each Deed of Assignment	P560.00		
3. Presents proof of payment at the Releasing Unit, Davao Extension Office	3.1 Releases signed Certificate of Amended Articles of Incorporation and Certificate of Increase of Capital Stock	None		15 minutes	Administrative Assistant II Davao Extension Office
TOTAL		For the amendment		19 days, 6 hours, 30 minutes	
		Amendment Fee	P1,000.00		
		Documentary	P30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stamp Tax		
		Legal Research Fee	P10.00	
		Handling Fee	P20.00	
	For the increase			
	For corporations with par value			
	Increase Fee	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		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		stock, whichever is higher		
		Documentary Stamp Tax		
		Legal Research Fee		
		Handling Fee		
		For corporations without par value		
		Increase Fee	1/5 of 1% of the	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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		
		Documentary Stamp Tax	P30.00	
		Legal Research Fee	1% of the computed filing fee for Increase	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE	
					of Capital Stock but not less than P10.00
		Handling Fee			P20.00
		FIA Form			P3,000.00
		Documentary Stamp Tax			P30.00
		Legal Research Fee			P30.00
		Handling Fee			P20.00
		Each Deed of Assignment			P560.00

7. Manual Receiving of Document/s other than reports

This service details the procedure on receiving documents other than reports such as letters, public complaints and the like.

Division / Office	Davao Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C), Government to Business (G2B), Government to Government (G2G)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Correspondence for SEC	To be provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents 2 sets/copies of document to Receiving Officer	1.1 Checks document if for SEC, then stamps documents as received	None	15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
	1.2 Returns receiving copy of party and advises when to follow-up reply by providing the appropriate email address or mobile number		5 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
TOTAL		None	20 minutes	

8. Petition for Correction of Entries of Company Registration Documents

This service details the procedure on the action taken on Petitions filed for the correction of minor errors in the Articles of Incorporation of a corporation.

Division / Office	Davao Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Juridical entities through their representatives who wish to correct minor errors in their Articles of Incorporation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u> 1. Verified Petition (1 original, 1 photocopy) 2. Verification and Certificate of Non-Forum Shopping (1 original, 1 photocopy) 3. Notarized Secretary's Certificate (1 original, 1 photocopy) <i>Note: This document must state the following: i. Name of the Corporation, SEC Registration number, and name of the duly authorized representative; ii. Meeting held at the principal office; iii. Date and time of the Meeting; iv. Approved by at least majority of Directors/Trustees in the presence of a valid quorum; v. Errors specified (Cite articles/provisions affected) vi. Corrections specified; and vii. Name of the Authorized Representative designated to file the Petition</i>	To be provided by the applicant To be provided by the applicant To be provided by the applicant

<i>Note: A formatted copy of the above-mentioned documents may be requested by sending an email request at secdavaolegal@gmail.com</i>	
4. Corrected Articles of Incorporation (2 photocopies)	To be provided by the applicant
5. Any proof to show support of correction sought (2 photocopies)	To be provided by the applicant
<i>Note: Must present original for verification</i>	
6. Current/Latest Monitoring Clearance (Monitoring Sheet) (2 photocopies)	Davao Extension Office, Records Unit through email records_deo@sec.gov.ph
<i>Note: Submit proof of payment if penalty was assessed</i>	
7. Electronic Official Receipt as proof of payment of petition fee (2 photocopies)	Sent through email or may be downloaded from this link: https://espaysec.sec.gov.ph/
<u>Situational Requirements</u>	
If One Person Corporation	
A. Sole Director Certificate in lieu of Secretary's Certificate	To be provided by the applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 2 complete sets of the documentary requirements at the Records Unit of the Davao Extension Office. <i>Note: Applicant will be notified</i>	1.1 Verifies completeness of documents as per checklist of requirements, advises client to wait for an update from the processing officer as to status of application,	None	1 hour	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
<i>through email or through phone call of any deficiencies in the application.</i>	retrieves corporate records and endorses to processing officer.	None		3 days	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office
	1.2 Evaluates all sets of the petition and its supporting documents	None		30 minutes	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office
2. Pays the assessed fee as indicated in the Payment Assessment Form (PAF) at any of the payment gateways (the SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank).	2.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	None		3 minutes	Assistant Director Information and Communications Technology Department
		Petition Fee	P3,000.00		
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	P30.00		
		Handling	P20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Fee			
3. Proceeds to Receiving Unit, Davao Extension Office for presentation of approved documentary requirements with proof of payment	3.1 Receives and verifies all documentary requirements and proof of payment	None		15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
4. Returns documents stamped as received to processor	4.1 Forwards corporate file and application documents to Office of the Director and advises client to follow up availability of Certificate.	None		15 minutes	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office
	4.2 Prepares the Certificate of Corrected Articles of Incorporation for signature of the Director	None		5 hours	Confidential Assistant III Davao Extension Office
	4.3 Reviews the petition and its supporting document, issues Order granting the Petition and signs the Certificate.	None		3 days	Director II Davao Extension Office
	4.4 Forwards signed Order and/or Certificate and	None		5 minutes	Confidential Assistant III Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
	corporate file to Releasing Unit				
5. Presents proof of payment receipt to the Releasing Unit, Davao Extension Office	5.1 Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Order and/or Certificate	None		15 minutes	Administrative Assistant II Davao Extension Office
TOTAL				6 days, 7 hours, 23 minutes	
		Petition Fee	P3,000.00		
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	P30.00		
		Handling Fee	P20.00		

This service details the procedure on the action taken on Petitions filed for the lifting of the order of revocation/suspension of the Certificate of Incorporation/Registration issued by the Securities and Exchange Commission for non-compliance with reportorial requirements. These petitions shall only be received upon showing by substantial evidence that the corporation is an ONGOING CONCERN or that it has NOT CEASED OPERATION even during the period of revocation or suspension up to the present.

Division / Office	Davao Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations whose Certificates of Incorporation/Registration have been revoked or suspended for non-compliance with reportorial requirements.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u>	
1. Petition to Lift Order of Revocation/Suspension (1 original) <i>Note: The petition must be signed by the authorized representative as designated in the Directors’/Trustees’ Certificate.</i>	To be provided by the applicant.
2. Verification/Certification against Forum Shopping (1 original) <i>Note: This document must be signed the authorized representative as designated in the Directors’/Trustees’ Certificate</i>	To be provided by the applicant
3. Notarized Director’s for Stock Corporations or Trustee’s Certificate for Non-Stock Corporations signed by majority of the Board (1 original)	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Secretary's Certificate of No-Intra Corporate Dispute dated within six (6) months from submission (1 original) 5. Sworn Certification by the External Auditor (1 original) <i>Note: A formatted copy of the above-mentioned documents may be requested by sending an email request at secdavaolegal@gmail.com</i> 6. Certificate of Incorporation and first Articles of Incorporation and By-Laws (1 photocopy) 7. Latest Certificate of Amendment of Articles of Incorporation and/or By-Laws with the latest Amended Articles and/or By-Laws ((1 photocopy) 8. Latest due General Information Sheet (GIS) with proof of receipt in the SEC Electronic Filing and Submission Tool (EFAST) (1 photocopy) <i>Note: The document as submitted and accepted in the EFAST should be attached to the application.</i> 9. Latest due Audited Financial Statement (AFS) with proof of receipt by the Bureau of Internal Revenue and in the SEC Electronic Filing and Submission Tool (EFAST) (1 photocopy) <i>Note: The document as submitted and accepted in the EFAST should be attached to the application.</i> 10. Copy of Registration of Stock and Transfer or Membership Book (1 photocopy)	To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11. Latest Mayor or Business Permit (1 photocopy) 12. Bureau of Internal Revenue Certificate of Registration (1 photocopy) 13. Any proof of operation to show that corporation is an ongoing concern or that it has not ceased operation even during period of revocation or suspension up to the present (1 photocopy for each proof) <i>Note: Must present original for verification</i> 14. Certification from Corporate Secretary that the corporation's latest Financial Statement and Income tax Return were received by the SEC and BIR respectively (1 original) 15. Current/Latest Monitoring Clearance (Monitoring Sheet) (1 photocopy) <i>Note: Submit copy of proof of payment if penalty was assessed</i> 16. Proof of Compliance with SEC Memorandum Circular No. 28, Series of 2020 (1 photocopy) 17. Electronic Official Receipt as proof of payment of petition fee (1 photocopy)	To be provided by the applicant Local Government Unit To be provided by the applicant To be provided by the applicant To be provided by the applicant May be requested at Davao Extension Office, Records Unit through email records_deo@sec.gov.ph To be provided by the applicant Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/
Situational Requirement	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
If availed of Amnesty A. Certificate of Payment or COP (1 photocopy) B. Proof of Payment of Petition Fee (1 photocopy)	To be provided by the applicant Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 2 complete sets of the documentary requirements at the Records Unit of the Davao Extension Office. <i>Note: Applicant will be notified through email or through phone call of any deficiencies in the application.</i>	1.1 Verifies completeness of documents as per checklist of requirements, advises client to wait for an update from the processing officer as to status of application, retrieves corporate records and endorses to processing officer.	None	1 hour	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office
	1.2 Evaluates all sets of the petition and its supporting documents as to completeness	None	10 days	Securities Counsel II, Davao Extension Office Securities Counsel I, Davao Extension Office
	1.3 Manually issues Payment Assessment Form (PAF) and provides it to client in person or thru email with the instruction to pay the assessed fees.	None	30 minutes	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE								
2. Pays the assessed fee as indicated in the PAF at any of the payment gateways (the SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank).	2.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	<table><tr><td>Petition Fee</td><td>P3,000.00</td></tr><tr><td>Documentary Stamp Tax</td><td>P30.00</td></tr><tr><td>Legal Research Fee</td><td>P30.00</td></tr><tr><td>Handling Fee</td><td>P20.00</td></tr></table>	Petition Fee	P3,000.00	Documentary Stamp Tax	P30.00	Legal Research Fee	P30.00	Handling Fee	P20.00	3 minutes	Assistant Director Information and Communications Technology Department
Petition Fee	P3,000.00											
Documentary Stamp Tax	P30.00											
Legal Research Fee	P30.00											
Handling Fee	P20.00											
3. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment	3.1 Receives and verifies documentary requirements and proofs of payment	None	15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office								
4. Returns documents stamped as received to processor	4.1 Drafts Order and forwards the same, together with the corporate file and petition documents, to the Director for review.	None	2 days	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office								
		None	2 days	Director II								

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE						
	4.2 Reviews the forwarded documents and issues Memorandum endorsing the petition to the EO Supervising Commissioner through email	None	5 days	Davao Extension Office						
	4.3 Reviews and Signs the Order Lifting the Order of Revocation/Suspension	None	1 hour	Supervising Commissioner Office of the Commissioner						
	4.4 Upon receipt of signed Order, endorses the same to processor for mailing to parties concerned	None	1 hour	Director II Davao Extension Office						
	4.5 Informs client as to Order thru email	None	1 hour	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office						
TOTAL		<table><tr><td>Petition Fee</td><td>P3,000.00</td></tr><tr><td>Documentary Stamp Tax</td><td>P30.00</td></tr><tr><td>Legal</td><td>P30.00</td></tr></table>	Petition Fee	P3,000.00	Documentary Stamp Tax	P30.00	Legal	P30.00	19 days, 3 hours, 48 minutes	
Petition Fee	P3,000.00									
Documentary Stamp Tax	P30.00									
Legal	P30.00									

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

10. Petition for Revival of Corporate Existence

This service details the procedure on the application for revival of a corporation whose term had already expired pursuant to the guidelines under SEC Memorandum Circular No. 23, Series of 2019.

Division / Office	Davao Extension Office
Classification	Highly Technical (20 days) (Service is based on a statute, specifically, Memorandum Circular No. 23, Series of 2019) It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any corporation whose term had already expired.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u> 1. Verified Petition for Revival of Corporate Existence (1 original, 1 photocopy) 2. Petitioner’s Certificate of Incorporation and Articles of Incorporation. (2 photocopies)	To be provided by the petitioner. From the records of the company or secure copy from the www.secexpress.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Revived Articles of Incorporation, consisting of Petitioner's latest Amended Articles of Incorporation and the proposed changes in the corporate term to be effected by the revival, which shall be underlined. (2 photocopies) 4. Petitioner's duly accomplished General Information Sheet ("GIS") as of the date of expiration of its corporate term (2 photocopies), 5. Notarized list of stockholders or members as of the date of approval of the revival, stating their names, their nationalities, and number of shares subscribed, amount subscribed and paid, or the respective members' contributions for nonstock corporations, certified by the Corporate Secretary. (1 original, 1 photocopy) 6. Photocopy of the supporting evidence referred to in the Reconciliation of the changes in the composition of the stockholders or members. (2 photocopies) 7. Photocopy of Petitioner's Audited Financial Statements as of the date of expiration of its corporate term, and for the year immediately preceding, as audited by an Independent Certified Public Accountant. (2 photocopies) 8. Photocopy of Petitioner's Audited Financial Statements as of a date not exceeding one hundred twenty (120) days prior to the date of filing of the Petition for Revival, and for the year immediately preceding, as audited by an Independent Certified Public Accountant. (2 photocopies) 9. Photocopy of the Official Receipt(s) for the Payment of the Petition Fee and Filing Fee. (2 photocopies)	To be provided by the petitioner. From the records of the company or secure copy from the www.secexpress.ph To be provided by the petitioner. To be provided by the petitioner. From the records of the company or secure copy from the www.secexpress.ph From the records of the company or secure copy from the www.secexpress.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
10. Evidence of the publication of the Verified Petition for Revival, stamped “Received” by the Commission, with the corresponding docket number, in a newspaper of general circulation i. Affidavit of the Newspaper’s Editor-in-Chief/Managing Editor/Content Editor attesting to the fact of publication of the Petition for Revival (1 original, 1 photocopy); and ii. Actual Newspaper cutout of publication showing the date and name of the newspaper, and all the pages of the Petition with its attachments (1 original, 1 photocopy).	Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/ Newspaper’s Editor-in-Chief/Managing Editor/Content Editor
<u>Situational Requirements</u> If Petitioner’s Articles of Incorporation were amended A. Petitioner’s Certificate (s) of Filing of Amended Articles of Incorporation, with the respective Amended Articles of Incorporation(2 photocopies) If no duly accomplished General Information Sheet (“GIS”) as of the date of expiration of its corporate term A. An equivalent document, such as, but not limited to, the Secretary’s Certificate indicating the list of stockholders and officers with the corresponding stockholdings (1 original, 1 photocopy) If there has been a change in the composition of the stockholders or members since the expiration of Petitioner’s corporate term	From the records of the company or secure copy from the www.secexpress.ph To be provided by the Petitioner.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. GIS of the Petitioner as of the date of stockholders' or members' approval of the resolution to file the Petition for Revival of its corporate existence, or the date of the board of directors' or trustees' approval of the filing of the said Petition, whichever is later (2 photocopies) For banks, banking and quasi-banking institutions, non-stock savings and loan associations, pawnshops and other financial intermediaries A. Favorable endorsement (1 original copy, 1 photocopy) For preneed, insurance and trust companies and other financial intermediaries A. Favorable endorsement (1 original, 1 photocopy) If petitioner's corporate name has already been validly reused, and is currently being used, by another corporation duly registered with the Commission A. Proof of Reservation of Petitioner's Proposed New Corporate Name. (2 photocopies) If petitioner is an expired corporation which already availed of re-registration, in accordance with SEC Memorandum Circular No. 13, series of 2019, or other memorandum circulars issued by the Commission pertaining to re-registration A. Certification, under oath issued by the Corporate Secretary of the re-registered corporation stating that (1 original, 1 photocopy)	From the records of the company or secure copy from the www.secexpress.ph Bangko Sentral ng Pilipinas, Financial Supervision Department Insurance Commission, Licensing Division Davao Extension Office, Office of the Director To be provided by the Petitioner.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a. the re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to undergo voluntary dissolution immediately after the issuance of the Petitioner's Certificate of Revival; OR b. the re-registered corporation has given consent to the Petitioner's to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival.	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 2 complete sets of the documentary requirements at the Records Unit of the Davao Extension Office. <i>Note: Applicant will be notified through email or through phone call of any deficiencies in the application.</i>	1.1 Verifies completeness of documents as per checklist of requirements, advises client to wait for an update from the processing officer as to status of application and endorses corporate records and documents to processing officer. 1.2 Examines documents, issues Payment Assessment Form and informs client of its availability through phone	None None	1 hour 8 days	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE										
	or email with advice to pay assessed fees at Landbank or thru Espaysec													
2. Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/	2.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	<table><tr><td>Petition Fee</td><td>P3,000.00</td></tr><tr><td>Documentary Stamp Tax</td><td>P30.00</td></tr><tr><td>Legal Research Fee</td><td>P30.00</td></tr><tr><td>Handling Fee</td><td>P20.00</td></tr></table> <table><tr><td>Filing Fee if with par value</td><td>1/5 of 1% of the authorized capital stock but not less than P</td></tr></table>	Petition Fee	P3,000.00	Documentary Stamp Tax	P30.00	Legal Research Fee	P30.00	Handling Fee	P20.00	Filing Fee if with par value	1/5 of 1% of the authorized capital stock but not less than P	3 minutes	Assistant Director Information and Communications Technology Department
Petition Fee	P3,000.00													
Documentary Stamp Tax	P30.00													
Legal Research Fee	P30.00													
Handling Fee	P20.00													
Filing Fee if with par value	1/5 of 1% of the authorized capital stock but not less than P													

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			2,000 or the subscription price of the subscribed capital stock whichever is higher		
		Filing Fee if without par value	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		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			the subscribed capital stock whichever is higher		
		<i>Note: Filing Fee for the extension of term of existence computed based on the present authorized capital stock of the company (for stock corporations) pursuant to SEC Memorandum Circular No. 3, series of 2017.</i>			
3. Proceeds to Receiving Unit, Davao Extension Office for presentation of approved documentary requirements with proof of payment	3.1 Receives and verifies documentary requirements and proofs of payment	None		15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
4. Submits the complete and approved application requirements, stamped	4.1 Checks documents are all stamped received. and proceeds	None		20 minutes	Securities Counsel II Davao Extension Office Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
received, to the Processing lawyer	to Office of the Director to Docket the verified petition. 4.2 Returns to the applicant representative one (1) copy and its supporting documents for publication in the newspaper	None	5 minutes	Davao Extension Office Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office
5. Submits evidence of the publication of the Verified Petition for Revival in a newspaper of general circulation.	5.1 Receives the evidences of the publication and forwards to the assigned lawyer of the case. 5.2 Assesses evidence of the publication and informs the applicant that the petition for revival will be presented to the En Banc and that he/she will be informed thru email or phone call of the availability of the Order once available for release.	None None	15 minutes 1 day	Administrative Assistant I, Davao Extension Office, Computer Operator, Davao Extension Office Securities Counsel II, Davao Extension Office Securities Counsel I, Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.3 Drafts Order and transmittal memo to Head Office for En Banc approval and endorses all documents to the Office of the Director for review.	None	7 days	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office
	5.4. Reviews petition, Draft Order and signs the transmittal memo; Emails and mails through courier the Draft Order, Memorandum and its supporting documents to Head Office.	None	3 days	Director II Davao Extension Office
	5.5 Approves the Petition and signs the Order	None	30 days	Commission en Banc
	5.6 Endorses Order to processing officer	None	3 hours	Director II Davao Extension Office Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office
	5.7 Receives the Order and informs the party for claiming	None	3 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE								
		<table><tr><td>Petition Fee</td><td>P3,000.00</td></tr><tr><td>Documentary Stamp Tax</td><td>P30.00</td></tr><tr><td>Legal Research Fee</td><td>P30.00</td></tr><tr><td>Handling Fee</td><td>P20.00</td></tr></table>	Petition Fee	P3,000.00	Documentary Stamp Tax	P30.00	Legal Research Fee	P30.00	Handling Fee	P20.00		49 days, 7 hours, 58 minutes	
Petition Fee	P3,000.00												
Documentary Stamp Tax	P30.00												
Legal Research Fee	P30.00												
Handling Fee	P20.00												
		<table><tr><td>Filing Fee if with par value</td><td>1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price</td></tr></table>	Filing Fee if with par value	1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price									
Filing Fee if with par value	1/5 of 1% of the authorized capital stock but not less than P 2,000 or the subscription price												

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			of the subscribe d capital stock whicheve r is higher		
		Filing Fee if without par value	1/5 of 1% of the authorize d capital stock computed at P100 per share but not less than P 2,000 or the issue value of the subscribe d capital stock		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			whichever is higher		
		<i>Note: Filing Fee for the extension of term of existence computed based on the present authorized capital stock of the company (for stock corporations) pursuant to SEC Memorandum Circular No. 3, series of 2017.</i>			

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

This service details the procedure in submitting and processing applications for licensing of lending and financing companies through an online portal that facilitates the acceptance, processing, approval of payment and issuance of original Certificate of Registration through the corporation's authorized representative.

Division / Office	Davao Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	Natural persons and Juridical entities and/or their representatives who wish to register a corporation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u> 1. Cover Sheet (1 electronic copy, 2 original copies) 2. Articles of Incorporation (1 electronic copy, 2 original copies) 3. By Laws (1 electronic copy, 2 original copies) 4. Certificate of Authentication (1 electronic copy, 2 original copies) 5. Electronic Official Receipt as Proof of Payment (2 photocopies)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant System-generated downloadable from the client's ESPARC's account to be provided by the applicant System-generated downloadable from the client's ESPARC's account to be provided by the applicant System-generated downloadable from the client's ESPARC's account to be provided by the applicant Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/

6. Application Summary Form (1 photocopy)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant
7. Valid NBI Clearance of all incorporators and stockholders (1 electronic copy, 1 original copy, 1 photocopy)	National Bureau of Investigation
8. Notarized Bank Certificate of Deposit (1 electronic copy, 1 original copy, 1 photocopy)	To be provided by the applicant
9. Sworn Certification required under Securities and Exchange Commission Memorandum Circular No. 29, series of 2020 (1 electronic copy, 2 original copies)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant
10. Email confirmation from Anti-Money Laundering Division of the Enforcement and Investor Protection Department of the Securities and Exchange Commission as to the receipt of the Sworn Certification required under Memorandum Circular No. 29, series of 2020 (1 electronic copy, 2 photocopies)	To be provided by the applicant
11. Application Form (1 electronic copy, 2 original copies)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant
12. Information Sheet (1 electronic copy, 2 original copies)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant
13. Signed and notarized Treasurer's Affidavit (1 electronic copy, 2 original copies)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant
<u>Situational Requirements</u>	
If with foreign directors and/or officers	

A. Alien Certificate of Registration (1 electronic copy, 2 photocopies) or Immigrant Certificate of Residence Card (1 electronic copy, 2 photocopies)	To be provided by the applicant
<i>Note: Must present original for verification</i>	
B. Clearance from Bureau of Immigration (1 electronic, 1 original, 1 photocopy)	Bureau of Immigration
C. Passport with proof of valid visa or stay in the Philippines (1 electronic copy, 2 photocopies)	To be provided by the applicant
<i>Note: Must present original for verification</i>	
For applications with more than 40% foreign equity: A. Signed and Notarized Foreign Investment Act Form 100 (FIA Form F-100) (1 electronic copy, 2 original copies)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant
For applications with secondary purposes for pawnshops, and other financial intermediaries with quasi-banking functions A. Favorable endorsement from regulating agency (1 electronic copy, 1 original copy, 1 photocopy)	Bangko Sentral ng Pilipinas, Financial Supervision Department
For application with secondary purposes for preneed, insurance and trust companies and other financial intermediaries A. Favorable endorsement from regulating agency (1 electronic copy, 1 original, 1 photocopy)	Insurance Commission, Licensing Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant clicks the link provided in the SEC website to the Esparc system to submit the proposed company name and input details of the articles of incorporation and/or by-laws and submits the said application for review by the Commission. <i>Note: Applicant should choose the application type and the Davao Extension Office as the processing office</i> <i>Note: Applicant will be notified through email or through ESPARC account of any deficiencies in the application.</i>	1.1 Reviews the proposed name.	None	1 day	Confidential Assistant III Davao Extension Office Securities Specialist I Davao Extension Office
	1.2 Reviews and pre-approves the application after which a system-generated email is sent to the client with the instruction to download the registration documents then upload the signed and authenticated/notarized registration documents in the system.	None	3 days	Securities Counsel I Davao Extension Office Director II Davao Extension Office
2. Downloads the articles of incorporation and/or by-laws from the system, or prepares own form of articles of incorporation and/or by-laws ensuring the same details as that inputted, for signature of the incorporators and notarization/authentication	2.1 Compares details in uploaded documents to data encoded by applicant and approves application for payment.	None	2 days	Securities Counsel I Davao Extension Office
	2.2 A system-generated Payment Assessment	None	3 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
then uploads signed and notarized/authenticated registration documents.	Form is sent to the applicant through email with the instruction to pay the assessed registration fees.				Assistant Director Information and Communications Technology Department
3. Pays the registration fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/)	3.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt. 3.2 A system-generated Registration Approved email is sent to applicant with instruction to submit hard copies to the processing Extension Office for the issuance of the original certificate.	For corporations with par value		3 minutes	Assistant Director, Information and Communications Technology Department
		Registration Fee	1/5 of 1% of the authorized capital stock but not less than P2,000.00 or the subscription price of the subscribed capital stock,	3 minutes	Assistant Director, Information and Communications Technology Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			whichever is higher		
		By-Laws	P1,000.00		
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	1% of the computed filing fee for registration and by laws but not less than P10.00		
		Handling Fee	P20.00		
		For corporations without par value			
		Registration Fee	1/5 of 1% of the authorized		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			capital stock computed at P100.00 per share but not less than P2,000.00 or the issue value of the subscribed capital stock, whichever is higher		
		By-Laws	P1,000.00		
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	1% of the computed filing fee for registration		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			and by laws but not less than P10.00		
		Handling Fee	P20.00		
		FIA Form	P3,000.00		
		Document ary Stamp Tax	P30.00		
		Legal Research Fee	P30.00		
		Handling Fee	P20.00		
		Name Reservatio n	P100.00		
		Each trade	P100.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		name			
		Book Registration	P150.00		
		Licensing Fee for Lending (Head Office)	1/10 of 1% of the paid up capital		
		Licensing Fee for Lending (Branch Office)	1/10 of 1% of the assigned capital of the branch		
		Licensing Fee for Financing (Head Office)	1/10 of 1% of the paid up capital		
		Licensing Fee for Financing(	1/10 of 1% of the capital of		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Branch Office)	the branch		
		Legal Research Fee for each Licensing Fee	1% of each licensing fee but not less than P10.00		
		Documentary Stamp Tax	P30.00		
4. Submits hard copies including proof of payment at the Davao Extension Office Receiving Unit. <i>Note: The originally signed and notarized hard copies must be the same documents uploaded by the applicant.</i>	4.1 Receives and verifies all documentary requirements and proof of payment and advises party as to when the Certificate may be claimed.	None		15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
	4.2. Manually enters information in the daybook of commercial register, and prints the Certificate.	None		5 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
	4.3 Reviews and signs the Certificate.	None		7 hours	Director II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
5. Presents proof of payment to the Releasing Unit, Davao Extension Office on scheduled date.	5.1 Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases originally signed Certificate of Registration.	None		15 minutes	Administrative Assistant II Davao Extension Office
TOTAL		For corporations with par value		6 days, 7 hours, 44 minutes	
		Registration Fee	1/5 of 1% of the authorized capital stock but not less than P2,000.00 or the subscription price of the subscribed capital stock, whichever		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			r is higher		
		By-Laws	P1,000.00		
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	1% of the computed filing fee for registration and by laws but not less than P10.00		
		Handling Fee	P20.00		
		For corporations without par value			
		Registrati on Fee	1/5 of 1% of the		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		authorize d capital stock computed at P100.00 per share but not less than P2,000.00 or the issue value of the subscribe d capital stock, whicheve r is higher		
	By-Laws	P1,000.0 0		
	Document ary Stamp Tax	P30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee	1% of the computed filing fee for registration and by laws but not less than P10.00		
		Handling Fee	P20.00		
		FIA Form	P3,000.00		
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	P30.00		
		Handling Fee	P20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE						
		<table><tr><td>Name Reservation</td><td>P100.00</td></tr><tr><td>Each trade name</td><td>P100.00</td></tr><tr><td>Book Registration</td><td>P150.00</td></tr></table>	Name Reservation	P100.00	Each trade name	P100.00	Book Registration	P150.00		
		Name Reservation	P100.00							
		Each trade name	P100.00							
		Book Registration	P150.00							
		<table><tr><td>Licensing Fee for Lending (Head Office)</td><td>1/10 of 1% of the paid up capital</td></tr><tr><td>Licensing Fee for Lending (Branch Office)</td><td>1/10 of 1% of the assigned capital of the branch</td></tr></table>	Licensing Fee for Lending (Head Office)	1/10 of 1% of the paid up capital	Licensing Fee for Lending (Branch Office)	1/10 of 1% of the assigned capital of the branch				
Licensing Fee for Lending (Head Office)	1/10 of 1% of the paid up capital									
Licensing Fee for Lending (Branch Office)	1/10 of 1% of the assigned capital of the branch									

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Licensing Fee for Financing (Head Office)	1/10 of 1% of the paid up capital		
		Licensing Fee for Financing (Branch Office)	1/10 of 1% of the capital of the branch		
		Legal Research Fee for each Licensing Fee	1% of each licensing fee but not less than P10.00		
		Documentary Stamp Tax	P30.00		

12. Public Assistance & Complaints 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 Unit or personnel, if applicable.

Division / Office	Davao Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C); Government to Business (G2B); Government to Government (G2G)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Situation A: Approaches public assistance desk and presents verbal concern or query that may be readily answered	A.1 Provides guidance on how to proceed with concern in the form of checklist, guidelines, provision of email or mobile number, sample forms or simple advice	None	30 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
Situation B: Approaches public assistance desk and presents verbal concern or query that requires endorsement to a specific unit	B.1 Directs to proper unit or personnel.	None	15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
		None	45 minutes	Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
or personnel of the office who can better handle the concern	B.2 Renders advice depending on the nature of the concern/query			Davao Extension Office Securities Counsel I Davao Extension Office Securities Specialist III Davao Extension Office Securities Specialist II Davao Extension Office Administrative Officer IV Davao Extension Office Securities Specialist I Davao Extension Office Information Officer II Davao Extension Office Administrative Officer II Davao Extension Office Confidential Assistant III Davao Extension Office Administrative Assistant II Davao Extension Office
TOTAL		NONE	Situation A: 30 minutes Situation B: 1 hour	

13. Registration of Corporations through OneSEC (One day Submission and E-registration of Companies) (For Stock Corporations Only)

This service details the procedure on the processing of applications for registration of One Person Corporations (OPC) and Domestic Stock Corporations (except lending and financing companies) with 2 to 15 incorporators only who desire a one day approval of their registration application, using a fully-automated process from verifying the company name to issuing the Digital Certificate of Incorporation.

Division / Office	Davao Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	Natural and Juridical persons and/or their representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u> 1. Cover Sheet (1 electronic copy, 2 original copies) 2. Articles of Incorporation (1 electronic copy, 2 original copies) 3. By Laws (1 electronic copy, 2 original copies) <i>Notes: There is no submission of By Laws for One Person Corporations</i> 4. Certificate of Authentication (2 original copies)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant System-generated downloadable from the client's ESPARC's account to be provided by the applicant System-generated downloadable from the client's ESPARC's account to be provided by the applicant System-generated downloadable from the client's ESPARC's account to be provided by the applicant Sent through their e-mail or may be downloaded from this link:



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Electronic Official Receipt as Proof of Payment (2 electronic copies)	https://espaysec.sec.gov.ph/
6. Digital copy of Certificate of Incorporation (E-Certificate) (2 photocopies)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant
7. Application Summary Form (1 electronic copy)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant
<u>Situational Requirements</u> For Corporations with more than 40% foreign equity: A. Application Form for registration under the Foreign Investments Act of 1991 (R.A. 7042, as amended) Form F100) (1 electronic copy, 2 original copies) For banks, banking and quasi-banking institutions, non-stock savings and loan associations, pawnshops and other financial intermediaries A. Favorable endorsement (1 electronic copy, 1 original copy, 1 photocopy) For preneed, insurance and trust companies and other financial intermediaries A. Favorable endorsement (1 electronic copy, 1 original, 1 photocopy)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant Bangko Sentral ng Pilipinas, Financial Supervision Department Insurance Commission, Licensing Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant Clicks the link provided in the SEC website to the OneSEC system, choosing OneSEC application to: (a) submit the proposed company name and input minimum data required for the articles of incorporation and/or by-laws; (b) for successful applications, pays for the registration fee through the SEC online payment portal indicated and provided in the OneSEC system; (c) downloads Interim Certificate and system-generated forms for signature of incorporators and notarization/authentication. <i>Note: Applicant will be notified through email or through ESPARC account of any deficiencies in the application.</i>	1.1 A system-generated Payment Assessment Form is sent to the applicant through email with the instruction to pay the assessed registration fees. 1.2 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt. 1.3 A system-generated Registration Approved email is sent to applicant with the link to the Digital Certificate of Incorporation.	For corporations with par value	3 minutes	Assistant Director Information and Communications Technology Department
		Registration Fee	1/5 of 1% of the authorized capital stock but not less than P2,000.00 or the subscription price of the subscribed capital stock, whichever is higher	3 minutes
		By-Laws	P1,000.00	3 minutes
		Documentary Stamp Tax	P30.00	3 minutes
				Assistant Director Information and Communications Technology Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee	1% of the computed filing fee for articles and by laws but not less than P10.00		
		Handling Fee	P20.00		
		For corporations without par value			
		Registration Fee	1/5 of 1% of the authorized capital stock computed at P100.00 per share but not less than P2,000.00 or the issue		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			value of the subscribed capital stock, whichever is higher		
		By-Laws	P1,000.00		
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	1% of the computed filing fee for articles and by laws but not less than P10.00		
		Handling Fee	P20.00		
		FIA Form	P3,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	P30.00		
		Handling Fee	P20.00		
		Name Reservation	P100.00		
		Each trade name	P100.00		
		Book Registration	P150.00		
2. Submits hard copies including proof of payment at the Davao Extension Office Receiving Unit.	2.1 Receives and verifies all documentary requirements and proof of payment and advises party as to when the Certificate may be claimed	None		15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Note: The originally signed and notarized hard copies must be the same documents uploaded by the applicant.</i> <i>Note: The originally signed and notarized hard copies must be submitted within a period of 1 year from date stated in the Interim Certificate of Incorporation</i>	2.2. Prints Certificate	None	4 hours	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office
3. Presents proof of payment to the Releasing Unit, Davao Extension Office on scheduled date.	3.1 Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Certificate of Amendment	None	15 minutes	Administrative Assistant II Davao Extension Office
TOTAL		For corporations with par value	4 hours, 39 minutes	
		Registration Fee 1/5 of 1% of the authorized capital stock but not less		

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		than P2,000.00 or the subscription price of the subscribed capital stock, whichever is higher		
		By-Laws	P1,000.00	
		Documentary Stamp Tax	P30.00	
		Legal Research Fee	1% of the computed filing fee for articles and by laws but not less than P10.00	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Handling Fee	P20.00		
		For corporations without par value			
		Registration Fee	1/5 of 1% of the authorized capital stock computed at P100.00 per share but not less than P2,000.00 or the issue value of the subscribed capital stock, whichever is higher		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		By-Laws	P1,000.00		
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	1% of the computed filing fee for articles and by laws but not less than P10.00		
		Handling Fee	P20.00		
		FIA Form	P3,000.00		
		Documentary Stamp Tax	P30.00		
		Legal Research	P30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Fee		
		Handling Fee	P20.00	
		Name Reservati on	P100.00	
		Each trade name	P100.00	
		Book Registrati on	P150.00	

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

This service details the procedure for registration of One Person Corporations (OPC) and Domestic Corporations (stock or non-stock) with two (2) or more incorporators but not more than fifteen (15), until the release of the original certificate. This service does not apply to applications for registration of partnerships and licensing of foreign corporations, lending companies and financing companies.

Division / Office	Davao Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C); Government to Business (G2B)
Type of Service	External Service
Who may avail:	Natural persons and Juridical entities and/or their representatives who wish to register a corporation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u> Cover Sheet (1 original copy, 1 photocopy) Articles of Incorporation (1 original copy, 1 photocopy) By Laws (1 original copy, 1 photocopy) <i>Notes: There is no submission of By Laws for One Person Corporations and Corporation Sole</i> Certificate of Authentication (1 original copy, 1 photocopy) Electronic Official Receipt as Proof of Payment (2 electronic copies)	System-generated downloadable from the client's ESPARC's account System-generated downloadable from the client's ESPARC's account System-generated downloadable from the client's ESPARC's account System-generated downloadable from the client's ESPARC's account Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/

Digital copy of Certificate of Incorporation (E-Certificate) (2 electronic copies)	System-generated downloadable from the client's ESPARC's account
Application Summary Form (1 electronic copy)	System-generated downloadable from the client's ESPARC's account
<u>Situational Requirements</u> For Corporations with more than 40% foreign equity A. Application Form for registration under the Foreign Investments Act of 1991 (R.A. 7042, as amended) Form F100) (1 original, 1 photocopy) For Foundations: A. Notarized certificate of bank deposit of the contribution which shall not be less than P1,000,000.00 (1 original, 1 photocopy) B. Statement of willingness to allow the Commission to conduct an audit (1 original, 1 photocopy) For Religious corporations: A. Affidavit of affirmation or verification by the chief priest, rabbi, minister or presiding elder (1 original, 1 photocopy) For banks, banking and quasi-banking institutions, non-stock savings and loan associations, pawnshops and other financial intermediaries A. Favorable endorsement (1 original, 1 photocopy) For preneed, insurance and trust companies and other financial intermediaries A. Favorable endorsement (1 original, 1 photocopy)	System-generated downloadable from the client's ESPARC's account To be provided by the applicant System-generated downloadable from the client's ESPARC's account To be provided by the applicant Bangko Sentral ng Pilipinas, Financial Supervision Department Insurance Commission, Licensing Division

For corporations registering as federations A. Certified list of member-associations by corporate secretary or president (1 original, 1 photocopy)	To be provided by the applicant
For Condominium corporations/associations: A. Master Deed with primary entry of the Register of Deeds (Should secure annotation on the Master Deed from the Register of Deeds where the condominium is situated) (1 original, 1 photocopy) and A. Certification that there is no other existing similar condominium association within the condominium project (2 original copies)	To be provided by the applicant To be provided by the applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant clicks the link provided in the SEC website to the Esparc system to submit the proposed company name and input details of the articles of incorporation and/or by-laws and submits the said application for review by the Commission.	1.1 Reviews the proposed name. 1.2 Reviews and pre-approves the application after which a system-generated email is sent to the client with the instruction to download the registration documents then upload the signed and authenticated/notarized registration documents in the system.	None None	1 day, 3 hours 3 days	Confidential Assistant III Davao Extension Office Securities Specialist I Davao Extension Office Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office Director II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Downloads the articles of incorporation and/or by-laws from the system, or prepares own form of articles of incorporation and/or by-laws ensuring the same details as that inputted, for signature of the incorporators and notarization/authentication then uploads signed and notarized/authenticated registration documents.	2.1 Compares details in uploaded documents to data encoded by applicant and approves application for payment.	None	2 days	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office
	2.2 A system-generated Payment Assessment Form is sent to the applicant through email with the instruction to pay the assessed registration fees.	None	3 minutes	Assistant Director Information and Communications Technology Department
3. Pays the registration fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/)	3.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	<u>For stock corporation based on the authorized capital stock:</u> <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	3 minutes	Assistant Director Information and Communications Technology Department
	3.2 A system-generated Registration Approved email is sent to applicant with the link to the Digital Certificate of Incorporation.	<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	3 minutes	Assistant Director Information and Communications Technology Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		subscribed capital stock whichever is higher <u>Articles of Incorporation for non-stock corporation:</u> P 1,000 <u>Foreign Investments Act (FIA) Form:</u> P3,000.00 <u>Name Reservation:</u> P100.00 <u>Each additional trade name/s:</u> P100.00 <u>Documentary Stamp Tax:</u> P30.00 <u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00). <u>Book Registration Fee:</u> P150.00 <u>Handling Fee:</u> P20.00		
4. Submits hard copies including proof of payment at the Davao Extension Office Receiving Unit. <i>Note: The originally signed and notarized hard copies</i>	4.1 Receives and verifies all documentary requirements and proof of payment and advises party as to when the Certificate may be claimed 4.2. Prints Certificate	None None	15 minutes 4 hours	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office Administrative Officer II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>must be the same documents uploaded by the applicant.</i> <i>Note: The originally signed and notarized hard copies must be submitted within a period of 1 year from date stated in the Interim Certificate of Incorporation</i>				Administrative Assistant II Davao Extension Office
5. Presents proof of payment to the Releasing Unit on scheduled date.	5.1 Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Certificate of Amendment	None	15 minutes	Administrative Assistant II Davao Extension Office
TOTAL		<u>For stock corporation based on the authorized capital stock:</u> <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 <u>Without par value:</u> 1/5 of 1% of the authorized	6 days, 7 hours, 39 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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 <u>Articles of Incorporation for non-stock corporation:</u> P 1,000 <u>By-Laws for both stock and non-stock corporations:</u> P 1,000 <u>Foreign Investments Act (FIA) Form 100:</u> P3,000.00 <u>Company Name Reservation:</u> P100.00 <u>Each additional trade name/s:</u> P100.00 <u>Documentary Stamp Tax:</u> P30.00 <u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>Book Registration Fee:</u> P150.00 <u>Handling Fee:</u> P20.00		

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

This service details the procedure in submitting and processing applications for the registration and recording of partnerships, whether General, Limited or a Professional Partnership, through an online portal that facilitates the acceptance, processing, approval of payment and issuance of the original Certificate through the partnership's authorized representative.

Division / Office	Davao Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	Natural persons and Juridical entities and/or their representatives who wish to register a partnership

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u>	
1. Cover Sheet (1 electronic copy, 2 original copies)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant
2. Signed Articles of Partnership (1 electronic copy, 2 original copies)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant
3. Certificate of Authentication (1 electronic copy, 2 original copies)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant
4. Electronic Official Receipt as Proof of Payment (2 photocopies)	Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/
5. Application Summary Form (1 electronic copy)	System-generated downloadable from the client's ESPARC's account to be provided by the applicant
<u>Situational Requirements</u>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
If one of the partners is a foreigner A. Signed and Notarized Foreign Investment Act Form 105 (FIA Form F-105) (1 electronic copy, 2 original copies) For banks, banking and quasi-banking institutions, non-stock savings and loan associations, pawnshops and other financial intermediaries A. Favorable endorsement (1 electronic copy, 1 original copy, 1 photocopy) For preneed, insurance and trust companies and other financial intermediaries A. Favorable endorsement (1 electronic copy, 1 original copy, 1 photocopy)	To be provided by the applicant with form downloadable through this link: https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0 Bangko Sentral ng Pilipinas, Financial Supervision Department Insurance Commission, Licensing Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant clicks the link provided in the SEC website to the Eparc system to submit the proposed company name and input details for the articles of partnership and clicks the submit button for review. <i>Note: Applicant should choose the application type and the Davao Extension Office as the processing office</i>	1.1 Reviews the proposed name. and/or trade names. 1.2 Reviews the partnership information and pre-approves the application after which a system-generated email is sent to the client with the instruction to download the registration documents	None None	1 day 3 days	Confidential Assistant III Davao Extension Office Securities Specialist I Davao Extension Office Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office Director II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
<i>Note: Applicant will be notified through email or through ESPARC account of any deficiencies in the application.</i>	then upload the signed and authenticated/notarized registration documents in the system.				
2. Downloads the articles of partnership from the system, or prepares own form ensuring the same details as that inputted, for signature of the partners and notarization/authentication then uploads signed and notarized/authenticated registration documents.	2.1 Compares details in uploaded documents to data encoded by applicant and approves application for payment.	None		2 days	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office
	2.2 A system-generated Payment Assessment Form is sent to the applicant through email with the instruction to pay the assessed registration fees.	None		3 minutes	Assistant Director Information and Communications Technology Department
3. Pays the registration fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/)	3.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	Registratio n Fee	P2,000.00	3 minutes	Assistant Director Information and Communications Technology Department
		Document ary Stamp Tax	P30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
	3.2 A system-generated Registration Approved email is sent to applicant with instruction to submit hard copies to the processing Extension Office for the issuance of the original certificate.	Legal Research Fee	P20.00	3 minutes	Assistant Director Information and Communications Technology Department
		Handling Fee	P20.00		
		FIA Form	P3,000.00		
		Documentary Stamp Tax	P30.00		
		Legal Research Fee	P30.00		
		Handling Fee	P20.00		
		Name Reservation	P100.00		
		Each trade name	P100.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
4. Submits hard copies including proof of payment at the Davao Extension Office Receiving Unit. <i>Note: The originally signed and notarized hard copies must be the same documents uploaded by the applicant.</i>	4.1 Receives and verifies all documentary requirements and proof of payment and advises party as to when the Certificate may be claimed.	None		15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
	4.2. Manually enters information in the daybook of commercial register, and prints the Certificate.	None		5 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
	4.3 Reviews and signs the Certificate.			7 hours	Director II Davao Extension Office
5. Presents proof of payment to the Releasing Unit on scheduled date.	5.1 Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases originally signed Certificate of Registration	None		15 minutes	Administrative Assistant II Davao Extension Office
TOTAL		Registrati on Fee	P2,000.00	6 days, 7 hours, 44 minutes	
		Documen tary Stamp	P30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Tax		
		Legal Research Fee	P20.00	
		Handling Fee	P20.00	
		FIA Form	P3,000.00	
		Documentary Stamp Tax	P30.00	
		Legal Research Fee	P30.00	
		Handling Fee	P20.00	
		Name Reservation	P100.00	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Each trade name	P100.00		

16. Request for Affirmative Certification

This service details the procedure for the processing of requests as to the status of a registered corporation or recorded partnership before the Securities and Exchange Commission. The status may be classified as Registered, Revoked, Suspended, Delinquent or Expired.

Division / Office	Davao Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C); Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any individual or entity with the desire to know the official status of a recorded partnership or registered corporation.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirement</u> 1. Request Form for Certificate of Affirmative Status (1 electronic copy) 2. Electronic Official Receipt as proof of payment (1 electronic copy)	Online (Davao Extension Office through email records_deo@sec.gov.ph) Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/
<u>Situational Requirements</u> If requesting party is the corporation itself or its representative A. Current/Latest Monitoring Clearance (Monitoring Sheet) (1 electronic copy)	Davao Extension Office, Records Unit through email records_deo@sec.gov.ph
<i>Note: Submit proof of payment if penalty was assessed</i>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Note: Details as to date of request, complete name of corporation, company registration number, number of copies of the certification, name of requesting party, relationship of requesting party to corporation, contact details of requesting party must be provided.</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE				
1. Emails completely filled-up Request Form to Securities and Exchange Commission – Davao Extension Office at records_deo@sec.gov.ph <i>Note: If requesting party is the corporation itself or its representative and Monitoring Clearance presented is not current, requesting party will be advised to submit latest reportorial requirements and to request for monitoring for the issuance of the latest monitoring clearance.</i>	1.1 Acknowledges duly accomplished request form 1.2 Manually issues Payment Assessment Form (PAF) and provides it to client thru email with the instruction to pay the assessed fees.	None None	4 hours, 30 minutes 30 minutes	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office				
2. Pays the assessed fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and emails proof of payment in	2.1 Acknowledges receipt of the proof of payment and advises client of the release of the Certificate of after 2 days	<table><tr><td>Certificatio n Fee</td><td>P500.00</td></tr><tr><td>Document</td><td>P30.00</td></tr></table>	Certificatio n Fee	P500.00	Document	P30.00	4 hours, 30 minutes	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office
Certificatio n Fee	P500.00							
Document	P30.00							

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
the same email where the Payment Assessment Form was sent	from date of submission of proof of payment.	ary Stamp Tax		5 hours	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office
	2.2 Checks all available records as to status and prints the Certificate	Note: The fees are assessed at a per copy basis.			
	2.3 Reviews the records and signs the Certificate			8 hours	Director II Davao Extension Office
3. Presents original receipt. Note: If original receipt cannot be presented, an Affidavit of Loss may be presented instead.	3.1. Releases signed Certification as to Status.	None		15 minutes	Administrative Assistant II, Davao Extension Office
TOTAL		Certificati on Fee	P500.00	2 days, 6 hours, 45 minutes	
		Documen tary Stamp Tax	P30.00		
		Note: The fees are assessed at a per copy basis.			

17. Request for Certificate of No Derogatory Information

This service details the procedure for processing a request for a Certificate of No Derogatory Information (CNDI). The CNDI may be issued to registered partnerships or corporations which have been given Monitoring Clearance for having complied with the filing of latest reportorial requirements and for paying any assessed fines and penalties. The issuance of the CNDI signifies the good standing of the partnership or corporation before the Commission only.

Division / Office	Davao Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any Registered Partnership, Domestic Corporation, or Licensed Foreign Corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u> 1. Request Form for Certificate of No Derogatory Information (1 electronic copy) <i>Note: Details as to date of request, complete name of corporation, company registration number, number of copies of the certification, name of requesting party, relationship of requesting party to corporation, contact details of requesting party must be provided.</i> 2. Current/Latest Monitoring Clearance (Monitoring Sheet) (1 electronic copy) <i>Note: Submit proof of payment if penalty was assessed</i> 3. Electronic Official Receipt as proof of payment (1 electronic copy)	Online (Davao Extension Office through email records_deo@sec.gov.ph) Davao Extension Office, Records Unit through email records_deo@sec.gov.ph Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE				
1. Emails completely filled-up Request Form to Securities and Exchange Commission – Davao Extension Office at records_deo@sec.gov.ph <i>Note: If Monitoring Clearance presented is not current, requesting party will be advised to submit latest reportorial requirements and to request for monitoring for the issuance of the latest monitoring clearance.</i>	1.1 Acknowledges duly accomplished request form and confirms existence of submitted monitoring clearance with on file records 1.2 Manually issues Payment Assessment Form (PAF) and provides it to client thru email with the instruction to pay the assessed fees.	None None	3 hours, 30 minutes 30 minutes	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office				
2. Pays the assessed fee at any of the payment gateways (LandBank or SEC payment portal https://espaysec.sec.gov.ph/ and emails proof of payment in the same email where the Payment Assessment Form was sent	2.1 Acknowledges receipt of the proof of payment and advises client of the release of the Certificate of No Derogatory Information after 2 days from date of submission of proof of payment. 2.2 Encodes the request and the payment	<table><tr><td>Certificatio n Fee</td><td>P500.00</td></tr><tr><td>Document ary Stamp Tax</td><td>P30.00</td></tr></table> <i>Note: The fees are assessed at a per copy basis.</i>	Certificatio n Fee	P500.00	Document ary Stamp Tax	P30.00	3 hours, 30 minutes 30 minutes	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office Administrative Officer II Davao Extension Office
Certificatio n Fee	P500.00							
Document ary Stamp Tax	P30.00							

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	details in the Certification Issuance System-Unified Reference Database (CIS-URDB) 2.3 Endorses request form and corporate records to proper handling personnel for evaluation 2.4 Evaluates status of the corporation in the CIS-URDB and prints the Certificate of No Derogatory Information. 2.5 Reviews the records and signs the Certificate of No Derogatory Information		30 minutes 7 hours 7 hours	Administrative Assistant II Davao Extension Office Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office Securities Specialist III Davao Extension Office Securities Specialist I Davao Extension Office Director II Davao Extension Office Securities Counsel II Davao Extension Office
3. Presents original receipt. Note: If original receipt cannot be presented, an Affidavit of Loss may be presented instead.	3.1 Releases signed Certification as to Status.	None	15 minutes	Administrative Assistant II, Davao Extension Office
TOTAL				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Certificati on Fee	P500.00	2 days, 6 hours, 45 minutes	
		Documen tary Stamp Tax	P30.00		
		Note: The fees are assessed at a per copy basis.			

18. Request for Name Verification for Amendment

This service details the procedure for processing requests for Negative Certification. The certificate to be issued declares the absence of any record of an entity with the Securities and Exchange Commission.

Division / Office	Davao Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any registered partnership or corporation with intent to amend the corporate name or add/delete trade names

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u> 1. Signed Request Letter for name reservation to be sent through <u>secdavaonameamend@gmail.com</u> (1 electronic copy) <i>Note: The letter request should state the corporate name to be amended, the company registration number , the proposed new corporate name and/or trade names, name reservation term, and should be signed by one of the incorporators or board members or by the authorized representative.</i> 2. Copy of Certificate of Registration (1 electronic copy) <i>Note: This document must be attached to the request letter</i> 3. Electronic official receipt as proof of payment (1 electronic copy)	To be provided by applicant To be provided by the applicant Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Situational Requirement</u> Where the proposed new name and/or trade names contains acronyms or words not in English or Filipino A. Letter explanation as to meaning Where the proposed new name and/or trade name contains a surname A. Letter-consent to use surname signed by person whose surname was used Where the name reservation has already expired A. Copy of latest expired name reservation slip	To be provided by the applicant To be provided by the applicant To be provided by the applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails letter-request to Securities and Exchange Commission – Davao Extension Office at secdavaonameamend@gmail.com <i>Note: An email reply will be sent for lacking requirements</i> <i>Note: An email reply will be sent if the proposed name/s are disapproved</i>	1.1 Acknowledges duly accomplished request form, checks completeness of requirements and verifies availability of proposed name and/or trade names. 1.2 Manually issues Payment Assessment Form (PAF) and provides it to client thru email with the	None None	1 day 3 hours 30 minutes	Securities Specialist I Davao Extension Office Confidential Assistant III Davao Extension Office Securities Specialist I Davao Extension Office Confidential Assistant III Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
	instruction to pay the assessed fees.				
2. Pays the registration fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/)	2.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	Name Reservation	P100.00	3 minutes	Assistant Director Information and Communications Technology Department
		Each trade name	P100.00		
3. Emails proof of payment in the same email thread where the Payment Assessment Form was sent.	3.1 Sends Name Verification Slip through email	None		1 day, 3 hours	Securities Specialist I Davao Extension Office Confidential Assistant III Davao Extension Office
TOTAL		Name Reservation	P100.00	2 days, 6 hours, 33 minutes	
		Each trade name	P100.00		

19. Request for Negative Certification

This service details the procedure for processing requests for Negative Certification. The certificate to be issued declares the absence of any record of an entity with the Securities and Exchange Commission.

Division / Office	Davao Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any individual or entity with the desire to have an official document declaring the non-existence of an entity in the records of the Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Form for Negative Certification <i>Note: Details as to date of request, complete name of entity, number of copies of the certification, name of requesting party, purpose of the request and contact details of requesting party must be provided.</i>	Online (Davao Extension Office through email records_deo@sec.gov.ph)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails completely filled-up Request Form to Securities and Exchange Commission – Davao Extension Office at records_deo@sec.gov.ph	1.1 Acknowledges duly accomplished request form 1.2 Manually issues Payment Assessment Form (PAF) and provides it	None None	4 hours, 30 minutes 30 minutes	Securities Specialist I Davao Extension Office Administrative Officer II Davao Extension Office Securities Specialist I Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
	to client thru email with the instruction to pay the assessed fees.				Administrative Officer II, Davao Extension Office
2. Pays the at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and emails proof of payment in the same email where the Payment Assessment Form was sent	2.1 Acknowledges receipt of the proof of payment and advises client of the release of the Certificate of after 2 days from date of submission of proof of payment.	Certification Fee	P500.00	4 hours, 30 minutes	Securities Specialist I Davao Extension Office Administrative Officer II Davao Extension Office
	2.2 Thoroughly verifies all available records as to status of entity and prints the Certificate	Documentary Stamp Tax	P30.00	5 hours	Securities Specialist I Davao Extension Office
	2.3 Reviews the records and signs the Certificate	<i>Note: The fees are assessed at a per copy basis.</i>		8 hours	Director II Davao Extension Office
3. Presents original receipt. Note: If original receipt cannot be presented, an Affidavit of Loss may be presented instead.	3.1 Releases signed Certification as to Status.	None		15 minutes	Administrative Assistant II Davao Extension Office
TOTAL		Certification Fee	P500.00	2 days, 6 hours, 45 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Documen tary Stamp Tax	P30.00		
		<i>Note: The fees are assessed at a per copy basis.</i>			

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

This service details the procedure for the processing of requests for and issuance of plain and/or authenticated copies of public documents on file with the Commission by other government offices.

Division / Office	Davao Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Government (G2G)
Type of Service	External Service
Who may avail:	Any Government office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirement</u> 1. Signed Letter Request (1 original)	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 either personally or thru email at secdavao@gmail.com	1.1 Acknowledges receipt of the letter request and forwards the letter to the Director for assignment	None	4 hours, 30 minutes	Confidential Assistant III Davao Extension Office Information Officer II Davao Extension Office
	1.2 Endorses letter request to Records Unit	None	2 hours	Director II Davao Extension Office
	1.3 Checks availability of requested documents in database or corporate records and prints requested documents	None	4 hours, 30 minutes	Administrative Assistant II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Forwards the requested documents to the Office of the Director	None	1 hour	Administrative Assistant II Davao Extension Office
	1.5 Prepares and signs the letter reply	None	8 hours	Director II Davao Extension Office
	1.6 Transmits Davao Extension Office reply to request	None	3 hours	Administrative Assistant I Davao Extension Office
TOTAL		None	2 days, 7 hours	

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

This service details the procedure for the processing of requests for and issuance of plain and/or authenticated copies of public documents on file with the Commission by any person or juridical entity.

Division / Office	Davao Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any individual or juridical entity

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u> 1. Request Form for Plain/Authenticated Copy of Documents (1 electronic copy) <i>Note: Details as to date of request, complete name of entity, whether the request is for plain or authenticated (certified) copy, number of copies, type of document needed, name of requesting party, purpose of the request and contact details of requesting party must be provided.</i>	Online (Davao Extension Office through email records_deo@sec.gov.ph)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails completely filled-up Request Form to Securities and Exchange Commission – Davao	1.1 Acknowledges duly accomplished request form and checks availability of requested	None	4 hours, 30 minutes	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE		
Extension Office at records_deo@sec.gov.ph <i>Note: If requested documents are not available, the party will be informed thru email.</i>	documents in database or corporate records 1.2 Manually issues Payment Assessment Form (PAF) and provides it to client thru email with the instruction to pay the assessed fees.	None	30 minutes	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office		
Situational Step 2A: 2.A Pays the assessed fee for authenticated copy at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and emails proof of payment in the same email where the Payment Assessment Form was sent.	2.A.1 Acknowledges email and prints or photocopies the requested documents	CTC per set	4 hours, 30 minutes	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office		
		Articles of Incorporation			Php 2000	
	By-Laws	Php 2000		1 hour	Administrative Assistant II Davao Extension Office Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office	
	Articles of Partnership	Php 2000				
	Amended Articles of Incorporation	Php 2000				
	Amended By-Laws	Php 2000				
	2.A.3 Certifies the documents and signs on the last page	Amended Articles of Partnership		Php 2000	1 hour	Securities Specialist I Davao Extension Office Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office
		Increase in Capital Stock		Php 2000		
		GIS		Php 2000		
		FS		P100 per page plus		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE																		
			service fee of P50																				
		Certificate of Registration	Php 100																				
		Documentary Stamp for each document	Php 30 per piece																				
Situational Step 2B: 2.B Pays the assessed fee for plain copy at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and emails proof of payment in the same email where the Payment Assessment Form was sent	2.B.1 Acknowledges email and prints or photocopies the requested documents	<table><tr><th>Ordinary Copy</th><th>Fees</th></tr><tr><td>Articles of Incorporation</td><td>Php 1500</td></tr><tr><td>By-Laws</td><td>Php 1500</td></tr><tr><td>Articles of Partnership</td><td>Php 1500</td></tr><tr><td>Amended Articles of Incorporation</td><td>Php 1500</td></tr><tr><td>Amended By-Laws</td><td>Php 1500</td></tr><tr><td>Amended Articles of Partnership</td><td>Php 1500</td></tr><tr><td>Increase in Capital Stock</td><td>Php 1500</td></tr><tr><td>GIS</td><td>Php 1500</td></tr></table>	Ordinary Copy	Fees	Articles of Incorporation	Php 1500	By-Laws	Php 1500	Articles of Partnership	Php 1500	Amended Articles of Incorporation	Php 1500	Amended By-Laws	Php 1500	Amended Articles of Partnership	Php 1500	Increase in Capital Stock	Php 1500	GIS	Php 1500		4 hours 30 minutes	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office
Ordinary Copy	Fees																						
Articles of Incorporation	Php 1500																						
By-Laws	Php 1500																						
Articles of Partnership	Php 1500																						
Amended Articles of Incorporation	Php 1500																						
Amended By-Laws	Php 1500																						
Amended Articles of Partnership	Php 1500																						
Increase in Capital Stock	Php 1500																						
GIS	Php 1500																						

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		FS	Php 50 per page		
		Note: The fees are assessed at a per copy basis.			
3. Presents copy of proof of payment receipt to the Releasing Unit	3.1. Releases requested documents after securing acknowledgment from the claiming party.	None		15 minutes	Administrative Assistant II Davao Extension Office
TOTAL		CTC per set	Fees	Situation 2A 1 day, 3 hours, 45 minutes Situation 2B 1 day, 1 hour, 45 minutes	
		Articles of Incorporation	Php 2000		
		By-Laws	Php 2000		
		Articles of Partnership	Php 2000		
		Amended Articles of Incorporation	Php 2000		
		Amended By-Laws	Php 2000		
		Amended Articles of Partnership	Php 2000		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Increase in Capital Stock	Php 2000		
		GIS	Php 2000		
		FS	P100 per page plus service fee of P50		
		Certificate of Registration	Php 100		
		Documentary Stamp for each document	Php 30 per piece		
		<u>Ordinary Copy</u>	Fees		
		Articles of Incorporation	Php 1500		
		By-Laws	Php 1500		
		Articles of Partnership	Php 1500		
		Amended Articles of Incorporation	Php 1500		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Amended By-Laws	Php 1500		
		Amended Articles of Partnership	Php 1500		
		Increase in Capital Stock	Php 1500		
		GIS	Php 1500		
		FS	Php 50 per page		
		Note: The fees are assessed at a per copy basis.			

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

This service details the procedure for the processing of requests for monitoring of reports by One Person Corporations (OPC) and Ordinary Domestic Corporations (stock or non-stock) with 2 or more incorporators.

Division / Office	Davao Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any domestic corporation-through their Authorized Representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u> 1. Request Form for Monitoring (1 electronic copy) 2. Annual Financial Statement as of last fiscal year submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy) 3. Latest General Information Sheet submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy) <i>Note: No General Information Sheet submission needed for One Person Corporations and Corporation Sole</i> <i>Note: One Person Corporations submit a SEC Form for Appointment of Officers in lieu of a GIS</i>	Davao Extension Office email: records_deo@sec.gov.ph To be provided by the applicant To be provided by the applicant

4. Official and Alternate Email Addresses and Mobile Numbers of corporation submitted in the MC28 portal (1 electronic copy)

Situational Requirements

If total assets or total liabilities of the corporation are Six Hundred Thousand Pesos (P600,000.00) or more

- A. Audited Financial Statement as of last fiscal year certified under oath by the Corporation's treasurer and stamped received by BIR submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy)

To be provided by the applicant

If One Person Corporation:

- A. Submit Form for Appointment of Officers whenever there is change in the information submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy)

To be provided by the applicant

If Corporation Sole:

- A. Require Certification or Affidavit as to properties (1 electronic copy)

To be provided by the applicant

If Non-Stock Corporation

- A. Additional requirement of Mandatory Disclosure Form to be submitted online (1 electronic copy)

To be provided by the applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails completely filled-up Request Form to Securities and Exchange	1.1 Acknowledges duly accomplished request form and advises client to	None	6 hours	Administrative Officer II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Commission – Davao Extension Office at records_deo@sec.gov.ph <i>Note: If there are deficiencies which require submission of documents, requesting party is advised thru email.</i>	wait for the feedback within seventeen (17) working days from receipt of acknowledgment 1.2 Prints Document Index List from the Online Document Retrieval System (ODRS) and endorses request and corporate records to Specialist 1.3 Determines compliance, deficiencies and violations, if any, and issues Monitoring Sheet.	None None	1 hour 17 days	Administrative Assistant II Davao Extension Office Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office Securities Specialist III Davao Extension Office Securities Specialist II Davao Extension Office Administrative Officer IV Davao Extension Office Securities Specialist I Davao Extension Office
<u>Situational Step</u> 2.A: If no deficiencies and violations are noted in the reports Acknowledges email notice of no assessed penalty.	2.A.1 Attaches Monitoring Sheet to corporate file and forwards documents to Office of the Director for review and signature	None	1 hour	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2.B: If there are deficiencies and violations noted in the report Pays the assessed fines and penalties, if any, at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/ and emails proof of payment in the same email where the Payment Assessment Form was sent	2.A.2 Reviews the Monitoring Sheet and affixes signature	None	1 day	Director II Davao Extension Office
	2.B.1 Sends the Monitoring Sheet and the corresponding Payment Assessment Form to the email of the requesting party.	Memorandum Circular No. 6, series of 2024 https://www.sec.gov.ph/mc-2024/sec-mc-no-06-series-of-2024updated-fines-and-penalties-on-the-late-and-non-submission-of-audited-financial-statements-afs-general-information-sheet/#gsc.tab=0 Memorandum Circular No. 8, series of 2009 https://www.sec.gov.ph/mc-2009/sec-memorandum-circular-no-08-6/#gsc.tab=0 Office Order No. 298 Series of 2010	30 minutes	Securities Specialist III Davao Extension Office Securities Specialist II Davao Extension Office Administrative Officer IV Davao Extension Office Securities Specialist I Davao Extension Office
	2.B.2 Acknowledges receipt of proof of payment and advises client to claim signed Monitoring Sheet		4 hours 30 minutes	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office
	2.B.3 Attaches Monitoring Sheet to corporate file and forwards documents to Office of the Director for review and signature		1 hour	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.B.4 Reviews the Monitoring Sheet and affixes signature		1 day	Director II Davao Extension Office
3. Acknowledges copy of the signed Monitoring Sheet sent thru email	3.1 Notes in the activity log sheet when email containing signed Monitoring Sheet was sent to corporation or its representative.	None	15 minutes	Administrative Assistant II Davao Extension Office Administrative Assistant I Davao Extension Office
TOTAL		Memorandum Circular No. 6, series of 2024 https://www.sec.gov.ph/mc-2024/sec-mc-no-06-series-of-2024updated-fines-and-penalties-on-the-late-and-non-submission-of-audited-financial-statements-a-fs-general-information-sheet/#gsc.tab=0 Memorandum Circular No. 8, series of 2009 https://www.sec.gov.ph/mc-2009/sec-memorandum-circular-no-08-6/#gsc.tab=0 Office Order No. 298 Series of 2010	Situation A: 19 days, 15 minutes Situation B: 19 days, 5 hours, 15 minutes	

This service details the procedure on the application for voluntary dissolution of a domestic corporation under Section 134 of the Revised Corporation Code where no creditors are affected taking into consideration the guidelines set forth in SEC Memorandum Circular No. 5, Series of 2022. Note that there is a fifteen (15)-day waiting period from the receipt of the Verified Request for Dissolution by the Securities and Exchange Commission before the request will be approved and the issuance of the Certificate of Dissolution. This 15-day period provides for the period within which the Verified Request for Dissolution may be withdrawn.

Division / Office	Davao Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Any domestic corporation through their Authorized Representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirements</u> 1. Verified Request for Dissolution (2 original copies) <i>Note: The verified request must be signed by the corporation's duly authorized representative</i>	To be provided by the applicant
2. Verification and Certification against Forum Shopping (2 original copies) <i>Note: The verified request must be signed by the corporation's duly authorized representative</i>	To be provided by the applicant
	To be provided by the applicant

3. Board resolution or directors'/trustees' certificate authorizing the dissolution and designating an authorized representative (2 original copies)

Note: This document must be signed by a majority of the board and countersigned by secretary of the corporation

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

4. Audited Financial Statement as of last fiscal year submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy)

5. Affidavit under oath by the President and Treasurer (2 original copies)

Note: The document shall certify that: i. the dissolution is not prejudicial to the interest of the creditors; and ii. there is no opposition from any creditors from the time of the publication of the notice of dissolution up to the filing of the application for dissolution with the Commission

6. Tax Clearance Certificate (1 original copy, 1 photocopy)

7. Publisher's Affidavit of publication of the notice of meeting (2 original copies)

To be provided by the applicant

To be provided by the applicant

Bureau of Internal Revenue

To be provided by the applicant

To be provided by the applicant with sample form of Secretary's Certificate available in this link:

<https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0>

8. Notarized Secretary's Certificate on non-existence of intra-corporate dispute dated within (six) 6 months from submission (2 original copies) 9. Latest General Information Sheet submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy, 1 photocopy) <i>Note: The document as submitted and accepted in the SEC eFAST will be attached to the application.</i>	To be provided by the applicant
<u>Situational Requirements</u> Where the applicant has ceased operations of at least one (1) year: A. Audited Financial Statement as of the last year of operation stamped received by the Bureau of Internal Revenue and submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST) (1 electronic copy, 1 photocopy) B. Affidavit of non-operation certified under oath by the President (2 original copies) <i>Note: The document as submitted and accepted in the SEC eFAST will be attached to the application.</i> Where the applicant has no operation since incorporation:- A. Balance Sheet certified under oath by the Treasurer and President submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST); (1 electronic copy, 1 photocopy) B. Affidavit of non-operation certified under oath by the President and Treasurer; (2 original copies) C. Certificate of non-registration (1 original copy, 1 photocopy)	To be provided by the applicant To be provided by the applicant To be provided by the applicant To be provided by the applicant Bureau of Internal Revenue

Note: The document as accepted in the SEC eFAST will be attached to the application.

Where the applicant corporation (stock or non-stock) is with total assets or liabilities of less than P600,000:

A. Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer submitted in the SEC Electronic Filing and Submission Tool (SEC eFAST); (1 electronic copy, 1 photocopy)

Note: The document as submitted and accepted in the SEC eFAST will be attached to the application.

For banks, banking and quasi-banking institutions, non-stock savings and loan associations, pawnshops and other financial intermediaries

A. Favorable endorsement (1 original copy, 1 photocopy)

For preneed, insurance and trust companies and other financial intermediaries

A. Favorable endorsement (1 original, 1 photocopy)

To be provided by the applicant

Bangko Sentral ng Pilipinas, Financial Supervision Department

Insurance Commission, Licensing Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits 2 complete sets of the documentary requirements at the Records Unit of the Davao Extension Office.	1.1 Verifies completeness of documents as per checklist of requirements, advises client to wait for an update from the	None	1 hour	Administrative Officer II Davao Extension Office Administrative Assistant II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE						
<i>Note: Applicant will be notified through email or through phone call of any deficiencies in the application.</i>	processing officer as to status of application, retrieves corporate records and endorses to processing officer.									
	1.2 Evaluates all sets of the application and its supporting documents	None	3 days	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office						
	1.3 Manually issues Payment Assessment Form (PAF) and provides it to client in person or thru email with the instruction to pay the assessed fees.	None	30 minutes	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office						
2. Pays the assessed fee as indicated in the Payment Assessment Form (PAF) at any of the payment gateways (the SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank).	2.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	<table><tr><td>Petition Fee</td><td>P3,000.00</td></tr><tr><td>Documentary Stamp Tax</td><td>P30.00</td></tr><tr><td>Legal Research</td><td>P30.00</td></tr></table>	Petition Fee	P3,000.00	Documentary Stamp Tax	P30.00	Legal Research	P30.00	3 minutes	Assistant Director Information and Communications Technology Department
Petition Fee	P3,000.00									
Documentary Stamp Tax	P30.00									
Legal Research	P30.00									

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Fee			
		Handling Fee	P20.00		
3. Proceeds to Receiving Counter for presentation of approved documentary requirements with proof of payment	3.1 Receives and verifies documentary requirements and proofs of payment	None		15 minutes	Administrative Assistant I Davao Extension Office Computer Operator Davao Extension Office
4. Submits the complete and approved application requirements, stamped received, to the Processing lawyer	4.1 Advises client of the observance of a waiting period of 15 days from receipt of Verified Request before the request will be approved and the Certificate issued.	None		15 minutes	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office
	4.2 Endorses the corporate records to the Office of the Director for the issuance of the Certificate with the note to wait for 15 days from receipt before approval of request and issuance of Certificate.	None		15 minutes	Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office
	4.3 Reviews the application and notes	None		15 days	Director II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	when the Certificate will be issued which is after 15 days from receipt of the request. 4.4 Prepares Certificate of Dissolution 4.4 Signs the Certificate of Dissolution 4.5 Forwards the signed Certificate to the Releasing Unit.	None None None	4 hours 1 day 30 minutes	Confidential Assistant III Davao Extension Office Director II Davao Extension Office Confidential Assistant III Davao Extension Office
5. Presents proof of payment receipt to the Releasing Unit, Davao Extension Office	5.1 Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Order and/or Certificate	None	15 minutes	Administrative Assistant II Davao Extension Office
TOTAL				
		Petition Fee	P3,000.00	
		Documen tary Stamp	P30.00	
		19 days, 7 hours, 3 minutes		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		Tax			
		Legal Research Fee	P30.00		
		Handling Fee	P20.00		

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

This service details the procedure and documentary requirements for the inspection and/or reproduction of corporate books and records pursuant to SEC Memorandum Circular No. 25, Series of 2020 which promulgates the guidelines in enforcing the right to inspect and/or reproduce corporate records and the procedure for the conduct of investigation for violation of the same.

Division / Office	Davao Extension Office
Classification	Highly Technical (20 days) (Service is based on a statute, specifically, Memorandum Circular No. 25, Series of 2020) It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the "Government Service" contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled "Accessing Government Services", which clearly applies to "Government Service" as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	A stockholder, member, board member of a corporation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<u>Standard Requirement</u> 1. Verified Complaint (3 original, plus additional original copy per respondent)	To be provided by the Petitioner To be provided by the Petitioner

2. Verification and Certification Against Forum Shopping duly signed by the complainant (3 original, plus additional original copy per respondent) <i>Note: Samples of the above documents are attached in Memorandum Circular No. 25, Series of 2020</i> 3. Affidavit/s and Supporting Documents necessary to support the claims relied upon (3 original, plus additional original copy per respondent)	To be provided by the Petitioner
<u>Situational Requirements</u> If the complainant is a duly authorized representative A. His/Her proof of authority (3 original, plus additional original copy per respondent)	Principal Director, Trustee, Stockholder and/or Member of the subject corporation at the time the demand to inspect and/or reproduce the corporate records was made

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to Office of the Director for the presentation of the Verified Complaint and its attachments	1.1 Physically receives the verified complaint with necessary attachments and supporting documents, for assigning to the Handling Lawyer 1.2 Assesses the allegations in the complaint and the	None None	4 hours 7 days	Confidential Assistant III Davao Extension Office Director II Davao Extension Office Securities Counsel II Davao Extension Office Securities Counsel I Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE						
	completeness of the submitted requirements. Then, emails or personally provides Payment Assessment Form (PAF) for payment of assessed fees at Landbank or thru Electronic System for Payment to SEC or Espaysec									
2. Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/	2.2 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	<table><tr><td>Petition Fee</td><td>P10,000.00</td></tr><tr><td>Documentary Stamp Tax</td><td>P30.00</td></tr><tr><td>Legal Research Fee</td><td>P100.00</td></tr></table>	Petition Fee	P10,000.00	Documentary Stamp Tax	P30.00	Legal Research Fee	P100.00	3 minutes	Assistant Director, Information and Communications Technology Department
Petition Fee	P10,000.00									
Documentary Stamp Tax	P30.00									
Legal Research Fee	P100.00									
3. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment	3.1 Receives the verified complaint and its attachments with proof of payment of the filing fees	None	20 minutes	Computer Operator Davao Extension Office Administrative Assistant I Davao Extension Office						

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Forwards the verified complaint and its attachments with proof of payment of the filing fees to the Director.	None	5 minutes	Computer Operator Davao Extension Office Administrative Assistant I Davao Extension Office
	3.3 Dockets the case and returns documents to handling Securities Counsel.	None	2 hours	Director II Davao Extension Office
	3.4 Prepares and signs the Summons to the Respondent/s including preparation of its mailing.	None	5 days	Securities Counsel I Davao Extension Office Securities Counsel II Davao Extension Office
	3.5 The Petitioner will be updated on the (i) Verified Answer of the Respondent, if any; (ii) Clarificatory Conference, if necessary; (iii) Final Order; (iv) Submission of Verified Status Account	None	115 days	Securities Counsel I Davao Extension Office Securities Counsel II Davao Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
	(VSA), if applicable and (v) Resolution				
TOTAL				127 days, 6 hours, 28 minutes <i>Periods are based on MC 25, Series of 2020</i>	
		Petition Fee	P10,000.00		
		Docume ntary Stamp Tax	P30.00		
		Legal Researc h Fee	P100.00		



ILOILO

SEC EXTENSION OFFICE

Citizen's Charter, FY 2025 | 1st Edition



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Barangay General Hughes-Montes, Iloilo
City

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

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

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	General transacting public and business entities for: a.) Registered Corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Financial Audit and Analysis Division and Corporate Filing and Records Division.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Annex G of Memorandum Circular 28 Series of 2020 (1 Original Copy)	Download Form through this link: https://apps010.sec.gov.ph/mc28-list-temp/SecuritiesandExchangeCommission
2. Secretary Certificate of No- Intracorporate Dispute (1 Original Copy)	Download Form through this link: https://apps010.sec.gov.ph/mc28-list-temp/SecuritiesandExchangeCommission

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Use and submit notice to change email address and/or mobile number (ANNEX G)	1. Receive the amendment application through MC28 Portal including its	None	1 day	SEC Admin. Asst. II, SEC Iloilo Extension Office (SECILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
application in Memorandum Circular No. 28, Series of 2020 through https://apps010.sec.gov.ph/ 1.1 Go to AMENDMENT in MC28 Portal, search either the company name or the SEC registration number . Company name will appear and be available for amendment if the application of ANNEX D for corporations; or Annex E for partnerships was approved. 1.2 Download and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX G). 1.3 Encode the new company details reflected in ANNEX G. 1.4 Upload ANNEX G with Secretary Certificate of No Intra Corporate Dispute, then submit the application. <i>Note: If the application is for compliance, client must</i>	attachments and pre-evaluate the required documents 1.1 Browse over the SEC systems online, review and compare the information in the uploaded ANNEX G and encoded data in the portal. 1.2 Check the signatories of the required attachments i.e. ANNEX G and Sworn Certificate of No Intra Corporate Dispute. 1.3 Approves Application and with complete documents, it will be tagged as approved.		2 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>re-apply their application in MC28 Portal Amendment with the compliance from the said remarks.</i>				
TOTAL		None	3 days	

2. 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 Stock and Non-Stock Corporations through regular processing in eAMEND

The eAMEND is a cutting-edge online platform designed to simplify and expedite the process of filing and managing amendments with SEC. This user-friendly portal redefines the way amendments are submitted and processed. By harnessing advanced technology, eAMEND ensures efficiency, accuracy, and security, allowing business entities to focus on their core operations while meeting regulatory obligations seamlessly. It facilitates the acceptance, processing, approval of payment, and issuance of the digital and original Certificate for amendment applications filed through it.

To enhance the security of eAMEND transactions, all individuals who wish to use eAMEND portal shall register and create an account on SEC Universal Registration Environment (eSECURE).

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirements</i>	
1. Cover Sheet for Amendment (2 original copy)	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_A_mendment.pdf
2. Amended Articles of Incorporation and/or By-laws (2 original copy)	To be provided by the client
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/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names (2 original copy)	
4. Notarized Secretary's Certificate of no pending case of intra-corporate dispute (2 original copy)	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
5. Monitoring Clearance (1 original copy, 1 photocopy); or Affidavit of Undertaking (2 original copy)	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com System-generated
<i>Additional Requirements</i>	
1. Name Verification Slip for amendment of corporate name (1 original copy, 1 photocopy)	Records, SEC Iloilo Extension Office or through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
2. Joint Affidavit of two (2) directors, trustees or officers undertaking to change corporate name. (2 original copy)	Download Form through this link: http://www.sec.gov.ph/forms-and-fees/primary-registration/
3. Clearance from other SEC departments (1 original copy, 1 photocopy) • For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities - o Operators of payment systems;	Financing and Lending Companies Department (FinLend) Securities Registration Division, Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers.	
4. Endorsement from other government agencies (1 original copy, 1 photocopy) • Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services • Insurance/Mutual Benefit Association/ Health Maintenance Organization	<i>Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas</i> <i>Licensing Division, Insurance Commission</i>
5. F-101 (2 original copy) For registered corporations increasing its foreign equity to more than 40%	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc
6. F-102 (2 original copy)	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/F-102.doc

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For registered corporations with more than 40% increasing further the percentage of such equity	
7. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines (1 original copy, 1 photocopy)	Authorized Agent Bank / Bangko Sentral ng Pilipinas
8. For foreign retailers, apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos (1 original copy, 1 photocopy)	Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an account with SEC Universal Registration Environment (eSECURE). 1.1 Access the eSECURE portal https://esecure.sec.gov.ph/ 1.2 Register an account. 1.3 Pay the registration fee 1.4. Proceed with Credentiaing an account	1.1 System validates and creates client's account	P400.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>*Proceed to step 2 , if client has already an active eSECURE account</i>				
2. If corporate name is for amendment: Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s) <i>* If name is rejected, registrant may appeal for the proposed corporate name</i>	2.1 Verifies proposed name/s or trade name/s	Php 100.00 per proposed corporate/trade name/s + Php 100.00 on merging of Corporate Name and Trade Name	1 hour	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
3. Fills up and submits amendment application at https://eamend.sec.gov.ph/	3.1 Application is assigned to processor 3.2 Processor evaluates application and supporting documents	None	3 hours 3 days	SEC Administrative Officer II, Iloilo Extension Office (ILOEO) Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Once approved, System sends an email notification of “For Payment” status to the email address of the applicant and issues Payment Assessment Form (PAF) if the documents are complete and in order			Assistant Director, Information and Communications Technology Department (ICTD)
4. Pays the filing fee	4.1 Collects payment and Issues electronic official receipt (eOR)	Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+***+***+***+***+***) *Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Amendment of Articles of Partnership – PHP 2,070.00 *Increase in Capital Partnership- 1/3 of 1% of the Partnership's Capital but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		(PHP 3,000.00 with LRF of PHP 30.00)		
5. Proceeds to IEO Counter for presentation of documentary requirements with proof of payment	5.1 Receives and verifies documentary requirements and proofs of payment	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	5.2 Processor conducts final review of submitted documents		1 hour	SEC Counsel II, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO)
	5.3 Prepares the Certificate of Amended Articles of Incorporation/Partnership and/or By-laws		30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	5.4 Signs the Certificate of Amended Articles of Incorporation/Partnership and/or By-laws		2 hours	SEC ILO-EO Director, Iloilo Extension Office (ILOEO)
6. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Incorporation/	6.1 Releases signed Certificate of Amended Articles of Incorporation/Partnership and/or By-laws	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Partnership and/or By-laws				SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		P100.00 per proposed corporate/trade name/s + P 100 for merging of Corporate and Trade Name Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,120.00 (*+*+***+**+***+***) *Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 *Amendment of Articles of Partnership – PHP 2,070.00	4 days and 3 hours and 30 minutes from steps 1 to 6	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Increase in Capital Partnership- ½ of 1% of the Partnership's Capital but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		

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

This service outlines the procedure for amending the Articles of Incorporation and/or By-laws of lending or financing companies through the SEC EAMEND (Electronic Application for Modification of Entity Data) system including the conversion from Ordinary Corporation to Lending/Financing Corporation and Lending to Financing Corporation and vice versa.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Registered Domestic Corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirements</i>	
1. Cover Sheet for Amendment (2 original copy)	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Amended Articles of Incorporation and/or By-laws (2 original copy)	To be provided by the client
3. Directors' 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/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders' or members' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names (2 original copy)	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
4. Notarized Secretary's Certificate of no pending case of	Download Form through this link:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
intra-corporate dispute (2 original copy)	https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
5. Monitoring Clearance (1 original copy, 1 photocopy)	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
<i>Additional Requirements, if applicable</i>	
1. Name Verification Slip for amendment of corporate name (1 original copy, 1 photocopy)	Records, SEC Iloilo Extension Office or through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
2. Joint Affidavit of two (2) directors, trustees or officers undertaking to change corporate name. (2 original copy)	Download Form through this link: http://www.sec.gov.ph/forms-and-fees/primary-registration/
<i>Situational Requirements</i>	
FROM ORDINARY CORPORATION TO LENDING CORPORATION	
1. Cover Sheet	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Application Form	Download Form through this link: https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0
3. Information Sheet	Download Form through this link: https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0
4. Valid NBI Clearance of ALL Incorporators and Stockholders • With right thumb print and signature • Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation	National Bureau of Investigation (NBI)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Additional Requirements for FOREIGN Directors and Officers a. Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card* b. Photocopy of Passport Showing Valid Visa or Stay in the Philippines* c. Clearance from the Bureau of Immigration	Bureau of Immigration
6. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 • Shall include an undertaking that the applicant shall submit hard and soft copies of its MTTP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission • Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)	Download Form through this link: https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/#gsc.tab=0
FROM ORDINARY CORPORATION TO FINANCING CORPORATION	
1. Cover Sheet	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Application Form	Download Form through this link: https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0
3. Information Sheet	Download Form through this link: https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Personal Information Sheet of Directors & Officers Using the prescribed format & notarized	Download Form through this link: https://www.sec.gov.ph/forms-and-fees/second-license/#gsc.tab=0
5. Valid NBI Clearance of ALL Incorporators and Stockholders With right thumb print and signature Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation (AI)/General Information Sheet (GIS)	National Bureau of Investigation (NBI)
6. Additional Requirements for FOREIGN Directors and Officers - Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card* - Photocopy of Passport Showing Valid Visa or Stay in the Philippines* - Clearance from the Bureau of Immigration	Bureau of Immigration
7. Manual on Corporate Governance If foreign participation in voting stock is more than 40%; or -If total assets is PhP50M or more; or -If commercial paper issue, either exempt or registered	To be provided by the client
8. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 - Shall include an undertaking that the applicant shall submit hard and soft copies of its MTTP to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission - Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD)	Download Form through this link: https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/#gsc.tab=0

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9. Format of Disclosure Statement on Loan/Credit Transactions	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an account with SEC Universal Registration Environment (eSECURE). 1.1 Access the eSECURE portal https://esecure.sec.gov.ph/ 1.2 Register an account. 1.3 Pay the registration fee 1.4. Proceed with Credentiaing an account <i>*Proceed to step 2 , if client has already an active eSECURE account</i>	1.1 System validates and creates client's account	P400.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)
2. If corporate name is for amendment: Fills out Name Verification Forms (Verifies, reserves or	2.1 Verifies proposed name/s or trade name/s	Php 100.00 per proposed corporate/trade name/s + Php 100.00 on merging of Corporate Name and Trade Name	1 hour	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
company name with or without trade name/s) <i>* If name is rejected, registrant may appeal for the proposed corporate name</i>				
3. Fills up and submits amendment application at https://eamend.sec.gov.ph/	3.1 Application is assigned to processor 3.2 Processor evaluates application and supporting documents 3.3 Once approved, System sends an email notification of “For Payment” status to the email address of the applicant and issues Payment Assessment Form (PAF) if the	None	3 hours 3 days	SEC Administrative Officer II, Iloilo Extension Office (ILOEO) Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documents are complete and in order			
4. Pays the filing fee	4.1 Collects payment and Issues electronic official receipt (eOR)	Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+***+***+***+***) *Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 *Amendment of Articles of Partnership – PHP 2,070.00 *Increase in Capital Partnership- 1/5 of 1% of the Partnership's Capital	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		
5. Proceeds to IEO Counter for presentation of documentary	5.1 Receives and verifies documentary requirements and proofs of payment	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
requirements with proof of payment	5.2 Processor conducts final review of submitted documents		1 hour	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	5.3 Prepares the Certificate of Amended Articles of Incorporation/Partnership and/or By-laws		30 minutes	SEC Counsel II, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO)
	5.4 Signs the Certificate of Amended Articles of Incorporation/Partnership and/or By-laws		2 hours	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
				SEC ILO-EO Director, Iloilo Extension Office (ILOEO)
6. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Incorporation/Partnership and/or By-laws	6.1 Releases signed Certificate of Amended Articles of Incorporation/Partnership and/or By-laws	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Total		P100.00 per proposed corporate/trade name/s + P 100 for merging of Corporate and Trade Name Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,120.00 (*+**+***+***+***+***) *Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 *Amendment of Articles of Partnership – PHP 2,070.00 *Increase in Capital Partnership- 1/5 of 1% of the Partnership's	4 days and 3 hours and 30 minutes from steps 1 to 7	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Capital but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		

4. Application for Amendment of Lending/Financing Branch Offices

This service outlines the procedure for amending the details of lending or financing branch offices. It allows companies to update or modify the information related to their branch operations, ensuring compliance with legal and regulatory requirements while facilitating a smooth and efficient amendment process.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	(7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Registered Domestic Corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirements</i>	
1. Cover Sheet for Amendment	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Letter request signed by any authorized representative stating the amended provision in the Certificate of Authority	To be provided by the client
3. Original Certificate of Authority	To be provided by the client
4. Monitoring Clearance	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For pre-processing, proceeds to EO Counter for presentation of documentary requirements <i>***1. If applicant receives checklist of deficiencies, immediately comply and send back to the assigned LU processor</i>	1.1 Accepts documents for assignment to EO processors 1.2 Processor reviews and evaluates the submitted documentary requirements 1.3 Endorses application for issuance of Payment assessment Form (PAF) 1.4 Prepares and Issues the Payment Assessment Form (PAF) to client	P500.00+DST	1 hour 4 hours 15 minutes 30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link	2.1 Collects payment and Issues electronic official receipt (eOR)	None	30 minutes	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
https://espaysec.sec.gov.ph/				
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	3.2. Prepare the certificate for Branch Office of Lending/Financing Companies		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	3.3 Processor conducts final review of submitted documents		1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO)
	3.4 Signs the Certificate of Amended Articles of Incorporation and/or By-laws		2 hours	Director II, Iloilo Extension Office (ILOEO)
4. Proceeds to EO Counter for presentation of the original proof of payment and receives the signed Amended Certificate of Authority to operate a branch office.	4.1 Release signed amended Certificate of Branch Office of Lending/Financing Companies	None	30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Total		P500.00+DST	1 day, 3 hours and 45 minutes	

5. Application for Amendment of Partnerships

This service outlines the procedure for amending the details of a partnership through the SEC EAMEND (Electronic Application for Modification of Entity Data) system. It enables partnerships to update or modify their registration information, ensuring compliance with legal and regulatory requirements while streamlining the amendment process through an electronic platform.

Division / Office	SEC Iloilo City Extension Office (SEC-ILOEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All recorded partnerships through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirement</i>	
1. Cover Sheet for Amendment	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Amended Articles of Partnership	To be provided by the client
<i>Additional Requirements, if applicable</i>	
1. Name Verification Slip for amendment of corporate name (1 original copy, 1 photocopy)	Records, SEC Iloilo Extension Office or through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
2. Undertaking of the Partner to change partnership name, if not stated in the AP	Download Form through this link: https://appointment.sec.gov.ph/wp-content/uploads/2019/11/Joint_Undertaking_to_Change_Name_Registration.pdf
3. Deed of Assignment of partnership interest and/or documents showing withdrawal, resignation, retirement and death of a partner, if the provision to be amended is the change of partners	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Clearance from other SEC departments (1 original copy, 1 photocopy) • For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers.	Financing and Lending Companies Department (FinLend) <i>Securities Registration Division</i>, Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) <i>Investigation and Prosecution Division</i>, Enforcement and Investor Protection Department (EIPD)
5. Endorsement from other government agencies • Money Changer and Remittance Services • Insurance	<i>Payment Supervision and Licensing Division</i>, Bangko Sentral ng Pilipinas <i>Licensing Division</i>, Insurance Commission

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an account with SEC Universal Registration Environment (eSECURE). 1.1 Access the eSECURE portal https://esecure.sec.gov.ph/	1.1 System validates and creates client's account	P400.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.2 Register an account. 1.3 Pay the registration fee 1.4. Proceed with Credentiaing an account *Proceed to step 2 , if client has already an active eSECURE account				
2. If corporate name is for amendment: Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s) <i>* If name is rejected, registrant may appeal for the proposed corporate name</i>	2.1 Verifies proposed name/s or trade name/s	Php 100.00 per proposed corporate/trade name/s + Php 100.00 on merging of Corporate Name and Trade Name	1 hour	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
3. Fills up and submits amendment application at https://eamend.sec.gov.ph/	3.1 Application is assigned to processor 3.2 Processor evaluates application and supporting documents	None	3 hours 3 days	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Once approved, System sends an email notification of “For Payment” status to the email address of the applicant and issues Payment Assessment Form (PAF) if the documents are complete and in order			Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Assistant Director, Information and Communications Technology Department (ICTD)
4. Pays the filing fee	4.1 Collects payment and Issues electronic official receipt (eOR)	Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+***+**+***+***)	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 *Amendment of Articles of Partnership – PHP 2,070.00 *Increase in Capital Partnership- ½ of 1% of the Partnership’s Capital but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		
5. Proceeds to IEO Counter for presentation of documentary requirements with proof of payment	5.1 Receives and verifies documentary requirements and proofs of payment	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	5.2 Processor conducts final review of submitted documents		1 hour	SEC Counsel II, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO)
	5.3 Prepares the Certificate of Amended Articles of Incorporation/Partnership and/or By-laws		30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
			2 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4 Signs the Certificate of Amended Articles of Incorporation/ Partnership and/or By-laws			SEC ILO-EO Director, Iloilo Extension Office (ILOEO)
6. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Incorporation/ Partnership and/or By-laws	6.1 Releases signed Certificate of Amended Articles of Incorporation/ Partnership and/or By-laws	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
		Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+***+**+***+***) *Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 *Amendment of Articles of Partnership – PHP	1 day 3 hours and 30 minutes from steps 1 to 6	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2,070.00 *Increase in Capital Partnership- 1/2 of 1% of the Partnership's Capital but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 30.00)		

6. Application for Branch Offices of Lending/Financing Companies

This service outlines the procedure for applying for the establishment of branch offices by lending or financing companies.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Simple (3) days
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Registered Lending/Financing Companies through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirement</i>	
1. Cover Sheet	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Information Sheet	Download Form through this link: <i>Lending Companies</i> https://www.sec.gov.ph/wp-content/uploads/2020/01/Information-Sheet_Branch-Office_LendingCompany.doc <i>Financing Companies</i> https://www.sec.gov.ph/wp-content/uploads/2020/01/Information-Sheet_Head-Office_FinancingCompany.doc
3. Valid NBI Clearance of ALL Officers of the Branch · With right thumbprint and signature · Reflecting the residential address as stated in the Information Sheet	National Bureau of Investigation (NBI)
4. Monitoring Clearance	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
Additional Requirements, if applicable	

1. Personal Information Sheet (For Financing Companies)	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2020/01/Personal-Information-Sheet.doc
2. Registration Documents	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For pre-processing, proceeds to EO Counter for presentation of documentary requirements <i>***If applicant receives checklist of deficiencies, immediately comply and send back to the assigned LU processor</i>	1.1 Accepts documents for assignment to EO processors		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.2 Processor reviews and evaluates the submitted documentary requirements		5 hours	Securities Specialist II, Iloilo Extension Office (ILOEO)
	1.3 Endorses application for issuance of Payment assessment Form (PAF)		15 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	1.4 Prepares and Issues the Payment Assessment Form (PAF) to client	1/10 of 1% of the assigned capital of the branch, agency, extension office, unit or satellite office + P30 DST	30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the filing fee at selected Landbank branches (over the counter), or SEC Online Payment Portal through this link https://espaysec.sec.gov.ph/	2.1 Collects payment and Issues electronic official receipt (eOR)	None	30 minutes	Assistant Director, Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	3.2. Prepare the certificate for Branch Office of Lending/Financing Companies		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	3.3 Processor conducts final review of submitted documents		1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO)
	3.4 Signs the Certificate of Amended Articles of Incorporation and/or By-laws		2 hours	Director II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceeds to EO Counter for presentation of the original proof of payment and receives the signed Amended Certificate of Authority to operate a branch office.	4.1 Release signed amended Certificate of Branch Office of Lending/Financing Companies	None	30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
TOTAL		1/10 of 1% of the assigned capital of the branch, agency, extension office, unit or satellite office + P30.00 DST	1 day, 4 hours and 5 minutes from steps 1 to 4	

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

This service outlines the procedure for converting a One Person Corporation (OPC) into an Ordinary Stock Corporation (OSC) through the SEC EAMEND (Electronic Application for Modification of Entity Data) system. It facilitates the transition from a single-shareholder structure to a multi-shareholder corporation, ensuring compliance with all legal and regulatory requirements and streamlining the conversion process through an electronic platform.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Registered One Person Corporation through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirement</i>	
1. Cover Sheet for Amendment	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Notice of Conversion of a One Person Corporation to Ordinary Stock Corporation in the form prescribed by the Commission • Signed by the holder of shares of the outstanding shares of the capital stock; • Signed by the Corporation's Corporate Secretary • Filed with the Commission within sixty (60) days from such transfer of shares in accordance to Sections 8 to 10 of SEC MC No. 27, series of 2020	Download Form through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/#gsc.tab=0
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares:	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
-Subscription contracts, deeds of assignment, or any legal document declaring the legal heirs of the single stockholders	
4. Certificate Authorizing Registration/Tax Clearance Bureau of Internal Revenue	<i>Revenue District Office (RDO)</i> , Bureau of Internal Revenue
5. Articles of Incorporation and By-laws of an OSC filed in accordance with the requirements provided under Section 14 of the RCC, which shall comply with and/or contain the following: • Duly prepared, signed and acknowledged or authenticated by the stockholders who voted for their adoption, and by the corporation's treasurer; • Must clearly state that signatories voluntarily agreed to convert OPC to OSC in the following manner: “KNOW ALL MEN BY THESE PRESENTS: The undersigned stockholder/s, of legal age, voluntarily agreed to convert a One Person corporation (OPC) to Ordinary Stock Corporation(OSC) under the laws of the Republic of the Philippines and certify the following. • Provision/article indicating the name/s and address of the original incorporator of the OPC • Provisions/articles reflecting the number of directors, their names and addresses, as well as their subscription and payment details, and; • Other details particular to an OSC shall likewise be indicated in accordance with the provisions of the RCC and guidelines that the Commission has issued and/or may hereafter issue	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
The following shall likewise be added as a new Article in the Articles of Incorporation of the Ordinary Stock Corporation (OSC) “Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation and of By-laws of this corporation, reflecting its conversion into an Ordinary Stock Corporation (OSC), the attached Articles of Incorporation of the One Person Corporation (OPC) shall be deemed superseded.”	
6. Copy of the latest Articles of Incorporation of the OPC shall be attached to the Articles of Incorporation of the Ordinary Stock Corporation (OSC)	To be provided by the client
7. Notarized Secretary’s Certificate of No Intra Corporate Dispute	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8. Monitoring Clearance	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
9. Name Reservation Slip, for amendment of corporate name	Records, SEC Iloilo Extension Office or through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
<i>Additional Requirements, if applicable</i>	
1. Clearance from other SEC departments (1 original copy, 1 photocopy) For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation	Financing and Lending Companies Department (FinLend)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers.	<i>Securities Registration Division</i>, Markets and Securities Regulation Department (MSRD) <i>PhiliFintech Innovation Office (PIO)</i> <i>Investigation and Prosecution Division</i>, Enforcement and Investor Protection Department (EIPD)
2. Endorsement from other government agencies • Money Changer and Remittance Services • Insurance	<i>Payment Supervision and Licensing Division</i>, Bangko Sentral ng Pilipinas <i>Licensing Division</i>, Insurance Commission
3. Undertaking to Change Corporate Name duly executed under oath by the director of the OSC, if not yet included in the Articles of Incorporation	Download Form through this link: https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Undertaking to Assume All Liabilities of the OPC, duly executed under oath by all stockholders of the OSC, if not yet included in the Articles of Incorporation.	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an account with SEC Universal Registration Environment (eSECURE). 1.1 Access the eSECURE portal https://esecure.sec.gov.ph/ 1.2 Register an account. 1.3 Pay the registration fee 1.4. Proceed with Credentiaing an account <i>*Proceed to step 2 , if client has already an active eSECURE account</i>	1.1 System validates and creates client's account	P400.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)
2. If corporate name is for amendment: Fills out Name Verification Forms (Verifies, reserves or	2.1 Verifies proposed name/s or trade name/s	Php 100.00 per proposed corporate/trade name/s + Php 100.00 on merging of Corporate Name and Trade Name	1 hour	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
company name with or without trade name/s) <i>* If name is rejected, registrant may appeal for the proposed corporate name</i>				
3. Fills up and submits amendment application at https://eamend.sec.gov.ph/	3.1 Application is assigned to processor 3.2 Processor evaluates application and supporting documents 3.3 Once approved, System sends an email notification of “For Payment” status to the email address of the applicant and issues Payment Assessment Form (PAF) if the	None	3 hours 3 days	SEC Administrative Officer II, Iloilo Extension Office (ILOEO) Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documents are complete and in order			
4. Pays the filing fee	4.1 Collects payment and Issues electronic official receipt (eOR)	Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+***+***+***+***) *Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 *Amendment of Articles of Partnership – PHP 2,070.00 *Increase in Capital Partnership- 1/5 of 1% of the Partnership's Capital	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		
5. Proceeds to IEO Counter for presentation of documentary	5.1 Receives and verifies documentary requirements and proofs of payment	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
requirements with proof of payment	5.2 Processor conducts final review of submitted documents		1 hour	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	5.3 Prepares the Certificate of Amended Articles of Incorporation/Partnership and/or By-laws		30 minutes	SEC Counsel II, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO)
	5.4 Signs the Certificate of Amended Articles of Incorporation/Partnership and/or By-laws		2 hours	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
				SEC ILO-EO Director, Iloilo Extension Office (ILOEO)
6. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Incorporation/Partnership and/or By-laws	6.1 Releases signed Certificate of Amended Articles of Incorporation/Partnership and/or By-laws	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		P100.00 per proposed corporate/trade name/s + P 100 for merging of	4 days, 3 hours and 30 minutes from steps 1 to 6	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Corporate and Trade Name `Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,120.00 (*+*+***+**+***+***) *Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 *Amendment of Articles of Partnership – PHP 2,070.00 *Increase in Capital Partnership- 1/2 of 1% of the Partnership's Capital but not less than PHP 2,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		

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

This service outlines the procedure for converting an Ordinary Stock Corporation (OSC) into a One Person Corporation (OPC) through the SEC EAMEND (Electronic Application for Modification of Entity Data) system. It allows corporations to transition to the OPC structure, ensuring compliance with legal and regulatory requirements for such conversion and streamlining the application process through an electronic platform.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement	
1. Cover Sheet for Amendment	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_A_mendment.pdf
2. Notice of Conversion of an Ordinary Stock Corporation to a One Person Corporation in the form prescribed by the Commission - Signed by the single stockholder who has acquired all the outstanding shares of the capital stock of an ordinary corporation; - Signed by the Corporation's Corporate Secretary	Download Form through this link: https://www.sec.gov.ph/mc-2020/mc-no-27-s-2020/#gsc.tab=0
3. Original or Certified True Copy of the documents effecting the transfer/s of full title/ownership of shares: - Deeds of Assignment or any legal document transferring the shares to the single stockholder and if applicable, - Certified True Copy of Proof of Authority to act on behalf of the trustee/estate	To be provided by the client
4. Certificate Authorizing Registration/Tax Clearance	Revenue District Office (RDO), Bureau of Internal Revenue

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Notarized Secretary's Certificate of No Intra Corporate Dispute	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
6. Articles of Incorporation of an OPC (with sample form at the SEC Website) • Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's Treasurer • Provision/article indicating the name/s and address/es of the original incorporator/s of the OSC • Provision/articles on the number of directors, their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission • Other details particular to an OPC indicated in MC No. 07, Series of 2019. • Must contain the following as a new Article in the Articles of Incorporation of the One Person Corporation: "Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded "	To be provided by the client
7. Copy of the latest Articles of Incorporation of the Ordinary Stock Corporation (OSC)	To be provided by the client
8. Letter of acceptance of appointment by Nominee and Alternate Nominee	Download Form through this link: https://www.sec.gov.ph/mc-2019/mc-no-07-s-2019-guidelines-on-the-establishment-of-a-one-person-corporation-opc/#gsc.tab=0

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9. Self-appointed Treasurer's Bond, if applicable	To be provided by the client
10. Monitoring Clearance	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
11. Name Reservation Slip, for amendment of corporate name	Records, SEC Iloilo Extension Office or through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
<i>Additional Requirements, if applicable</i>	
1. Clearance from other SEC departments (1 original copy, 1 photocopy) • For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House) • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges;	Financing and Lending Companies Department (FinLend) <i>Securities Registration Division</i> , Markets and Securities Regulation Department (MSRD) PhiloFintech Innovation Office (PIO) <i>Investigation and Prosecution Division</i> , Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers.	
2. Endorsement from other government agencies • Money Changer and Remittance Services • Insurance	<i>Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas</i> <i>Licensing Division, Insurance Commission</i>
3. Undertaking to Change Corporate Name duly executed under oath by the Single Stockholder of the sole remaining director, If not yet included in the Articles of Incorporation	Download Form through this link: https://www.sec.gov.ph/forms-and-fees/primary-registration/#gsc.tab=0
4. Undertaking to Assume All Liabilities of the OCS, duly executed under oath by the single stockholder of the OPC, if not yet included in the Articles of Incorporation.	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an account with SEC Universal Registration Environment (eSECURE). 1.1 Access the eSECURE portal https://esecure.sec.gov.ph/ 1.2 Register an account.	1.1 System validates and creates client's account	P400.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.3 Pay the registration fee 1.4. Proceed with Credentiaing an account <i>*Proceed to step 2 , if client has already an active eSECURE account</i>				
2. If corporate name is for amendment: Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s) <i>* If name is rejected, registrant may appeal for the proposed corporate name</i>	2.1 Verifies proposed name/s or trade name/s	Php 100.00 per proposed corporate/trade name/s + Php 100.00 on merging of Corporate Name and Trade Name	1 hour	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
3. Fills up and submits amendment application at https://eamend.sec.gov.ph/	3.1 Application is assigned to processor 3.2 Processor evaluates application and supporting documents	None	3 hours 3 days	SEC Administrative Officer II, Iloilo Extension Office (ILOEO) Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Once approved, System sends an email notification of “For Payment” status to the email address of the applicant and issues Payment Assessment Form (PAF) if the documents are complete and in order			SEC Investigator, Iloilo Extension Office (ILOEO) Assistant Director, Information and Communications Technology Department (ICTD)
4. Pays the filing fee	4.1 Collects payment and Issues electronic official receipt (eOR)	Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+***+***+***+***) *Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Amendment of Articles of Partnership – PHP 2,070.00 *Increase in Capital Partnership- $\frac{1}{5}$ of 1% of the Partnership's Capital but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP 100.00 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 (PHP 3,000.00 with LRF of PHP 30.00)		
5. Proceeds to IEO Counter for presentation of documentary requirements with proof of payment	5.1 Receives and verifies documentary requirements and proofs of payment	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	5.2 Processor conducts final review of submitted documents		1 hour	SEC Counsel II, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO)
	5.3 Prepares the Certificate of Amended Articles of Incorporation/Partnership and/or By-laws		30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	5.4 Signs the Certificate of Amended Articles of Incorporation/Partnership and/or By-laws		2 hours	SEC ILO-EO Director, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Incorporation/ Partnership and/or By-laws	6.1 Releases signed Certificate of Amended Articles of Incorporation/ Partnership and/or By-laws	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		P100.00 per proposed corporate/trade name/s + P 100 for merging of Corporate and Trade Name Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,120.00 (*+*+***+**+***+***) *Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00	4 days and 3 hours and 30 minutes from steps 1 to 6	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Amendment of Articles of Partnership – PHP 2,070.00 *Increase in Capital Partnership- 1/2 of 1% of the Partnership's Capital but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3,000.00 with LRF of PHP 30.00)		

9. Application for Dissolution of Partnerships

This service outlines the procedure for applying for the dissolution of partnerships through the SEC EAMEND (SEC- Electronic Application for Modification of Entity Data) system. It enables partnership entities to formally terminate their legal existence in compliance with regulatory requirements, ensuring a streamlined and efficient dissolution process.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All recorded partnerships through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirement</i>	
1. Cover Sheet for Amendment	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_A_mendment.pdf
2. Articles of Dissolution or Affidavit of Dissolution	To be provided by the client
3. Bureau of Internal Revenue (BIR) Tax Clearance	Revenue District Office (RDO), Bureau of Internal Revenue
<i>Additional Requirements, if applicable</i>	
1. Endorsement from other government agencies • Money Changer and Remittance Services • Insurance	Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas Licensing Division, Insurance Commission

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an account with SEC Universal Registration Environment (eSECURE).	1.1 System validates and creates client's account	P400.00	1 hour	Assistant Director, Information and

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.1 Access the eSECURE portal https://esecure.sec.gov.ph/ 1.2 Register an account. 1.3 Pay the registration fee 1.4. Proceed with Credentiaing an account <i>*Proceed to step 2 , if client has already an active eSECURE account</i>				Communications Technology Department (ICTD)
2. Fills up and submits amendment application at https://eamend.sec.gov.ph/	3.1 Application is assigned to processor 3.2 Processor evaluates application and supporting documents 3.3 Once approved, System sends an email notification of “For Payment” status to the	None	3 hours 3 days	SEC Administrative Officer II, Iloilo Extension Office (ILOEO) Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Assistant Director, Information and

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	email address of the applicant and issues Payment Assessment Form (PAF) if the documents are complete and in order			Communications Technology Department (ICTD)
3. Pays the filing fee	4.1 Collects payment and Issues electronic official receipt (eOR)	Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+***+**+***+***) *Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 *Amendment of Articles of Partnership – PHP 2,070.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Increase in Capital Partnership- $\frac{1}{5}$ of 1% of the Partnership's Capital but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceeds to IEO Counter for presentation of documentary requirements with proof of payment	5.1 Receives and verifies documentary requirements and proofs of payment	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	5.2 Processor conducts final review of submitted documents		1 hour	SEC Counsel II, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO)
	5.3 Prepares the Certificate of Amended Articles of Incorporation/Partnership and/or By-laws		30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	5.4 Signs the Certificate of Amended Articles of Incorporation/Partnership and/or By-laws		2 hours	SEC ILO-EO Director, Iloilo Extension Office (ILOEO)
5. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Incorporation/Partnership and/or By-laws	6.1 Releases signed Certificate of Amended Articles of Incorporation/Partnership and/or By-laws	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Total		P100.00 per proposed corporate/trade name/s + P 100 for merging of Corporate and Trade Name Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,120.00 (*+**+***+***+***+***) *Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 *Amendment of Articles of Partnership – PHP 2,070.00 *Increase in Capital Partnership- 1/10 of 1% of the Partnership's	4 days and 3 hours and 30 minutes from steps 1 to 6	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Capital but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		

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

This service outlines the procedure for increasing the capital stock of a One Person Corporation (OPC) through cash payments via the SEC EAMEND (SEC- Electronic Application for Modification of Entity Data) regular processing system. It enables OPCs to raise additional capital by issuing new shares in exchange for cash, ensuring compliance with legal and regulatory requirements for such transactions.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered One Person Corporation through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements	
1. Cover Sheet	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_A_mendment.pdf
2. OPC Resolution	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFORM_RES_OLUTION-opc.docx
3. Amended Articles of Incorporation	To be provided by the client
4. Certificate of Increase in Capital Stock	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECFORM_CERTIFICATE-OF-INCREASE-OF-AUTHORIZED-CAPITAL-STOCK-OF-OPC.docx
5. Treasurer's Affidavit	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECFORM_TREASURERS-AFFIDAVIT.docx

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create an account with SEC Universal Registration Environment (eSECURE). 1.1 Access the eSECURE portal https://esecure.sec.gov.ph/ 1.2 Register an account.	1.1 System validates and creates client's account	P400.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.3 Pay the registration fee 1.4. Proceed with Credentiaing an account <i>*Proceed to step 2 , if client has already an active eSECURE account</i>				
2. If corporate name is for amendment: Fills out Name Verification Forms (Verifies, reserves or company name with or without trade name/s) <i>* If name is rejected, registrant may appeal for the proposed corporate name</i>	2.1 Verifies proposed name/s or trade name/s	Php 100.00 per proposed corporate/trade name/s + Php 100.00 on merging of Corporate Name and Trade Name	1 hour	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
3. Fills up and submits amendment application at https://eamend.sec.gov.ph/	3.1 Application is assigned to processor 3.2 Processor evaluates application and supporting documents	None	3 hours 3 days	SEC Administrative Officer II, Iloilo Extension Office (ILOEO) Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Once approved, System sends an email notification of “For Payment” status to the email address of the applicant and issues Payment Assessment Form (PAF) if the documents are complete and in order			Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Assistant Director, Information and Communications Technology Department (ICTD)
4. Pays the filing fee	4.1 Collects payment and Issues electronic official receipt (eOR)	Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,080.00 (*+*+***+***+***+***)	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Amendment of Articles of Incorporation – PHP 1,000.00 Amendment of By-Laws – PHP 1,000.00 *Amendment of Articles of Partnership – PHP 2,070.00 *Increase in Capital Partnership- ½ of 1% of the Partnership’s Capital but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amendment with corporate/trade names, with additional PHP 100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		
5. Proceeds to IEO Counter for presentation of documentary requirements with proof of payment	5.1 Receives and verifies documentary requirements and proofs of payment	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	5.2 Processor conducts final review of submitted documents		1 hour	SEC Counsel II, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO)
	5.3 Prepares the Certificate of Amended Articles of Incorporation/Partnership and/or By-laws		30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
			2 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4 Signs the Certificate of Amended Articles of Incorporation/ Partnership and/or By-laws			SEC ILO-EO Director, Iloilo Extension Office (ILOEO)
6. Proceeds to EO Counter to claim the signed Certificate of Amended Articles of Incorporation/ Partnership and/or By-laws	6.1 Releases signed Certificate of Amended Articles of Incorporation/ Partnership and/or By-laws	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		P100.00 per proposed corporate/trade name/s + P 100 for merging of Corporate and Trade Name `Filing Fees: Amendment of Articles of Inc. or By-laws : PHP 1,060.00 (*+***+***) If Amendment of Articles of Inc. and By-laws: PHP 2,120.00 (*+*+***+**+***+***)	4 days and 3 hours and 30 minutes from steps 1 to 6	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Amendment of Articles of Incorporation – PHP 1,000.00 *Amendment of By-Laws – PHP 1,000.00 *Amendment of Articles of Partnership – PHP 2,070.00 *Increase in Capital Partnership- $\frac{1}{2}$ of 1% of the Partnership's Capital but not less than PHP 2,000.00 *Affidavit of Withdrawal/Dissolution of Partnership - PHP 1,060.00 **Documentary Stamp Taxes – PHP 30.00 ***Legal Research Fee- 1% of the Filing Fee for amendment (PHP 10.00) ****Miscellaneous Fee PHP20.00 Amendment with corporate/trade names, with additional PHP		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		100.00 per reserved corporate/trade name/s Amendment by increasing foreign equity FIA forms (PHP 3,000.00 with LRF of PHP 30.00)		

11. Cancellation Certificate of Authority of Lending/Financing Branch Offices

This service outlines the procedure for canceling the Certificate of Authority of lending or financing branch offices. It allows financial institutions to formally terminate their branch operations, ensuring compliance with regulatory requirements and proper documentation for the cancellation process.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Registered Lending/Financing Companies through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements	
1. Cover Sheet	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Letter addressed to the Director signifying its intention to surrender the Certificate of Authority	To be provided by the client
3. Original Certificate of Authority	To be provided by the client
4. Monitoring Clearance	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For pre-processing, proceeds to EO Counter for presentation of	1.1 Accepts documents for assignment to EO processors	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
documentary requirements <i>***If applicant receives checklist of deficiencies, immediately comply and send back to the assigned processor</i>	1.2 Processor reviews and evaluates the submitted documentary requirements		5 hours	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.3 . Receive and verify documentary requirements.		1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO)
	1.4 Prepare the acknowledgement letter		30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.5 Processor conducts final review of submitted documents		30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO)
	1.6 Review and Signs the Acknowledgement Letter and forwards to Releasing unit		2 hours	Director II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceeds to EO Counter for presentation of the original Certificate of Authority and receive the signed Acknowledgement Letter.	2.1 Receives Original Certificate of Authority and Release signed Acknowledgement Letter	None	30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
		None	1 day, 2 hours and 30 minutes from steps 1 to 3	

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

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

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a) Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the SEC Iloilo Extension Office.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirement</i>	
1. All Annexes (Annex D or Annex E) may be found in the MC 28 series of 2020 uploaded in the SEC website	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2020/11/2020Form_MC28s20-Annexes-D-to-G.doc

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Email account address and cellular phone number for the compliance in	1.1 Receive the application through MC28 Portal including its attachments	None	1 day	Director II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Memorandum Circular No. 28 Series of 2020 through https://apps010.sec.gov.ph/ 1.1 Click NEW SUBMISSION in MC28 Portal, download and fill out the information in the prescribed format provided in MC28, S2020 (ANNEX D for corporations; or Annex E for partnerships) 1.2 Encode the company details reflected in ANNEX D for corporations; or Annex E for partnerships 1.3 Upload ANNEX D for corporations; or Annex E for partnerships and other attachments if any, then submit the application.	and pre-evaluate the required documents 1.2 Browse over the SEC systems online, review and compare the information in the uploaded ANNEX D/E and encoded data in the portal. 1.3 Check the authorized Person in Control and the signatories of its attachments 1.4 Approves the submission in the MC28 Portal		2 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
***If the application is for compliance/rejected, the client must re-apply their application in MC28 Portal New Submission with the compliance from the said remarks.				
Total		None	3 days	

13. Confirmation of Valuation

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

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

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Domestic Corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirement</i>	
1. Letter request confirming the valuation;	To be provided by the client
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 client
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 client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
5. Secretary's Certificate on non-existence of intra-corporate dispute	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
6. F-101 If the foreign equity is increased to more than 40% compliance with registration under Foreign Investments Act***	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc
7. Monitoring Clearance	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
Additional Requirement, if applicable	
1. Clearance from other SEC departments (1 original copy, 1 photocopy) • For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI);	Financing and Lending Companies Department (FinLend) Securities Registration Division, Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers.	
2. Endorsement from other government agencies • Money Changer and Remittance Services • Insurance	<i>Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas</i> <i>Licensing Division, Insurance Commission</i>
Situational Requirements, <i>depending on the mode of payment</i>	
A. Conversion of Advances / Liabilities to Equity	
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 client
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 1	To be provided by the client For guidance, refer to Memorandum Circular No. 6 series of 2008. Download Circular through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0
3. Deed of Assignment of advances / liabilities	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
B. Stock Dividends	
1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary	To be provided by the client
2. Audited Financial Statements as of the last fiscal year received by BIR and SEC	To be provided by the client
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	To be provided by the client
4. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings	To be provided by the client
5. Reconciliation of Retained Earnings	To be provided by the client
C. Land, buildings / condominium units	To be provided by the client
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	To be provided by the client
2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified by the Assessor's Office	To be provided by the client
3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the client
4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the client
5. Deed of Assignment	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	To be provided by the client
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	To be provided by the client
8. Certification from the transferor stating that the improvements are existing and in good condition	To be provided by the client
9. 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 client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
D. Untitled Lands	
1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any	To be provided by the client
2. Duplicate original or certified true copies of the tax declaration sheets	To be provided by the client
3. Latest realty tax receipts	To be provided by the client
4. Affidavit by the transferor attesting continuous and open possession of the property is located	To be provided by the client
5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	To be provided by the client
6. Duplicate original or certified true copies of any deed, conveyance, mortgage, lease or other voluntary instrument	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
affecting the property recorded in the Register of Deeds for the province of city where the land is situated	
7. Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property b. Kind/description of the easement and its location c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easement	To be provided by the client
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 a paid-up capital	To be provided by the client
9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: a. There is no other claimant to the untitled land b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	To be provided by the client
10. Blue Print Survey of the Plan as approved by the Bureau of Lands	To be provided by the client
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)	To be provided by the client
12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the client
13. Appraisal report rendered by licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the client
14. Deed of Assignment	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	To be provided by the client
E. Inventories/Furniture/Personal Properties	To be provided by the client
1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant	To be provided by the client
2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value	To be provided by the client
3. Deed of Assignment	To be provided by the client
F. Heavy equipment and machinery	
1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant	To be provided by the client
2. Appraisal report by licensed 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	To be provided by the client
3. Deed of Assignment	To be provided by the client
4. Certification from the transferor stating that the properties are existing and in good condition	To be provided by the client
G. Shares of Stock	
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	To be provided by the client
2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	To be provided by the client
3. Deed of Assignment	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	To be provided by the client
5. Photocopy of the stock certificate (present original for verification)	To be provided by the client
6. Latest market price quotation in the newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the stock exchange)	To be provided by the client
7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period.	To be provided by the client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
H. Motor Vehicles	
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	To be provided by the client
2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	To be provided by the client
3. Appraisal report by licensed appraiser (not more than 6 month old)	To be provided by the client
4. Deed of Assignment	To be provided by the client
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 client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Certification from the transferor stating that the motor vehicles are existing and in good running condition	To be provided by the client
I. Sea Vessel / Aircraft	
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 client
2. Certified true copy of the certificate of ownership	To be provided by the client
3. Appraisal report by licensed appraiser (not more than 6 month old)	To be provided by the client
4. Certificate of seaworthiness/airworthiness issued by appropriate government agency	To be provided by the client
5. Deed of Assignment	To be provided by the client
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 client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
J. Intangibles	
1. Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the client
2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights	To be provided by the client
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)	To be provided by the client
4. Deed of Assignment	To be provided by the client
5. 5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
K. Net Assets	To be provided by the client
1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC	To be provided by the client
2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year	To be provided by the client
3. Long-form audit report of item no. 2	To be provided by the client
4. Deed of Assignment of the assets and liabilities	To be provided by the client
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	To be provided by the client
6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant	To be provided by the client
7. Photocopy of the certificate of registration of the motor vehicles (present original for verification)	To be provided by the client
8. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office	To be provided by the client
9. Photocopy of stock certificates (present original for verification)	To be provided by the client
10. DTI Certificate of Registration (for single proprietorship)	To be provided by the client
11. 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 client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Counter Officer	1.1 Records the date of submission and forwards the application to the assigned processor	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	1.2 Examines whether the documents submitted are complete in form and in substance.		15 days	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	**If the application is for compliance, the processor prepares a checklist of deficiencies and returns it to the applicant.			Securities Specialist II, Iloilo Extension Office (ILOEO), Securities Specialist III, Iloilo Extension Office (ILOEO)
	1.3 Processor endorses application for payment		1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO), Securities Specialist III, Iloilo Extension Office (ILOEO)
	1.4 Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the filing fees	2.1 Collects payment and Issues electronic official receipt (eOR)	Confirmation of Valuation – 1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00 2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00 3. Documentary 2 hours Financial Management Department 31 CLIENT STEPS AGENCY ACTIONS FEES TO BE PAID PROCESSING TIME PERSON RESPONSIBLE Stamp tax of P30.00 ***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.2. Prepares the Resolution		1 hour	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	3.3 Processor conducts final review of submitted documents		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	3.4 Reviews and Signs the the Resolution and forwards approved application to Releasing Unit		2 hours	Securities Specialist III, Iloilo Extension Office (ILOEO)
				Director II, Iloilo Extension Office (ILOEO)
4. Present the Official Receipt to the Counter and receives the duly approved Resolution	Releases the duly approved Resolution to the client	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
		Confirmation of Valuation – 1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00	17 days and 2 hours from Steps 1 to 4	

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00 3. Documentary 2 hours Financial Management Department 31 CLIENT STEPS AGENCY ACTIONS FEEES TO BE PAID PROCESSING TIME PERSON RESPONSIBLE Stamp tax of P30.00 ***For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		

14. Decrease of Capital Stock

This service details the adopted procedure and documentary requirements 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.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Stock Corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement	
1. Cover Sheet	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Certificate of Decrease of Capital Stock	To be provided by the client in accordance with Section 15 and 37 of the Revised Corporation Code
3. Directors' Certificate	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
4. Amended Articles of Incorporation	To be provided by the client
5. List of stockholders showing the names, nationalities and stockholdings before and after the reclassification/declassification/conversion, as certified by the corporate secretary	To be provided by the client
6. 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 client
7. Long-form audit report of item no. 6, if with return of capital	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	To be provided by the client
9. List of stockholders showing the names, nationalities, and their subscribed and paid-up before and after the decrease certified under oath by the Corporate Secretary	To be provided by the client
10. Publisher's affidavit of the publication of the decrease of capital (once in a newspaper of general circulation)	Publisher of a newspaper of general circulation
11. Secretary's Certificate on non-existence of intra-corporate dispute	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
12. Monitoring Clearance	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
13. Clearance from other SEC departments (1 original copy, 1 photocopy) • For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies;	Financing and Lending Companies Department (FinLend) <i>Securities Registration Division</i> , Markets and Securities Regulation Department (MSRD) PhiloFintech Innovation Office (PIO) <i>Investigation and Prosecution Division</i> , Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers.	
14. Endorsement from other government agencies • Money Changer and Remittance Services • Insurance	<i>Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas</i> <i>Licensing Division, Insurance Commission</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Counter Officer	1.1 Records the date of submission and forwards the application to the assigned processor	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.2 Examines whether the documents submitted are complete in form and in substance.		15 days	Securities Counsel II, Iloilo Extension Office (ILOEO),

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	**If the application is for compliance, the processor prepares a checklist of deficiencies and returns it to the applicant. 1.3 Processor endorses application for payment 1.4 Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour 1 hour	Securities Counsel I, Iloilo Extension Office (ILOEO) Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the filing fees	2.1 Collects payment and Issues electronic official receipt (eOR)	1. Decrease of Capital Stock * 1.1 if return of capital – P5,000.00 1.2 All others – P3,000.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2. Amended Articles of Incorporation – P1,000.00* *plus Legal Research Fee (LRF) 1% of computed filing fee but not less than P10.00 and documentary stamp tax of P30		
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	3.2. Prepares the Certificate of Decrease of Capital Stock and Amendment of Articles of Incorporation		1 hour	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	3.3 Processor conducts final review of submitted documents		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
			2 hours	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.4 Reviews and Signs the Certificate of Decrease of Capital Stock and Amendment of Articles of Incorporation and forwards approved application to Releasing Unit			Director II, Iloilo Extension Office (ILOEO)
4. Present the Official Receipt to the Counter and receives the duly approved Resolution	Releases the duly approved Certificate of Decrease of Capital Stock and Amendment of Articles of Incorporation	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
		1. Decrease of Capital Stock * 1.1 if return of capital – P5,000.00 1.2 All others – P3,000.00 2. Amended Articles of Incorporation – P1,000.00* *plus Legal Research Fee (LRF) 1% of computed filing fee but	17 days and 2 hours from Steps 1 to 4	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		not less than P10.00 and documentary stamp tax of P30		

15. Dissolution (For amendment to shorten the corporate term under Section 136 of the RCC where the proposed expiration of the corporate term is less than one year, from approval of the application for amendment)

This service outlines the procedure for amending a corporation's term of existence under Section 136 of the Revised Corporation Code (RCC) to shorten its corporate term. This application applies when the proposed expiration of the corporate term is less than one year from the approval date of the amendment, allowing corporations to legally shorten their operational duration in accordance with regulatory guidelines.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirement</i>	
1. Cover sheet	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_A_mendment.pdf
2. Notarized Directors' certificate signed by majority of the directors or trustees and the corporate secretary, attesting that: (1) the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least 2/3 vote of the stockholders representing the outstanding capital stock including the holders of non-voting shares/members of the corporation; (2) date and place of stockholders' or members' meeting (3) the tax identification number of the signatories which shall be placed below their names	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf
3. Amended Articles of Incorporation	To be provided by the client
4. Audited Financial Statements as of the last fiscal year stamped received by SEC and BIR, EXCEPT	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
A. Where the applicant has ceased operations for at least one (1) year, it shall submit: a) Audited Financial Statements as of the last fiscal year of operation; and b) Affidavit of non-operation certified under oath by the President and Treasurer B. Where the applicant has no operation since incorporation, it shall submit: a) Balance Sheet certified under oath by the Treasurer and President; b) Affidavit of non-operation certified under oath by the President and Treasurer; c) Certificate of non-registration issued by the BIR C. Where the applicant corporation (stock or nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of last preceding fiscal year certified under oath by the President and Treasurer	
5. Certification under oath by the President and Treasurer certifying that: i. the dissolution is not prejudicial to the interest of the creditors; and ii. there is no opposition from any creditor from the time of publication of the notice of dissolution up to the filing of the dissolution with the Commission	To be provided by the client
6. Bureau of Internal Revenue (BIR) Tax Clearance Certificate	<i>Revenue District Office (RDO)</i> , Bureau of Internal Revenue
7. Publisher's Affidavit of Publication of the notice of meeting (once)	Publisher of a newspaper of general circulation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Notarized Secretary's Certificate on no pending case of intra-corporate dispute	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
9. Clearance from other SEC departments (1 original copy, 1 photocopy) • For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers.	Financing and Lending Companies Department (FinLend) <i>Securities Registration Division</i> , Markets and Securities Regulation Department (MSRD) PhiloFintech Innovation Office (PIO) <i>Investigation and Prosecution Division</i> , Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
10. Endorsement from other government agencies • Money Changer and Remittance Services • Insurance	<i>Payment Supervision and Licensing Division</i> , Bangko Sentral ng Pilipinas <i>Licensing Division</i> , Insurance Commission

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Counter Officer	1.1 Records the date of submission and forwards the application to the assigned processor	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.2 Examines whether the documents submitted are complete in form and in substance. **If the application is for compliance, the processor prepares a checklist of deficiencies and returns it to the applicant.		15 days	Securities Specialist III, Iloilo Extension Office (ILOEO), Securities Specialist II, Iloilo Extension Office (ILOEO)
	1.3 Processor endorses application for payment		1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the filing fees	2.1 Collects payment and Issues electronic official receipt (eOR)	If Stock Corporation – PHP 1,060.00* If Non-Stock Corporation – PHP 560.00* *Inclusive of Legal Research Fee of PHP 10.00, Miscellaneous Fee PHP20.00 and Documentary Stamp Tax of PHP 30.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)
5. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	3.2. Prepares the Certificate of Amended Articles of Incorporation (Dissolution)		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Processor conducts final review of submitted documents 3.4 Reviews and Signs the Amended Articles of Incorporation (Dissolution) and forwards approved application to Releasing Unit		1 hour 2 hours	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO) Director II, Iloilo Extension Office (ILOEO)
6. Present the Official Receipt to the Counter and receives the duly approved Resolution	Releases the duly approved Certificate of Certificate of Amended Articles of Incorporation (Dissolution)	None	1 hour	SEC Administrative AssistantII, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
		If Stock Corporation – PHP 1,060.00* If Non-Stock Corporation – PHP 560.00*	17 days and 2 hours from Steps 1 to 4	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		*Inclusive of Legal Research Fee of PHP 10.00, Miscellaneous Fee PHP20.00 and Documentary Stamp Tax of PHP 30.00		

16. Increase of Capital Stock by way of Cash

This service outlines the procedure for increasing a corporation's capital stock through cash payments. It enables companies to raise additional capital by issuing new shares in exchange for cash, while ensuring compliance with all legal and regulatory requirements. This application is available for stock corporations, excluding one-person corporations.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Stock Corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements	
1. Cover sheet	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_A_mendment.pdf
2. Certificate of Increase of Capital Stock	To be provided by the client in accordance with Section 15 and 37 of the Revised Corporation Code
3. Treasurer's Affidavit	To be provided by the client in accordance with Section 37 of the Revised Corporation Code
4. Directors' certificate	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
5. Amended Articles of Incorporation	To be provided by the client
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 provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Secretary's Certificate on non-existence of intra-corporate dispute	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
9. Monitoring Clearance	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
10. On-Site Verification Special Audit Report -For applications to increase the authorized capital stock of corporations where the subscription to the increase is paid in cash except (a) listed companies, (b) public companies defined in the Securities Regulations Code, (c) Companies that offer or sell securities to the public, (d) where the payment is more than Fifty Million Pesos (P50,000,000.00). Subscription Contract -In lieu of the Special Audit Report if the payment to the subscription to the increase is Fifty Million Pesos (P50,000,000.00) or less.	To be provided by the client
Additional Requirements	
1. For Rural Banks a) Notarized Certification on payment for subscriptions to be signed by majority of the rural bank's Board of Directors in accordance with the form required by BSP	<i>Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas</i>

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	
2. F-101 If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc
3. Clearance from other SEC departments (1 original copy, 1 photocopy) • For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers);	Financing and Lending Companies Department (FinLend) <i>Securities Registration Division</i>, Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) <i>Investigation and Prosecution Division</i>, Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers.	
4. Endorsement from other government agencies • Money Changer and Remittance Services, Bank, Pawnshop and other Financial Intermediaries with Quasi Banking Functions • Insurance	<i>Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas</i> <i>Licensing Division, Insurance Commission</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Counter Officer	1.1 Records the date of submission and forwards the application to the assigned EO processor	None	1 hour	SEC Administrative AssistantII, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.2 Examines whether the documents submitted are		10 days	Securities Specialist II, Iloilo Extension Office (ILOEO),

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	complete in form and in substance. 1.3 Endorses application for payment <i>***If the application is for compliance, the specialist prepares a checklist of deficiencies and informs and returns it to the applicant. Go to Step 1</i> 1.4 Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour 1 hour	Securities Specialist III, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO), Securities Specialist III, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the filing fees	2.1 Collects payment and Issues electronic official receipt (eOR)	1. Amended Articles of Incorporation – PHP 1,060* Plus	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2. Increase of Capital Stock - **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 **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 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1. Documentary Stamp tax of PHP 60.00 2. Miscellaneous Fee: PHP40.00 *Inclusive of LRF of PHP 10.00 ***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	3.2. Prepares the Certificate of Increase in Capital Stock and Amended Articles of Incorporation		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
			2 hour	Securities Specialist II, Iloilo Extension Office (ILOEO),

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Processor conducts final review of submitted documents 3.4 Reviews and Signs the Certificate of Increase in Capital Stock and Amended Articles of Incorporation and forwards approved application to Releasing Unit		2 hours	Securities Specialist III, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) Director II, Iloilo Extension Office (ILOEO)
4. Present the Official Receipt to the Counter and receives the duly approved Resolution	Releases the duly approved Certificate of Increase in Capital Stock and Amended Articles of Incorporation	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
		1. Amended Articles of Incorporation – PHP 1,060* Plus 2. Increase of Capital Stock -	11 days and 3 hours from Steps 1 to 4	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		**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 **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 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00 Documentary Stamp tax of PHP 60.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Miscellaneous Fee: PHP40.00 *Inclusive of LRF of PHP 10.00 ***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		

17. Increase of Capital Stock through payment other than cash

This service outlines the procedure for increasing a corporation's capital stock through non-cash payments, such as property or other assets. It enables companies to raise capital by leveraging assets, ensuring compliance with legal and regulatory requirements for the valuation and documentation of such transactions.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Stock Corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirements</i>	
1. Cover sheet	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_A_mendment.pdf
2. Certificate of Increase of Capital Stock	To be provided by the client in accordance with Section 15 and 37 of the Revised Corporation Code
3. Treasurer's Affidavit	To be provided by the client in accordance with Section 37 of the Revised Corporation Code
4. Directors' certificate	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
5. Amended Articles of Incorporation	To be provided by the client
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 provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7. Secretary's Certificate on non-existence of intra-corporate dispute	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
9. Monitoring Clearance	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
<i>Additional Requirements (depending on mode of payment)</i>	
B. Conversion of Advances / Liabilities to Equity	
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 client
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 1	To be provided by the client For guidance, refer to Memorandum Circular No. 6 series of 2008. Download Circular through this link: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0
3. Deed of Assignment of advances / liabilities	To be provided by the client
B. Stock Dividends	
1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary	To be provided by the client
2. Audited Financial Statements as of the last fiscal year received by BIR and SEC	To be provided by the client
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	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
approving the dividend declaration or as of record date and the treatment of resulting fractional shares, if any, are true and correct	
4. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings	To be provided by the client
5. Reconciliation of Retained Earnings	To be provided by the client
C. Land, buildings / condominium units	
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	To be provided by the client
2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified by the Assessor's Office	To be provided by the client
3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the client
4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the client
5. Deed of Assignment	To be provided by the client
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	To be provided by the client
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	To be provided by the client
8. Certification from the transferor stating that the improvements are existing and in good condition	To be provided by the client
9. 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 client For guidance, please refer to Memorandum Circular No. 14 series of 2013.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
D. Untitled Lands	
1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any	To be provided by the client
2. Duplicate original or certified true copies of the tax declaration sheets	To be provided by the client
3. Latest realty tax receipts	To be provided by the client
4. Affidavit by the transferor attesting continuous and open possession of the property is located	To be provided by the client
5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	To be provided by the client
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	To be provided by the client
7. Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property b. Kind/description of the easement and its location c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easement	To be provided by the client
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 a paid-up capital	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: a. There is no other claimant to the untitled land b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	To be provided by the client
10. Blue Print Survey of the Plan as approved by the Bureau of Lands	To be provided by the client
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)	To be provided by the client
12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the client
13. Appraisal report rendered by licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the client
14. Deed of Assignment	To be provided by the client
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	To be provided by the client
E. Inventories/Furniture/Personal Properties	
1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant	To be provided by the client
2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value	To be provided by the client
3. Deed of Assignment	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
F. Heavy equipment and machinery	
1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant	To be provided by the client
2. Appraisal report by licensed 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	To be provided by the client
3. Deed of Assignment	To be provided by the client
4. Certification from the transferor stating that the properties are existing and in good condition	To be provided by the client
G. Shares of Stock	
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	To be provided by the client
2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	To be provided by the client
3. Deed of Assignment	To be provided by the client
4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	To be provided by the client
5. Photocopy of the stock certificate (present original for verification)	To be provided by the client
6. Latest market price quotation in the newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the stock exchange)	To be provided by the client
7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period.	To be provided by the client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
H. Motor Vehicles	
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	To be provided by the client
2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	To be provided by the client
3. Appraisal report by licensed appraiser (not more than 6 month old)	To be provided by the client
4. Deed of Assignment	To be provided by the client
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 client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
6. Certification from the transferor stating that the motor vehicles are existing and in good running condition	To be provided by the client
I. Sea Vessel / Aircraft	
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 client
2. Certified true copy of the certificate of ownership	To be provided by the client
3. Appraisal report by licensed appraiser (not more than 6 month old)	To be provided by the client
4. Certificate of seaworthiness/airworthiness issued by appropriate government agency	To be provided by the client
5. Deed of Assignment	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
J. Intangibles	
1. Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the client
2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights	To be provided by the client
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)	To be provided by the client
4. Deed of Assignment	To be provided by the client
5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	To be provided by the client
K. Net Assets	
1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC	To be provided by the client
2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year	To be provided by the client
3. Long-form audit report of item no. 2	To be provided by the client
4. Deed of Assignment of the assets and liabilities	To be provided by the client
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	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant	To be provided by the client
7. Photocopy of the certificate of registration of the motor vehicles (present original for verification)	To be provided by the client
8. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office	To be provided by the client
9. Photocopy of stock certificates (present original for verification)	To be provided by the client
10. DTI Certificate of Registration (for single proprietorship)	To be provided by the client
11. 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 client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Counter Officer	1.1 Records the date of submission and forwards the application to the assigned EO processor	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	1.2 Examines whether the documents submitted are		10 days	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO),

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	complete in form and in substance. 1.3 Endorses application for payment <i>***If the application is for compliance, the specialist prepares a checklist of deficiencies and informs and returns it to the applicant. Go to Step 1</i> 1.4 Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour 1 hour	Securities Specialist III, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO), Securities Specialist III, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the filing fees	2.1 Collects payment and Issues electronic official receipt (eOR)	1. Amended Articles of Incorporation – PHP 1,060* Plus	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2. Increase of Capital Stock - **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 **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 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3. Documentary Stamp tax of PHP 60.00 4. Miscellaneous Fee: PHP40.00 *Inclusive of LRF of PHP 10.00 ***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	3.2. Prepares the Certificate of Increase in Capital Stock and Amended Articles of Incorporation		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
			2 hours	Securities Counsel II, Iloilo Extension Office (ILOEO),

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Processor conducts final review of submitted documents 3.4 Reviews and Signs the Certificate of Increase in Capital Stock and Amended Articles of Incorporation and forwards approved application to Releasing Unit		2 hours	Securities Counsel I, Iloilo Extension Office (ILOEO) Director II, Iloilo Extension Office (ILOEO)
4. Present the Official Receipt to the Counter and receives the duly approved Resolution	Releases the duly approved Certificate of Increase in Capital Stock and Amended Articles of Incorporation	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		1. Amended Articles of Incorporation – PHP 1,060* Plus 2. Increase of Capital Stock - **For corporation with	11 days and 3 hours from steps 1 to 4	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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 **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 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00 Documentary Stamp tax of PHP 60.00 Miscellaneous Fee:		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP40.00 *Inclusive of LRF of PHP 10.00 ***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		

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

This service outlines the procedure for licensing foreign corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company). It enables foreign entities to efficiently apply for registration and obtain the necessary licenses to operate in the country, streamlining the process through an electronic platform for quicker processing and compliance.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All natural and juridical persons and their representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirements</i>	
A. For Foreign Branch and Representative Office	
1. Cover Sheet for Registration	System-generated
2. Signed & notarized Application Form - o F-103 for stock branch office; - o F-104 for stock representative office; - o F-108 for non-stock branch/representative office, including foundations	System-generated
3. Authenticated/Apostilled copy of the Board Resolution - o Authorizing the establishment of Branch/Representative Office in the Philippines - o Designating the Resident Agent to whom summons and other legal processes may be served in behalf of the foreign corporation; and - o Stipulating that in the absence of such Agent or upon cessation of its business in the Philippines, any summons	Parent Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
or legal processes may be served to SEC as if the same is made upon the corporation at its home office	
4. Authenticated/Apostilled copy of the Articles of Incorporation/Partnership/Association with an English translation thereof if in foreign language other than English	Parent Company/Philippine Embassy/Consulate
5. Authenticated/Apostilled Financial Statements (FS) ● For those whose home country REQUIRES Audited FS (AFS), the applicant shall submit financial statements compliant with the following: ○ For the immediately preceding year at the time of filing of application, audited by an independent Certified Public Accountant of the home country *Authenticated before the Philippine Consulate/Embassy ○ If the date of the AFS exceeds the one-year requirement, the applicant shall submit ■ Authenticated AFS that are available as of date of filing of the application; AND ■ Authenticated Unaudited FS (AUFS) as of date not exceeding one (1) year immediately prior to the filing of the application signed by an officer of the foreign corporation ● For those whose home country does NOT REQUIRE AFS, the applicant shall submit financial statements: ○ Authenticated Unaudited FS as of the date not exceeding one (1) year immediately prior to the filing of the application; and ○ Authenticated/Apostilled Certification signed under oath by an officer of a responsible regulatory institution or by the applicant's legal counsel that the	Parent Company/Philippine Embassy/Consulate

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE																		
applicant is not required to prepare and submit AFS, with citation of the law for verification purposes Compliance with Financial Ratios A. Stock Branch Office <table><tr><th>Ratio</th><th>Formula</th><th>Benchmark Value</th></tr><tr><td>Solvency</td><td>Total Asset/ Total Liabilities</td><td>1:1</td></tr><tr><td>Liquidity</td><td>Current Asset/ Current Liabilities</td><td>1:1</td></tr><tr><td>Debt to Equity</td><td>Total Liabilities/ equity</td><td>3:1</td></tr></table> B. Stock Representative Office/Non-Stock Branch Office/Non-Stock Representative Office <table><tr><th>Ratio</th><th>Formula</th><th>Benchmark Value</th></tr><tr><td>Solvency</td><td>Total Asset/ Total Liabilities</td><td>1:1</td></tr></table>	Ratio	Formula	Benchmark Value	Solvency	Total Asset/ Total Liabilities	1:1	Liquidity	Current Asset/ Current Liabilities	1:1	Debt to Equity	Total Liabilities/ equity	3:1	Ratio	Formula	Benchmark Value	Solvency	Total Asset/ Total Liabilities	1:1	
Ratio	Formula	Benchmark Value																	
Solvency	Total Asset/ Total Liabilities	1:1																	
Liquidity	Current Asset/ Current Liabilities	1:1																	
Debt to Equity	Total Liabilities/ equity	3:1																	
Ratio	Formula	Benchmark Value																	
Solvency	Total Asset/ Total Liabilities	1:1																	
Additional Requirements																			
1. Affidavit of Undertaking to change corporate name, if not stated in the Application Form	Download Form through this link:																		

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForm_utc_n_corporate-ap.docx
2. Resident's Agent Acceptance of Appointment If Resident Agent is not the signatory in the Application Form	Resident Agent
3. Clearance from other SEC departments (1 original copy, 1 photocopy) • For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms;	Financing and Lending Companies Department (FinLend) <i>Securities Registration Division</i>, Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) <i>Investigation and Prosecution Division</i>, Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); - and - o Digital Advisers/Robo-Advisers	
4. Endorsement from other government agencies • Money Changer and Remittance Services, Bank, Pawnshop and other Financial Intermediaries with Quasi Banking Functions • Insurance	<i>Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas</i> <i>Licensing Division, Insurance Commission</i>
For Stock Branch/Representative Office	
1. Notarized proof of Inward Remittance such as bank certificate of inward remittance or credit advances	Banks
For Non-Stock Branch/Representative Office Foundation	
1. Notarized Certificate of Bank Deposit of the amount of not less than P1,000,000.00	Banks
2. Statement of Willingness to allow the Commission to conduct an audit	
For Regional/Area Headquarters (RHQ)/ Regional Operating Headquarters (ROHQ)	
Standard Requirements	
1. Cover Sheet for Registration	System-generated
2. Signed & Notarized Application Form	System-generated
3. Certification from the Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI in the applicant's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries, or branch	Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
offices in the Asia Pacific Region and other foreign markets; In case the Certification is issued by the equivalent office of the DTI, the same shall be authenticated by the Philippine Consulate/Embassy	
4. Authenticated Certification from principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its board of directors or governing body to establish its RHQ/ROHQ	Principal Officer
Additional Requirements	
1. Affidavit of Undertaking to change corporate name, if not stated in the Application Form	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFORM_utc_n_corporate-ap.docx
2. Endorsement	Board of Investment
3. Clearance from other SEC departments (1 original copy, 1 photocopy) • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges;	PhiliFintech Innovation Office (PIO) <i>Investigation and Prosecution Division, Enforcement and Investor Protection Department (EIPD)</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to application form at https://esparc.sec.gov.ph/application	1.1 Verifies proposed company name and endorses application to processor	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
1.1 Reserves proposed company name including trade or business names, if applicable <i>Note: If proposed name is disapproved, avails of online appeal by uploading appeal letter and/or supporting documents</i>	1.2 Processor evaluates application and supporting documents Note: If for compliance, clients open the existing application using the application reference number provided and complies the deficiencies and/or completes the requirements		5 days	Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)
1.2 Receives OTP (One Time Passcode) through Email				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.3 Encodes Company details/information including MC28 and beneficial ownership details 1.4 Submits online application and uploads name appeal document/s and other pre-defined additional requirements 1.5 Receives application Reference Number	1.3. Processor pre-approves application		1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)
2. Uploads duly signed and notarized/authenticated registration documents <i>Note: Client receives notification through the email of the authorized representative indicated in the application</i>	2.1 Assigned Processor evaluates uploaded documents for approval 2.2 Generates Payment Assessment Form (PAF) and Approves application		5 days 1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)
3. Pays the registration fees specified in the Payment Assessment Form (PAF)	3.1 If paid online, Collects Payment and Issues Electronic Official Receipt (eOR)	a) Application of Stock Foreign Corporation 1. Branch Office - 1% of the actual inward remittance of the corporation converted	1 hour 30 minutes	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 If paid through Landbank, the processor verifies payment and system issues Electronic Official Receipt (eOR) to client's email.	into Philippine currency but not less than P3,000 2. Representative Office: 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency but not less than PHP 2,000 b) Application of Non-Stock Foreign Corporation 1. Branch Office - PHP 3,000 2. Representative Office- PHP 3,000 c) By-Laws: PHP 1,020.00, inclusive of LRF; d) Name reservation: PHP 100.00 for each corporate name and trade name, if applicable;		Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		e) Registration of Stock and Transfer Book: PHP 150.00 f) Documentary Stamp – PHP 30.00 g) Application under the Foreign Investments Act (FIA) – PHP 3,000.00		
4. Proceeds to the EO Counter and submits two (2) sets of originally signed and notarized/authenticated registration documents, copy of the proof of payment of the assessed registration fees	4.1 Checks the submitted proof of payment and documentary requirements, and assigns the ESPARC application to Post Audit Reviewers	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	4.3 Processor conducts post-audit review of submitted documents and endorses application for receiving and printing of certificate. <i>Note: If incomplete and/or non-compliant, send notice</i>		2 hours	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>of compliance through email.</i> 4.4 Receives documents and Prints Certificate of Incorporation 4.5 Reviews, signs and forwards the approved certificate to the Releasing Section.		1 hour and 30 minutes 2 hours	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) Director II, Iloilo Extension Office (ILOEO)
5. Proceeds to the Releasing Section and presents proof of payment to claim the Certificate of Incorporation	5.1 Releases Certificate to the applicant	None	1 hour and 30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		a) Application of Stock Foreign Corporation Branch Office - 1% of the actual inward remittance of the corporation converted into Philippine currency but not less than P3,000 Representative Office:	11 days, 4 hours and 30 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency but not less than PHP 2,000 b) Application of Non-Stock Foreign Corporation Branch Office - PHP 3,000 Representative Office- PHP 3,000 c) By-Laws: PHP 1,020.00, inclusive of LRF; d) Name reservation: PHP 100.00 for each corporate name and trade name, if applicable; e) Registration of Stock and Transfer Book: PHP 150.00 f) Documentary Stamp –		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 30.00 g) Application under the Foreign Investments Act (FIA) – PHP 3,000.00		

19. Petition for Correction of Entries of Company Registration Documents

This service provides the procedure for filing a petition to correct any errors or discrepancies in a company's registration documents. It helps businesses ensure that their official records are accurate and up-to-date, in compliance with regulatory requirements.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Domestic Corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirements</i>	
1. Cover Sheet	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Verified Petition for Correction a. A Verified Petition for Correction must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed; b. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate; c. The Verified Petition must state: i. The date, name of the corporation, SEC registration number, and name of the duly authorized representative; ii. The date, time, and place of the meeting; iii. That the proposed correction/s was/were approved by the majority of the members of the Board of Directors/Trustees in the presence of a valid quorum; iv. Errors specified (Cite articles/provisions affected);	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
v. Corrections specified; vi. That the typographical error/s was/were made due to inadvertence; and vii. The petitioner has no intention to violate any laws and SEC Rules and Regulations;	
3. Verification/Certification Against Forum Shopping (2 original copies) signed by the corporation's duly authorized representative designated in the Secretary Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure);	To be provided by the client
4. Notarized Secretary's Certificate (2 original copies) stating therein the following: i. Name of the Corporation, SEC Registration number, and name of the duly authorized representative; ii. Meeting held at principal office; iii. Date and time of the Meeting; iv. Approved by at least majority of Directors/Trustees in the presence of a valid quorum; v. Errors specified (Cite articles/provisions affected) vi. Corrections specified; and vii. Name of the Authorized Representative designated to file the Petition;	To be provided by the client
5. Monitoring Clearance	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
6. Verified Petition, affidavit/s, document/s, and other evidence supporting the Petition (2 original copies);	To be provided by the client
7. Copy of the Approved Articles of Incorporation and/or By-Laws to be corrected; and	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Copy of the Corrected Articles of Incorporation and/or By-laws and/or Corrected Amended Articles of Incorporation and/or Amended By-laws.	To be provided by the client
Note: <i>***For a One Person Corporation (OPC), in lieu of the submission of the notarized Secretary's Certificate, a SOLE DIRECTOR CERTIFICATE shall be required to be submitted.</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Counter Officer	1.1 Records the date of submission and forwards the application to the assigned EO processor	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.2 Examines whether the documents submitted are complete in form and in substance.		10 days	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)
	1.3 Endorses application for payment <i>***If the application is for compliance, the specialist prepares a checklist of</i>		1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>deficiencies and informs and returns it to the applicant. Go to Step 1</i> 1.4 Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the filing fees	2.1 Collects payment and Issues electronic official receipt (eOR)	Petition Fee, P 3,000.00 *Documentary Stamp Taxes - P30.00 **Legal Research Fee 1% of the Filing Fee (P30.00) Handling Fee- P20.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	3.2. Prepares the Order granting the Petition for Correction		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Processor conducts final review of submitted documents 3.4 Reviews and Signs the Order granting the Petition for Correction and forwards the approved application to Releasing Unit		2 hours 2 hours	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO) Director II, Iloilo Extension Office (ILOEO)
4. Present the Official Receipt to the Counter and receives the duly approved Order granting the Petition for Correction	Releases the duly approved Order granting the Petition for Correction	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		Petition Fee, P 3,000.00 *Documentary Stamp Taxes - P30.00 **Legal Research Fee 1% of the Filing Fee (P30.00) Handling Fee- P20.00	11 days and 3 hours from	

20. Petition for Revival of Corporate Existence

This service outlines the procedure for filing a petition for the revival of a corporation's existence. It assists companies in reinstating their legal status and operational capacity after expiration, ensuring compliance with all necessary requirements for revival.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Domestic Corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirement</i>	
1. Verified Petition for Revival of Corporate Existence a. A Verified Petition for Revival must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed; b. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Director's Certificate; c. The verified Petition must state: i. The date, name of the corporation, SEC registration number, and name of the duly authorized representative; ii. That the meeting was held in the principal office address of the corporation; iii. That the revival of the Petitioner's corporate term was approved by a vote of at least majority of the members of the Board of Directors/Trustees, and ratified by the stockholders owning or controlling at least the majority of the outstanding capital stock, or by at least majority of the members in the case of a nonstock corporation, in the presence of a valid quorum; iv. If there has been a change in the composition of the stockholders or members since the expiration of Petitioner's corporate term, a reconciliation of the changes in the composition of the stockholders or members from the date of expiration of its corporate term up to the date of	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
stockholders' or members' approval of the resolution to file the Petition for Revival of Corporate Existence, or the date of approval by the board of directors or trustees in the case of a nonstock corporation, of the filing of said Petition, whichever is later, which shall provide for, and refer to, the supporting evidence (e.g. Deed of Sale, Deed of Assignment, Death Certificate of a stockholder/member, and Extrajudicial Settlement of the Estate of a stockholder/member) of the changes in the composition of the stockholders or members; v. That the undersigned are the duly elected directors or trustees, and officers of Petitioner; vi. That, as of the date of filing of the Petition for Revival, no action or proceeding has been filed or is pending before any court or tribunal involving an intra-corporate dispute or claim by any person or group against the directors, officers, or stockholders of the Corporation; vii. That the revival of Petitioner's corporate term shall not cause damage, loss, or injury to any third person or any government agency; viii. If Petitioner's corporate name has already been validly reused, and is currently being used, by another existing corporation duly registered with the Commission, that Petitioner shall change its corporate name within thirty (30) days from the issuance of its Certificate of Revival of Corporate Existence (Petitioner must also state in its Petition its proposed new corporate name, which must be duly reserved with the Commission); and ix. If Petitioner is an expired corporation which already availed of re-registration, in accordance with Memorandum Circular No. 13, Series of 2019 (Amended Guidelines and Procedures on the Use of Corporate and Partnership Names), or other memorandum circulars issued by the Commission pertaining to re-registration, that: 1. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to undergo voluntary dissolution immediately after the issuance of the Petitioner's Certificate of Revival; or	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival; x. Petitioner has not undergone a liquidation proceeding prior to the filing of the Petition	
2. Verification/Certification Against Forum Shopping signed by the corporation's duly authorized representative designated in the Secretary Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure);	To be provided by the client
3. Notarized Secretary's Certificate and Director's Certificate (2 original copies) stating therein the following a. Name of the Corporation, SEC Registration number, and name of the duly authorized representative; b. Meeting held at principal office; c. Date and time of the Meeting; d. Revival of corporate existence is approved by at least majority of Directors/Trustees, and ratified by the stockholders representing at least majority of the outstanding capital stock or at least majority of the members, in the case of a nonstock corporation, in the presence of a valid quorum; e. Date of incorporation, date of expiration of corporate term, and date of board resolution approving the revival of the corporate term, and the filing of the Petition for Revival of Corporate Existence with the SEC	To be provided by the client
4. Monitoring Clearance	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
5. Documentary Requirements: a. Photocopy of Petitioner's Certificate of Incorporation and Articles of Incorporation; b. Photocopy of Petitioner's Certificate/s of Filing of Amended Articles of Incorporation, with the respective Amended Articles of Incorporation, if Petitioner's Articles of Incorporation were amended:	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
c. Revived Articles of Incorporation, consisting of Petitioner's latest Amended Articles of Incorporation and the proposed changes in the corporate term to be effected by the revival, which shall be underlined; d. Petitioner's duly accomplished General Information Sheet (GIS) as of the date of expiration of its corporate term, or an equivalent document, such as, but not limited to, Secretary's Certificate indicating the list of stockholders and officers with the corresponding stockholdings; e. Notarized list of stockholders or members as of the date of approval of the revival, stating their names, their nationalities, and number of shares subscribed, amount subscribed and paid, or the respective members' contributions for nonstock corporations, certified by the Corporate Secretary; f. If there has been a change in the composition of the stockholders or members since the expiration of Petitioner's corporate term, the GIS of the Petitioner as of the date of stockholders' or members' approval of the resolution to file the Petition for Revival of its corporate existence, or the date of the board of directors' or trustees' approval of the filing of the said Petition, whichever is later; g. Photocopy of the supporting evidence (e.g. Deed of Sale with the Certificate Authorizing Registration, Deed of Assignment, Death Certificate of a stockholder/member, and Extrajudicial Settlement of the Estate of a stockholder/member) referred to in the Reconciliation of the changes in the composition of the stockholders or members; h. Photocopy of Petitioner's Audited Financial Statements as of the date of expiration of its corporate term, and for the year immediately preceding, as audited by an independent Certified Public Account; i. Photocopy of Petitioner's Audited Financial Statements as of the date not exceeding one hundred twenty (120) days prior to the date of filing of the Petition for Revival, and for the year immediately preceding, as audited by an independent Certified Public Account; j. Photocopy of the Official Receipt/s for the payment of the Petition and Filing fees	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
k. A favorable recommendation of the appropriate government agency in the case of banks, banking and quasi-banking institutions, preneed, insurance and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries; l. If Petitioner's corporate name has already been validly reused, and is currently being used, by another existing corporation duly registered with the Commission, Proof of Reservation of Petitioner's Proposed New Corporate Name; and m. If Petitioner is an expired corporation which already availed of re-registration, in accordance with Memorandum Circular No. 13, Series of 2019 (Amended Guidelines and Procedures on the Use of Corporate and Partnership Names), or other memorandum circulars issued by the Commission pertaining to re-registration, Certification, under oath, issued by the Corporate Secretary of the re-registered corporation stating that: i. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to undergo voluntary dissolution immediately after the issuance of the Petitioner's Certificate of Revival; or ii. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival. n. Directors'/Trustees' Certificate attesting that Petitioner has not undergone a liquidation proceeding prior to the filing of the Petition for Revival of Corporate Existence	
Note: ***Pertinent provisions for the Revival of Expired Corporation are provided under SEC Memorandum Circular No. 23, Series of 2019: https://www.sec.gov.ph/rcc-mc/mc-no-23-s-2019-guidelines-on-the-revival-of-expired-corporations-pursuant-to-section-11-of-the-revised-corporation-code-of-the-philippines	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Counter Officer	1.1 Records the date of submission and forwards the application to the assigned EO processor	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	1.2 Examines whether the documents submitted are complete in form and in substance.		10 days	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.3 Endorses application for payment		1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)
	<i>***If the application is for compliance, the specialist prepares a checklist of deficiencies and informs and returns it to the applicant. Go to Step 1</i>			Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)
	1.4 Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the filing fees	2.1 Collects payment and Issues electronic official receipt (eOR)	Petition Fee, P 3,000.00 *Documentary Stamp Taxes - P30.00 **Legal Research Fee 1% of the Filing Fee (P30.00) Handling Fee- P20.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	3.2. Prepares the Order granting the Petition for Revival for Corporate Existence		1 hour	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	3.3 Processor conducts final review of submitted documents		2 hours	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	3.4 Reviews and Signs the Order granting the Petition for Revival for Corporate		2 hours	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)
				Director II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Existence and forwards the approved application to Releasing Unit			
4. Present the Official Receipt to the Counter and receives the duly approved Petition for Revival for Corporate Existence	Releases the duly approved Order granting the Petition for Revival for Corporate Existence	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		Petition Fee, P 3,000.00 *Documentary Stamp Taxes - P30.00 **Legal Research Fee 1% of the Filing Fee (P30.00) Handling Fee- P20.00	11 days and 3 hours from steps 1 to 4	

21. Petition to Lift Order of Revocation/Suspension

This process details the procedure for petitions to lift the order of revocation/suspension by complying with the prescribed requirements, penalties, and necessary justifications as determined by the Securities and Exchange Commission (SEC).

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All corporations whose certificates of registration were revoked or suspended by the Commission for failure to comply with the reportorial requirements and whose corporate term has not yet expired.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements	
1. Verified Petition for lifting the Order of Revocation/Suspension a. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Director's/Trustees Certificate; b. The Verified Petition must state: i. The date, name of the corporation, SEC registration number, principal office address, name and position of the duly authorized representative; ii. The grounds for reconsideration; iii. That the filing of Petition was approved b y at least majority of the Directors'/Trustees' and b y majority of the outstanding capital stock/members; iv. The date of the Directors'/Trustees' Certificate; v. The certification pursuant to SEC Memorandum Circular No. 3 Series of 2014:	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
“The company through its authorized representative hereby certifies that the latest financial statements that are submitted with this Petition are accurate, compliant with applicable financial reporting framework and are supported by sufficient and valid source documents and schedules. This sworn certification extends t o all the beginning balances of the accounts from previous years during which the company failed t o submit audited financial statements. In relation t o this, attached in the Petition is as worn certification from the company’s extended auditor.” c. In case of foreign corporations, the Verified Petition must be signed b y the Resident Agent.	
2. Verification/Certification Against Forum Shopping signed by the corporation’s duly authorized representative designated in the Directors’/Trustees’ Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure). In case of foreign corporation, this certification must be signed by the Resident Agent	To be provided by the client
3. Directors’ or Trustees’ Certificate stating therein the following: a. The date, place, and classification of meeting, whether regular/special; b. The date of SEC Order of Revocation/Suspension; c. That the Petition was approved by at least majority of the Directors’/Trustees’ and by majority of the outstanding capital stock/members; d. The name of the authorized person to sign and execute the Petition and to file the same with the Commission. Note: Not applicable to foreign corporations	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Sworn Certification by the External Auditor pursuant to SEC Memorandum Circular No. 3 series of 2014, which shall state the following: “I, _____, the external auditor of _____ hereby certify that the beginning balances of the company’s financial statements as of _____ are based on valid and sufficient source documents and schedules of the company, and I have conducted adequate audit procedures to attest to the correctness and accuracy of the said balances.” Note: ***In case the corporation’s Financial Statements is unaudited, the President and Treasurer will issue the above certification	To be provided by the client
5. Secretary’s Certificate stating therein the following: - That there is no no-intra corporate dispute filed or is pending before any Court, including third party whether administrative or criminal cases; - That the corporation’s latest due Audited/Financial Statements (AFS/FS) and Income Tax Returns, were received by the Commission and Bureau of Internal Revenue, respectively. In case the corporation’s FS is unaudited, this certification may be dispensed. - In case of foreign corporations, the above certification must be signed by the Resident Agent.	To be provided by the client
6. Proofs of ongoing operation, any of the following but not limited to (certified true copies): - Audited Financial Statements; - Income Tax Returns; - Contracts; - Receipts showing payment of Real Estate Tax;	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
e. Certification/Recognitions/Annual Convention; or Any Similar/related documents	
7. Latest due Mayor's/Business Permit (certified true copy);	To be provided by the client
8. Certificate of Registration issued by Bureau of Internal Revenue (certified true copy);	To be provided by the client
9. Copy of Certificate of Incorporation and latest Certificate of Filing of Amended Articles or By-Laws (if any) together with latest Articles of Incorporation and By-Laws. In case of foreign corporations, copy of SEC License and Application (1 photocopy);	To be provided by the client
10. Latest due General Information Sheet and Amended GIS, if any (1 photocopy)	To be provided by the client
11. Latest due Audited Financial Statements and Amended Financial Statements, if any. Provided, that if the total assets or total liabilities of the corporation are less than six hundred thousand pesos (P600,000.00) the financial statements shall be certified under oath by the corporation's treasurer and president (1 photocopy);	To be provided by the client
12. Proof of Registration of Stock and Transfer Book/ Membership Book (1 photocopy); Note: Not applicable to foreign corporations	To be provided by the client
13. Proof of Compliance with SEC Memorandum Circular No. 28 Series of 2020 (1 Photocopy)	To be provided by the client
Additional Requirements for Foreign Corporation	
1. Copy of latest Certificate of Securities Deposit, if any (1 photocopy)	To be provided by the client
2. If with Foreign Direct Cost, Special Audit Purpose Income Statement/Special Audited Financial Statement (1 photocopy)	To be provided by the client
3. Modified Formula Computation for Branch Offices of Foreign Airline Companies	To be provided by the client
4. Cover Sheet, Notarized Covering Letter Requesting for the Acceptance of Securities Deposit, Confirmation of Sale (in case of Treasury Bill) / Original copy of Government Bonds/Stock	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certificates, Summary of Transaction (1 original, 3 photocopies) - For Branch Office	
5. Proof of Inward Remittance -For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ)	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Counter Officer	1.1 Records the date of submission and forwards the application to the assigned EO processor	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	1.2 Examines whether the documents submitted are complete in form and in substance.		10 days	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.3 Endorses application for payment		1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO) , Securities Counsel I, Iloilo Extension Office (ILOEO)
	<i>***If the application is for compliance, the specialist prepares a checklist of deficiencies and informs</i>			Securities Counsel II, Iloilo Extension Office (ILOEO) , Securities Counsel I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>and returns it to the applicant. Go to Step 1</i> 1.4 Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the filing fees	2.1 Collects payment and Issues electronic official receipt (eOR)	Petition Fee, P 3,000.00 *Documentary Stamp Taxes - P30.00 **Legal Research Fee 1% of the Filing Fee (P30.00) Handling Fee- P20.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	3.2. Prepares the Order granting the Petition to Lift Order of Revocation/ Suspension		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
			2 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Processor conducts final review of submitted documents 3.4 Reviews and Signs the Order granting the Petition to Lift Order of Revocation/ Suspension and forwards the approved application to Releasing Unit		2 hours	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO) Director II, Iloilo Extension Office (ILOEO)
4. Present the Official Receipt to the Counter and receives the duly approved Petition to Lift Order of Revocation/ Suspension	Releases the duly approved Order granting the Petition to Lift Order of Revocation/ Suspension	None	1 hour	SEC Administrative AssistantII, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		Petition Fee, P 3,000.00 *Documentary Stamp Taxes - P30.00 **Legal Research Fee1% of the Filing Fee (P30.00) Handling Fee- P20.00	11 days and 3 hours from steps 1 to 4	

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

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

The following are the various company type to choose form:

- o Lending Corporation
- o Financing Corporation

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All natural and juridical persons through their Authorized Representative

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements	
1. Cover Sheet for Registration	System-generated
2. Articles of Incorporation (AI) reflecting the: • corporate name; • business activity; • principal office address; • names, nationality, residences and Tax Identification Numbers (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate • subscribers, the foreign incorporators, directors and • stockholders may also state their passport numbers;	System-generated

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- capital structure (for-stock corporation); - name of treasurer and TIN; - Undertaking to change company name; - Printed names and Signatures of incorporators; - Notarization/Authentication	
3. By-Laws, for stock and non-stock corporation (except for Corporation Sole)	System-generated
4. Treasurer Affidavit	System-generated
5. Certificate of Authentication	System-generated
6. Application Form	System-generated
7. Information Sheet	System-generated
8. Additional Requirements for FOREIGN Directors and Officers - Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card* - Photocopy of Passport Showing Valid Visa or Stay in the Philippines* - Clearance from the Bureau of Immigration	To be provided by the client
9. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 - Shall include an undertaking that the applicant shall submit hard and soft copies of its Money Laundering and Terrorist Financing Prevention Program (MTPP) to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission - Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD) or with attached email confirmation sent by the AMLD-EIPD stating that the Sworn Certification was duly received.	To be provided by the client
10. Notarized Bank Certificate of Deposit	Banks

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Financing Companies	
1. Personal Information Sheet -Using the prescribed format and notarized	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2020/01/Personal-Information-Sheet.doc
2. Clearance from Bangko Sentral ng Pilipinas -If applicant is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license	<i>Payment Supervision and Licensing Division</i> , Bangko Sentral ng Pilipinas
3. Manual on Corporate Governance a. If foreign corporation in voting stock is more than 40% or b. If total assets is Php50M or more; or c. If commercial paper issuer, either exempted or registered	To be provided by the client
4. Board Resolution on the Adoption of Manual on Corporate Governance certified by the Corporate Secretary	To be provided by the client
5. Format of Disclosure Statement on Loan/Credit Transactions	To be provided by the client
Additional Requirements, if applicable	
1. Foreign Investments Act (FIA) Application Form (F-100) ,if more than 40% foreign equity for stock corporation	System-generated
2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation)	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECForn_utc_n_corporate-ap.docx
3. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	To be provided by the client
4. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction	Parent Company of the Foreign Corporation and Philippine Embassy/Consulate
5. Clearance from other SEC departments (1 original copy, 1 photocopy)	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
• For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers	PhiliFintech Innovation Office (PIO) <i>Investigation and Prosecution Division</i>, Enforcement and Investor Protection Department (EIPD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to application form at https://esparc.sec.gov.ph/ application	1.1 Verifies proposed company name and endorses application to processor	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
1.1 Reserves proposed company name including			5 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
trade or business names, if applicable <i>Note: If proposed name is disapproved, avails of online appeal by uploading appeal letter and/or supporting documents</i> 1.2 Receives OTP (One Time Passcode) through Email 1.3 Encodes Company details/information including MC28 and beneficial ownership details 1.4 Submits online application and uploads name appeal document/s and other pre-defined additional requirements 1.5 Receives application Reference Number	1.2 Processor evaluates application and supporting documents <i>Note: If for compliance, clients open the existing application using the application reference number provided and complies the deficiencies and/or completes the requirements</i> 1.3. Processor pre-approves application		1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO)
2. Uploads duly signed and notarized/authenticated registration documents	2.1 Assigned Processor evaluates uploaded documents for approval		5 days	Securities Specialist II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Note: Client receives notification through the email of the authorized representative indicated in the application</i>	2.2 Generates Payment Assessment Form (PAF) and Approves application		1 hour	
3. Pays the registration fees specified in the Payment Assessment Form (PAF)	3.1 If paid online, Collects Payment and Issues Electronic Official Receipt (eOR) 3.2 If paid through Landbank, the processor verifies payment and system issues Electronic Official Receipt (eOR) to client's email.	a) Articles of Incorporation - 1% of 1% of the authorized capital stock but not less than P2,000 or the subscription price of the subscribed capital stock whichever is higher c) By-Laws: PHP 1,020.00, inclusive of LRF; d) Name reservation: PHP 100.00 for each corporate name and trade name, if applicable; e) Registration of Stock and Transfer Book: PHP 150.00 f) Documentary Stamp –	1 hour 30 minutes	Assistant Director, Information and Communications Technology Department (ICTD) Securities Specialist II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 30.00 g) Application under the Foreign Investments Act (FIA) – PHP 3,000.00		
4. Proceeds to the EO Counter and submits two (2) sets of originally signed and notarized/authenticated registration documents, copy of the proof of payment of the assessed registration fees	4.1 Checks the submitted proof of payment and documentary requirements, and assigns the ESPARC application to Post Audit Reviewers	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	4.3 Processor conducts post-audit review of submitted documents and endorses application for receiving and printing of certificate. <i>Note: If incomplete and/or non-compliant, send notice of compliance through email.</i>		2 hours	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)
			1 hour and 30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.4 Receives documents and Prints Certificate of Incorporation 4.5 Reviews, signs and forwards the approved certificate to the Releasing Section.		2 hours	Director II, Iloilo Extension Office (ILOEO)
5. Proceeds to the EO Releasing Section and presents proof of payment to claim the Certificate of Incorporation	5.1 Releases Certificate of Incorporation to the applicant	None	1 hour and 30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		a) Articles of Incorporation - $\frac{1}{5}$ of 1% of the authorized capital stock but not less than P2,000 or the subscription price of the subscribed capital stock whichever is higher c) By-Laws: PHP 1,020.00, inclusive of LRF;	11 days, 4 hours and 30 minutes from Steps 1 to 5	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		d) Name reservation: PHP 100.00 for each corporate name and trade name, if applicable; e) Registration of Stock and Transfer Book: PHP 150.00 f) Documentary Stamp – PHP 30.00 g) Application under the Foreign Investments Act (FIA) – PHP 3,000.00		

23. Public Assistance received through Email

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.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
NONE	NONE

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the inquiry, concerns, and/or complaint through sec_iloilo@sec.gov.ph / sec.iloilo6@gmail.com	1.1 Receives the email query of client in sec_iloilo@sec.gov.ph / sec.iloilo6@gmail.com	None	1 minute	SEC Administrative Assistant II, Iloilo Extension Office
2. Receives the email response of SEC Administrative Assistant II	2. Renders advice depending on the nature of the concern/query; 2.1. Sends the requested checklist of requirements, guidelines, or sample forms;		45 minutes	SEC Administrative Assistant II, Iloilo Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Refers to the appropriate in-charge of the ILOEO or another SEC Department;			
Total		None	46 minutes from steps 1 to 2	

24. Reclassification / Declassification / Conversion of Shares / Change in par value

This service provides the procedure for the reclassification, declassification, or conversion of shares, as well as changes in the par value of shares. It facilitates the necessary steps for companies to modify their share structure in compliance with relevant regulations.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirements	
1. Cover Sheet	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_A_mendment.pdf
2. Directors' Certificate	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
3. Amended Articles of Incorporation	To be provided by the client
4. List of Stockholders showing the names, nationalities and stockholders before and after the reclassification/declassification/conversion/change in par value as certified by the corporate secretary	To be provided by the client
5. 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 client
6. Secretary's Certificate re: treatment on resulting fractional shares	To be provided by the client
7. Secretary's Certificate on non-existence of intra-corporate dispute	Download Form through this link:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8. Clearance from other SEC departments (1 original copy, 1 photocopy) • For Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers	Financing and Lending Companies Department (FinLend) <i>Securities Registration Division</i>, Markets and Securities Regulation Department (MSRD) <i>PhiliFintech Innovation Office (PIO)</i> <i>Investigation and Prosecution Division</i>, Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9. Endorsement from other government agencies • Money Changer and Remittance Services, Bank, Pawnshop and other Financial Intermediaries with Quasi Banking Functions • Insurance	<i>Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas</i> <i>Licensing Division, Insurance Commission</i>
10. Monitoring Clearance	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Counter Officer	1.1 Records the date of submission and forwards the application to the assigned EO processor	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	1.2 Examines whether the documents submitted are complete in form and in substance.		10 days	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.3 Endorses application for payment		1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>***If the application is for compliance, the specialist prepares a checklist of deficiencies and informs and returns it to the applicant. Go to Step 1</i> 1.4 Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the filing fees	2.1 Collects payment and Issues electronic official receipt (eOR)	Amended Articles of Incorporation – P2,050.00* *Inclusive of LRF of P20.00 and Doc Stamps of P30.00 Handling Fee- P20.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)
5. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Prepares the Certificate		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	3.3 Processor conducts final review of submitted documents		2 hours	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)
	3.4 Reviews and Signs the Certificate and forwards the approved application to Releasing Unit		2 hours	Director II, Iloilo Extension Office (ILOEO)
6. Present the Official Receipt to the Counter and receives the duly approved Certificate	Releases the duly approved Certificate	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		Petition Fee, P 3,000.00 *Documentary Stamp Taxes - P30.00 **Legal Research Fee 1% of the Filing Fee (P30.00) Handling Fee- P20.00	11 days and 3 hours from Steps 1 to 6	

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

25. Registration of Corporations through OneSEC (One day Submission and E-registration of Companies) (FOR STOCK CORPORATIONS ONLY)

One day Submission and E-registration of Companies (OneSEC) is a part of eSPARC, handling registrations for domestic stock corporations, including one-person corporations and those with 2 to 15 people involved. It's easy to use – most of the information is pre-filled, so registrants only need to enter a little data. The process is fully automated, from verifying the company name to issuing the Digital Certificate of Incorporation. OneSEC aims for one-day approval, simple procedures for data security, efficient information management, and a seamless, automated process. For more details, download the user guide for step-by-step instructions.

Covered Company Types:

Domestic Stock Corporations (All Filipino)

- One Person Corporation
- Corporation with 2 to 15 Incorporators

Division / Office	SEC Iloilo City Extension Office (SEC-ILOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	All natural and juridical persons and their representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet for Registration (<i>2 original copies</i>)	System- generated
2. Articles of Incorporation (<i>2 original copies</i>) reflecting the following information o corporate name; o business activity; o principal office address; o names, nationality, residences and Tax Identification Numbers (TIN) of natural Filipino incorporators/single incorporator, nominee and alternate nominee o Undertaking to change company name;	System-generated

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
o Printed names and Signatures of the single stockholder, nominee and alternate nominee; o Notarization/Authentication <i>Note: Articles of Incorporation should be authenticated-need not be notarized</i>	
3. Certificate of Authentication (2 original copies)	System-generated
3. By-Laws (2 original copies)	System-generated
<i>Note: For One Person Corporations, no by-laws required.</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to application form at https://esparc.sec.gov.ph/application-one-sec/overview (ONESEC PROCESSING OF ESPARC) 1.1 Verifies, reserves the proposed company name 1.2 Receives the One Time Passcode through email 1.3 Encodes and submits Company details/ information	1.1 System Verifies proposed company name 1.2 System Validates information and acknowledges submission of documents 1.3 System issues the Payment Assessment Form (PAF)	None	6 hours	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the assessed registration fee online and receives the Digital copy of the Certificate of Incorporation in the email provided in the system through eSPAYSEC	2.1 System validates payment 2.2 Issues Digital Certificate of Incorporation	a) Articles of Incorporation, Stock Corp., with par value: 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. Stock corp., without par value: 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; b) By-Laws: PHP 1,020.00, inclusive of LRF; c) Name reservation:	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 100.00 for each corporate name and trade name, if applicable; d) Registration of Stock and Transfer Book: PHP 150.00 d) Documentary Stamp – PHP 30.00		
3. Generates and prints the Digital Certificate Note: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment within one (1) year from the date of issuance of the Digital Certificate		None	1 hour	
Total		a) Articles of Incorporation, Stock Corp., with par value: 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 day	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1% Legal Research Fee (LRF) but not less than PHP 20.00. Stock corp., without par value: 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; b) By-Laws: PHP 1,020.00, inclusive of LRF; c) Name reservation: PHP 100.00 for each corporate name and trade name, if applicable; d) Registration of Stock and Transfer Book: PHP 150.00 d) Documentary Stamp – PHP 30.00		

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

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

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

Division / Office	SEC Iloilo City Extension Office (SEC-ILOEO)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	All natural and juridical persons and their representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirement</i>	
1. Cover Sheet for Registration	System-generated
2. Articles of Incorporation (AI) reflecting the: - o corporate name; o business activity; - o principal office address; - o names, nationality, residences and Tax Identification Numbers (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers; - o capital structure (for-stock corporation); - o name of treasurer and TIN;	System-generated

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- o Undertaking to change company name; - o Printed names and Signatures of incorporators; - o Notarization/Authentication	
3. By-Laws, for stock and non-stock corporation (except for Corporation Sole)	System-generated
Additional Requirements, if applicable	
1. Foreign Investments Act (FIA) Application Form (F-100), if more than 40% foreign equity for stock corporation	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_Form_No.F-100.pdf
2. Joint Affidavit of Undertaking to Change Name, in case not incorporated in the Articles of Incorporation)	Download Form through this link: https://www.sec.gov.ph/wp-content/uploads/2022/08/2022SECFORM__utcn_corporate-ap.docx
3. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	Foreign Treasurer/To be provided by the applicant
4. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction	Parent Company of the Foreign Corporation and Philippine Embassy/Consulate
5. Endorsement/Clearance from other government agencies, if applicable	Bangko Sentral ng Pilipinas - Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services Insurance Commission - Insurance/Mutual Benefit Association/ Health Maintenance Organization
6. 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 • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities	Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) Philifintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; - o InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers	
7. Authenticated/Apostilled (if executed in a foreign jurisdiction) Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (if incorporator/s is/are juridical entity/ies) Incorporator (Juridical Entity)/ Philippine Embassy/Consulate	Incorporator (Juridical Entity)/ Philippine Embassy/Consulate
8. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines;	Authorized Agent Bank / Bangko Sentral ng Pilipinas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9. For foreign retailers, apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos	Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer
If the Incorporator is a Juridical Entity	Board Resolution of the Juridical Entity allowing it to invest on the said Corporation
10. Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet	SEC-Registered Domestic Corporation
11. Proof of existence/registration of foreign corporate subscriber/s	Foreign Corporation abroad
12. For non-stock religious aggregate: o Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation)	System-generated / Public Assistance and Complaint Desk
13. For foundation: o Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 o Statement of Willingness to allow the Commission to conduct an audit	Banks System-generated / Notary Public
14. For federation o List of Member-Associations certified by the Corporate Secretary and attested by the President	President and Corporate Secretary
15. For confederation	President and Corporate Secretary

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
o List of Member-Federations certified by the Corporate Secretary and attested by the President	
16. For condominium corporation/association o Notarized Copy of the Master Deed with primary entry of the Register of Deeds o Certification that there is no existing similar condominium association within the condominium project	Condominium Developer and Register of Deeds System-generated / Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
<i>Additional requirements based on kind of payment for subscription:</i>	
Land, buildings / condominium units	
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	To be provided by the client
2. Copy of TCT/CCT electronically certified and issued by Register of Deeds and tax declaration sheet certified by the Assessor's Office	To be provided by the client
3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the client
4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the client
5. Deed of Assignment	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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	To be provided by the client
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	To be provided by the client
8. Certification from the transferor stating that the improvements are existing and in good condition	To be provided by the client
9. 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 client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
Untitled Lands	
1. Certification of the Barangay Chairman where the property is located, and at least two (2) adjoining property owners or possessors, attesting that the subject land had been in the possessor's open, peaceful, continuous and uninterrupted exclusive possession in the concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any	To be provided by the client
2. Duplicate original or certified true copies of the tax declaration sheets	To be provided by the client
3. Latest realty tax receipts	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Affidavit by the transferor attesting continuous and open possession of the property is located	To be provided by the client
5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	To be provided by the client
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	To be provided by the client
7. Affidavit executed by the transferor attesting to the: a. Existence (or non-existence) of easements over the untitled property b. Kind/description of the easement and its location c. Whether the transferor is the dominant estate or the servient estate, by virtue of such easement	To be provided by the client
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 a paid-up capital	To be provided by the client
9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: a. There is no other claimant to the untitled land b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	To be provided by the client
10. Blue Print Survey of the Plan as approved by the Bureau of Lands	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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)	To be provided by the client
12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	To be provided by the client
13. Appraisal report rendered by licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	To be provided by the client
14. Deed of Assignment	To be provided by the client
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	To be provided by the client
Inventories/Furniture/Personal Properties	
1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the Treasurer	To be provided by the client
2. Deed of Assignment	To be provided by the client
Heavy equipment and machinery	
1. Detailed schedule of the property showing the description and the transfer value certified by the Treasurer	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Appraisal report by licensed 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	To be provided by the client
3. Deed of Assignment	To be provided by the client
Shares of Stock	
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 Treasurer	To be provided by the client
2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	To be provided by the client
3. Deed of Assignment	To be provided by the client
4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	To be provided by the client
5. Photocopy of the stock certificate (present original for verification)	To be provided by the client
6. Latest market price quotation in the newspaper or certification from stock exchange/broker as to latest market price of the shares of stock (if listed in the stock exchange)	To be provided by the client
7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period.	To be provided by the client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
Motor Vehicles	
1. Detailed schedule of the motor vehicle showing the registered owner, make/model, plate number, chassis number, motor number, certificate of registration number and market value certified by the Treasurer	To be provided by the client
2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	To be provided by the client
3. Appraisal report by licensed appraiser (not more than 6 month old)	To be provided by the client
4. Deed of Assignment	To be provided by the client
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 client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
Sea Vessel / Aircraft	
1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the Treasurer	To be provided by the client
2. Certified true copy of the certificate of ownership	To be provided by the client
3. Appraisal report by licensed appraiser (not more than 6 month old)	To be provided by the client
4. Certificate of seaworthiness/airworthiness issued by appropriate government agency	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Deed of Assignment	To be provided by the client
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 client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
Intangibles	
1. Photocopy of System Purchase Agreement or any proof of ownership (for software)	To be provided by the client
2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights	To be provided by the client
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)	To be provided by the client
4. Deed of Assignment	To be provided by the client
5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	To be provided by the client
Net Assets	
1. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year	To be provided by the client
2. Long-form audit report of item no. 1	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Deed of Assignment of the assets and liabilities	To be provided by the client
4. 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	To be provided by the client
5. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant	To be provided by the client
6. Photocopy of the certificate of registration of the motor vehicles (present original for verification)	To be provided by the client
7. Copy of TCT/CCT electronically certified and issued by the Register of Deeds and tax declaration sheets certified by the Assessor's Office	To be provided by the client
8. Photocopy of stock certificates (present original for verification)	To be provided by the client
9. DTI Certificate of Registration (for single proprietorship)	To be provided by the client
10. 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 client For guidance, please refer to Memorandum Circular No. 14 series of 2013. Download Circular through this link: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
FOR ONE PERSON CORPORATION	
1. Cover Sheet for Registration	System-generated
2. Articles of Incorporation o corporate name; o business activity; o principal office address;	System-generated

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- o names, nationality, residences and Tax Identification Number (TIN) of Filipino or Foreign single incorporator, nominee, alternate nominee. The foreign single incorporator may state his passport number - o capital structure - o name of treasurer and TIN; - o Undertaking to change company name; - o Printed names and Signatures of the single stockholder, nominee and alternate nominee; and/or - o Notarization/Authentication.	
3. Letter of Acceptance of the Nominee and Alternate Nominee	System-generated
<i>Additional Requirements, if applicable</i>	
1. Foreign Investments Act Form 100 (for stock corporations with 100% foreign equity) whose paid-up capital is CASH	System-generated
2. Proof of Authority if single stockholder is a trustee, administrator, executor, guardian, conservator, custodian, or other person exercising fiduciary duties	To be provided by the client
3. Clearance from other SEC departments: • For Financial Technology (FinTech) related business activities or Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; o InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks;	PhiloFintech Innovation Office (PIO) <i>Investigation and Prosecution Division</i> , Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers	
4. Endorsement from other government agencies - o Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - o Insurance/ Health Maintenance Organization	<i>Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas</i> <i>Licensing Division, Insurance Commission</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to application form at https://esparc.sec.gov.ph/ application 1.1 Reserves proposed company name including trade or business names, if applicable <i>Note: If proposed name is disapproved, avails of online appeal by uploading</i>	1.1 Verifies proposed company name and endorses application to processor 1.2 Processor evaluates application and supporting documents Note: If for compliance, clients open the existing application using the application reference number provided and	None	1 day 2 days	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>appeal letter and/or supporting documents</i> 1.2 Receives OTP (One Time Passcode) through Email 1.3 Encodes Company details/information including MC28 and beneficial ownership details 1.4 Submits online application and uploads name appeal document/s and other pre-defined additional requirements 1.5 Receives application Reference Number	complies the deficiencies and/or completes the requirements 1.3. Processor pre-approves application		1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)
2. Uploads duly signed and notarized/authenticated registration documents <i>Note: Client receives notification through the email of the authorized representative indicated in the application</i>	2.1 Assigned Processor evaluates uploaded documents for approval 2.2 Generates Payment Assessment Form (PAF) and Approves application		1 day 1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pays the registration fees specified in the Payment Assessment Form (PAF) and Prints Digital Certificate of Incorporation	3.1 If paid online, Collects Payment and Issues Electronic Official Receipt (eOR) 3.2 If paid through Landbank, the processor verifies payment and system issues Electronic Official Receipt (eOR) to client's email.	a) Articles of Incorporation, Stock Corp., with par value: 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. Miscellaneous Fee: PHP20.00 Stock corp., without par value: 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; Miscellaneous Fee: PHP20.00 Articles of Incorporation	1 hour 30 minutes	Assistant Director, Information and Communications Technology Department (ICTD) Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)
***Note: To secure the original copy of the Certificate, clients shall				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>submit two (2) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate</i>		for non-stock corporation: PHP1,060.00 inclusive of LRF, Miscellaneous Fee and Documentary stamp b) By-Laws for both stock and non-stock corporations:: PHP 1,030.00, inclusive of LRF, Miscellaneous Fee c) Application under the Foreign Investments Act (FIA) – PHP 3,030.00 inclusive of LRF For OPC based on the authorized capital stock: With par value: 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 Without par value: 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		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		subscribed capital stock whichever is higher Foreign Investments Act (FIA) Form 100: PHP 3,000.00 Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00 Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) and Miscellaneous Fee: PHP 20.00 a) Articles of Partnership: 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. and Miscellaneous Fee: PHP 20.00 c) Name reservation:		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 100.00 for each partnership name and trade name, if applicable; c) Documentary Stamp – PHP 30.00 d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00		
Total		a) Articles of Incorporation, Stock Corp., with par value: 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. Miscellaneous Fee: PHP20.00 Stock corp., without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100	4 days, 3 hours and 30 minutes from Steps 1 to 3	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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; Miscellaneous Fee: PHP20.00 Articles of Incorporation for non-stock corporation: PHP1,060.00 inclusive of LRF, Miscellaneous Fee and Documentary stamp b) By-Laws for both stock and non-stock corporations:: PHP 1,030.00, inclusive of LRF, Miscellaneous Fee c) Application under the Foreign Investments Act (FIA) – PHP 3,030.00 inclusive of LRF For OPC based on the authorized capital stock:		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		With par value: 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 Without par value: 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 Foreign Investments Act (FIA) Form 100: PHP 3,000.00 Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00 Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Fee but not less than Ten Pesos (PHP 10.00) and Miscellaneous Fee:PHP20.00 a) Articles of Partnership: 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. and Miscellaneous Fee:PHP20.00 c) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable; c) Documentary Stamp – PHP 30.00 d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00		

27. Registration of Partnerships through the ESPARC (Electronic Simplified Processing of Application for Registration of Company)

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

The following are the various company type to choose form:

- Partnership
 - o General Partnership
 - o Professional Partnership
 - o Limited Partnership

Division / Office	SEC Iloilo City Extension Office (SEC-ILOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	All natural and juridical persons and their representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirements</i>	
1. Cover Sheet for Registration	System-generated
2. Signed & Notarized Articles of Partnership with Tax Identification Numbers (TIN) of Filipino partners including domestic partnership (to be written in the Articles of partnership and applicable document/s) and/or Tax Identification Numbers (TIN) or passport numbers of foreign	System-generated

partners (to be written in the Articles of Partnership and applicable document/s)	
<i>Additional Requirements, if applicable</i>	
1. Proof of existence of foreign company (if a partner in the partnership agreement is signed in the home country)	Foreign company
2. Board Resolution of the Foreign Company authorizing it to be a partner in a Contract of Partnership (Authenticated/Apostilled Document) and designating the authorized signatures	Foreign company
3. Signed & notarized F-105 (Foreign Investments Act Application Form), if there are one (1) or more foreign partners,	System-generated
4. Authenticated/Apostilled Articles of Partnership and/or F-105, if documents were signed in a foreign jurisdiction	Philippine Embassy/Consulate
5. Endorsement from other government agencies - o Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services - o Insurance/ Health Maintenance Organization	<i>Payment Supervision and Licensing Division, Bangko Sentral ng Pilipinas</i> <i>Licensing Division, Insurance Commission</i>
6. Clearance from other SEC departments • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies;	Enforcement and Investor Protection Department (EIPD) PhiFintech Innovation Office (PIO)

- o InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers	
7. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines	Authorized Agent Bank / Bangko Sentral ng Pilipinas
8. For foreign retailers, apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos	Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to application form at https://esparc.sec.gov.ph/application	1.1 Verifies proposed company name and endorses application to processor	None	1 day	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
1.1 Reserves proposed company name including			2 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
trade or business names, if applicable <i>Note: If proposed name is disapproved, avails of online appeal by uploading appeal letter and/or supporting documents</i> 1.2 Receives OTP (One Time Passcode) through Email 1.3 Encodes Company details/information including MC28 and beneficial ownership details 1.4 Submits online application and uploads name appeal document/s and other pre-defined additional requirements 1.5 Receives application Reference Number	1.2 Processor evaluates application and supporting documents <i>Note: If for compliance, clients open the existing application using the application reference number provided and complies the deficiencies and/or completes the requirements</i> 1.3. Processor pre-approves application		1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO) Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)
2. Uploads duly signed and notarized/authenticated registration documents	2.1 Assigned Processor evaluates uploaded documents for approval		1 day	Securities Counsel II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Note: Client receives notification through the email of the authorized representative indicated in the application</i>	2.2 Generates Payment Assessment Form (PAF) and Approves application		1 hour	Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)
3. Pays the registration fees specified in the Payment Assessment Form (PAF) and Prints Digital Certificate of Incorporation	3.1 If paid online, Collects Payment and Issues Electronic Official Receipt (eOR) 3.2 If paid through Landbank, the processor verifies payment and system issues Electronic Official Receipt (eOR) to client's email.	a) Articles of Incorporation, Stock Corp., with par value: 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. Miscellaneous Fee: PHP20.00 Stock corp., without par value: 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	1 hour 30 minutes	Assistant Director, Information and Communications Technology Department (ICTD) Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) SEC Investigator, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>***Note: To secure the original copy of the Certificate, clients shall submit two (2) sets of originally signed documentary requirements with original proof of payment within sixty (60) calendar days from the date of issuance of the Digital Certificate</i>		PHP 2,000.00 plus 1% LRF but not less than P20.00; Miscellaneous Fee: PHP20.00 Articles of Incorporation for non-stock corporation: PHP1,060.00 inclusive of LRF, Miscellaneous Fee and Documentary stamp b) By-Laws for both stock and non-stock corporations:: PHP 1,030.00, inclusive of LRF, Miscellaneous Fee c) Application under the Foreign Investments Act (FIA) – PHP 3,030.00 inclusive of LRF For OPC based on the authorized capital stock: With par value: 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		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Without par value: 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 Foreign Investments Act (FIA) Form 100: PHP 3,000.00 Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00 Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) and Miscellaneous Fee: PHP 20.00 a) Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than PHP 2,000.00 plus		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1% Legal Research Fee (LRF) of not less than PHP 20.00. and Miscellaneous Fee: PHP 20.00 c) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable; c) Documentary Stamp – PHP 30.00 d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00		
Total		a) Articles of Incorporation, Stock Corp., with par value: 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. Miscellaneous Fee: PHP 20.00	4 days, 3 hours and 30 minutes from Steps 1 to 3	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stock corp., without par value: 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; Miscellaneous Fee: PHP20.00 Articles of Incorporation for non-stock corporation: PHP1,060.00 inclusive of LRF, Miscellaneous Fee and Documentary stamp b) By-Laws for both stock and non-stock corporations:: PHP 1,030.00, inclusive of LRF, Miscellaneous Fee c) Application under the Foreign Investments Act (FIA) – PHP 3,030.00 inclusive of LRF		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		For OPC based on the authorized capital stock: With par value: 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 Without par value: 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 Foreign Investments Act (FIA) Form 100: PHP 3,000.00 Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) and Miscellaneous Fee:PHP20.00 a) Articles of Partnership: 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. and Miscellaneous Fee:PHP20.00 c) Name reservation: PHP 100.00 for each partnership name and trade name, if applicable; c) Documentary Stamp – PHP 30.00 d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00		

28. Request for Certificate of No Derogatory Information

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

Division / Office	SEC Iloilo City Extension Office (SEC-ILOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Freedom of Information Form (FOI) (1 original copy)	SEC Iloilo Extension Office receiving area or through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com
2. Monitoring Clearance a. Primary Licenses b. With Secondary License c. Foundation and Lending/Financing	SEC Iloilo Extension Office
Situational Requirement:	
1. For Partnership, attach the Articles of Partnership or latest Amended Articles of Partnership, if any	Request for Monitoring may be submitted through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fills up SEC FOI Form and waits for the processing of request	1.1 Receives application	Certification Fee – PHP 500.00 Documentary Stamp Tax – PHP 30.00	1 hour and 30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I,

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Seals the Certificate of No Derogatory Information with the SEC logo		30 minutes	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
3. Receives the certification	3.1 Releases the Certificate of No Derogatory Information (CNDI) to the applicant.	None	30 minutes	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
Total		PHP 530.00	6 hours from Steps 1 to 3	

29. Request for Certified True Copy/ Plain Copy of Documents by Walk-In Clients

This service details the procedure on how to request Plain/Certified True Copies of Documents of documents on file with the Commission.

Division / Office	SEC Iloilo City Extension Office (SEC-ILOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail:	Target SEC Clients/Stakeholders/Customers/Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Freedom of Information Form (FOI) (1 original copy)	ILOEO receiving area or through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits request and Freedom of Information (FOI) Form	1.1 Receives the Freedom of Information (FOI) Form	None	30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	1.2 Forwards to person in-charge		30 minutes	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.3 Verifies requested documents		1 hour	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
	1.4 Issues Payment Assessment Form (PAF)			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the assessed fees	2.1 Collects payment and Issues electronic official receipt (eOR)	FOR CTC AI/BL/AAI/ABL/ NBL/GIS/CICS PHP2,000.00 per set plus P30.00 for DST.	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)
	2.2 Prepares requested documents.	OTHER DOCS PHP100.00 per page plus P30.00 for DST. FOR PLAIN COPY AI/BL/AAI/ABL/ NBL/GIS/CICS PHP1,500.00 per set OTHER DOCS PHP50.00 per page	2 hours	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
3. Receives the document	3.1 Releases the requested documents.	None	30 minutes	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Total		FOR CTC AI/BL/AAI/ABL/ NBL/GIS/CICS PHP2,000.00 per set plus P30.00 for DST. OTHER DOCS PHP100.00 per page plus P30.00 for DST. FOR PLAIN COPY AI/BL/AAI/ABL/ NBL/GIS/CICS PHP1,500.00 per set OTHER DOCS PHP50.00 per page	5 hours and 30 minutes from Steps 1 to 3	

30. Request for Name Verification for Amendment

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

Division / Office	SEC Iloilo City Extension Office (SEC-ILOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Form for Request for Certification (1 original)	Authorized Representative

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished Name Verification Form at SEC Iloilo Receiving Unit or at sec_iloilo@sec.gov.ph Note: <i>If name is rejected, registrant may appeal for the proposed corporate name.</i>	1.1 Approves or denies proposed name/s or trade name/s	P100.00 per proposed corporate/trade name/s + P100.00 on merging of corporate and trade name/s	7 days	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
Total		P100.00 per proposed corporate/trade name/s + P100.00 on merging of corporate and trade name/s	7 days from Steps 1 to 1	

31. Request for Plain/Authenticated Copies of Documents for Government Agencies

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

Division / Office	SEC Iloilo City Extension Office (SEC-ILOEO)	
Classification	Simple (3 days)	
Type of Transaction	Government to Government (G2G)	
Type of Service	External Service	
Who may avail:	Inter-agency or inter-government agency	Others, please specify: Other Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Signed Letter Request (1 original; 1 photocopy)	Requesting Government Agency
2. SEC FOI MANUAL (Revised November 2018 1 original, 1 photocopy)	ILOEO receiving area or through sec_iloilo@sec.gov.ph or sec.iloilo6@gmail.com

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the accomplished Request Form at SEC Iloilo Receiving Unit or at sec_iloilo@sec.gov.ph	1.1 Receives the request or Acknowledges the email request	None	30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	1.2 Endorses the request to person in-charge		30 minutes	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.3 Verifies requested documents		1 hour	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
	1.4 Issues Payment Assessment Form (PAF)		30 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the assessed fees, if applicable	2.1 Collects payment and Issues electronic official receipt (eOR) 2.2 Prepares requested documents.	PHP 30.00 for DST	1 hour	Assistant Director, Information and Communications Technology Department (ICTD) SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
3. Receives the requested document	3.1 Issues the request document.	None	30 minutes	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
Total		PHP 30.00 for DST	4 hours from Steps 1 to 4	

32. Request for Regular Monitoring of Domestic Corporations (Lending and Financing Companies)

This service outlines the procedure for the regular monitoring of Lending and Financing Companies

Division / Office	SEC Iloilo City Extension Office (SEC-ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Financing Companies and Lending Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Standard Requirements</i>	
1. Certificate of Incorporation	To be provided by the client
2. Certificate of Authority (CA), for Lending Companies and Financing Companies	To be provided by the client
3. Latest approved Articles of Incorporation (AI)	To be provided by the client
4. Latest approved By-Laws (BL)	To be provided by the client
5. General Information Sheet for the last two (2) years	To be provided by the client
6. Audited Financial Statements for the last two (2) years	To be provided by the client
7. Photocopy of the registration page of the Stock and Transfer Book duly registered with the Commission	To be provided by the client
<i>Additional Requirements, if applicable</i>	
For Financing and Lending Companies	
1. Special Form of Financial Statements for the last two (2) years	To be provided by the client
2. Interim Financial Statements for the last two (2) years	To be provided by the client
3. Annual Information Statements for the last two (2) years (if there are issuance of exempt commercial papers including loans/advances of Directors, Officers, Stockholders and related-interest (DOSRI))	To be provided by the client
4. AMLA Compliance Form	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Sworn Certification stating the company's compliance with the provisions of Section 4 of SEC Memorandum No. 18, Series of 2019 or proof of submission thereof (Refer to SEC MC no. 2, s. of 2021 for due dates)	To be provided by the client
6. Affidavit of Compliance (SEC Form 1-Existing Online Lending Platforms and/or SEC Form 2-Pro prospective Online Lending Platforms), containing a report of all the company's Online Lending Platforms or proof of submission thereof, if applicable	To be provided by the client
7. Business Plan in compliance SEC Memorandum No. 3, Series of 2022 or proof of submission thereof	To be provided by the client
8. Impact Evaluation Report in compliance SEC Memorandum No. 3, Series of 2022 or proof of submission thereof	To be provided by the client
9. Submission of List of Third-Party Service Providers (TPSPs)	To be provided by the client
10. Registration to the Credit Information Corporation	To be provided by the client
11. Complaints Handling Details and Mechanisms	To be provided by the client
For Financing Companies	
1. Revised Manual on Corporate Governance (if with total assets of P50 Million or more; and/or have more than 40% foreign participation in their voting stock; and/or have issued exempt or registered commercial papers).	To be provided by the client
2. Compliance Officer's Certificate on the extent of compliance with the Manual on Corporate Governance for the last two (2) years.	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the complete documentary requirements and	1.1 Receives the request for monitoring and	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
accomplish monitoring request at sec_iloilo@sec.gov.ph	forwards the same to the Records Section 1.2 Retrieves the corporate file including the latest reports 1.3 Assigns monitoring documents to processor 1.4 Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet		3 hours 30 minutes 5 days	SEC Administrative Officer II, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO)
2. Receives the Monitoring Sheet and Pays the assessed fees and penalties, if applicable	2.1 Presents the monitoring sheet to the client Note: If there are no deficiencies, the processor will prepare the monitoring clearance. If with deficiencies, a Payment Assessment Form is issued to errant corporation with instruction	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	1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	to pay assessed penalties at Espaysec or LBP On-Coll Facility 2.2 Receives proof of payment and endorses approval of monitoring clearance 2.3 Review and signs Monitoring Clearance and forwards to Releasing Unit	No. 8, Series of 1998 (MC8-1998); Office Order No. 298, Series of 2010 and other Memorandum Circulars relevant to Lending and Financing Companies		Securities Specialist II, Iloilo Extension Office (ILOEO) Director II, Iloilo Extension Office (ILOEO)
3. Receives the Monitoring Clearance	3.1 Issues the duly signed monitoring clearance	None	1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO)
		Depending on the assessed fines and penalties, if any	5 days and 6 hours and 30 minutes from Steps 1 to 3	

33. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) through electronic mail

This service outlines the procedure for the regular monitoring of domestic corporations, including both ordinary stock and non-stock entities.

Division / Office	SEC Iloilo City Extension Office (SEC-ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	General transacting public and business entities for: a.) Registered corporations; b.) Suspended and Revoked Corporation for purposes of filing a Petition to Set Aside Order of Suspension or Revocation; c.) Corporations with Notice of Deficiencies and Hearing or Orders; and d.) Corporations with applications to be filed with the Corporate and Partnership Registration Division, Financial Audit and Analysis Division and Corporate Filing and Records Division. 2. Government agencies and instrumentalities like Ombudsman, NBI, AMLC, DTI, DSWD, PDIC, etc. 3. Courts like MTC, MeTC, RTC and Sandiganbayan.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest due Financial Statements (1 photocopy)	To be provided by the client
2. Amended Financial Statements, if any (1 photocopy)	To be provided by the client
3. Latest due General Information Sheet (1 photocopy)	To be provided by the client
4. Amended General Information Sheet, if any (1 photocopy)	To be provided by the client
5. Certificate of Incorporation (1 photocopy)	To be provided by the client
6. Articles of Incorporation (AI) (1 photocopy)	To be provided by the client
7. Latest approved Amended AI, if any (1 photocopy)	To be provided by the client
8. By-Laws (1 photocopy)	To be provided by the client
9. Latest approved Amended By-Laws, if any (1 photocopy)	To be provided by the client
10.Registration of Stock and Transfer Book/Membership Book (1 photocopy)	To be provided by the client
11.Secretary's Certificate (No Intra-corporate Dispute) (1 original copy)	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
12. Secretary's Certificate (Clarification) (1 original copy)	To be provided by the client
13. Secretary's Certificate explaining the double filing of General Information Sheet (1 original copy)	To be provided by the client
14. Affidavit (Anti-Dummy Law/one and the same/auditor) (1 original copy)	To be provided by the client
15. OGA Acknowledgment (functional currency) (1 original copy)	To be provided by the client
16. Compliance with Memorandum Circular No. 28 series of 2020	To be provided by the client
17. Form for Appointment of Officers for One Person Corporation (1 photocopy)	To be provided by the client
18. Surety Bond (1 original copy)	To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits completely filled-out "Request for Monitoring" and the required documents	1.1 Receives the request for monitoring and forwards the same to the Records Section	None	30 minutes	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	1.2 Retrieves the corporate file including the latest reports		2 hours	SEC Administrative Officer II, Iloilo Extension Office (ILOEO)
	1.3 Assigns monitoring documents to processor		1 hour	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Determines compliance, deficiencies and violations, and prepares the Monitoring Sheet		8 hours	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) Securities Specialist I, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO)
2. Receives the Monitoring Sheet	2.1 Presents the findings to the applicant <i>Note: If there are no deficiencies, the processor will prepare the monitoring clearance.</i> <i>If with deficiencies, a Payment Assessment Form is issued to errant corporation with instruction to pay assessed penalties at Espaysec or LBP On-Coll Facility</i> <i>If applicable, clarification and further compliance</i>	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	30 minutes	Securities Specialist I, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>may be required by the MS prior to the release of the MSh (with the approval of IEO Director, a clarificatory conference with the parties may be called)</i>			
3. Pays the assessed fines and penalties and other documents requested by the processor, if applicable	3.1 Issues Electronic Official Receipt (eOR) 3.2 Receives proof of payment together the other documents and indicates date of the release of the MS/COP 3.3 Review and Signs the Monitoring Clearance and forwards it to the Releasing Unit	Depending on the assessed penalties	30 minutes 10 minutes	Assistant Director, Information and Communications Technology Department (ICTD) Director II, Iloilo Extension Office (ILOEO)
4. Receives the Monitoring Clearance	4.1 Releases the monitoring clearance	None	30 minutes	Securities Specialist I, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO)
Total		Guidelines on the Imposition of fines or penalties for	1 day 5 hours and 20 minutes	

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

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

This service details the adopted online procedure on application if dissolution of a corporation does not prejudice the rights of any creditor having claims against it. This is available for domestic corporations, whether stock or non-stock.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Domestic Corporations through their Authorized Representatives

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

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Published once prior to date of meeting in a newspaper where the principal office is located, or if no newspaper is published in such place, in a newspaper of general circulation in the Philippines; and 5. Purpose is to vote on the dissolution, accompanied by the following: a. Agenda of the meeting; b. Proxy form; and c. Requirements and procedures to be followed for attendance, participation, and voting by remote communication or in absentia, if applicable; v. Names of the stockholders and directors, or members and trustees, who approved the dissolution, provided: 1. That majority of the directors or trustees, and the stockholders owning or controlling at least a majority of the outstanding capital stock including the holders of non-voting shares or majority of the members voted for the dissolution; vi. The above-mentioned stockholders and directors, or members and trustees are the duly elected directors or	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
trustees, and the stockholders or members of record as of the date of the meeting; vii. No pending intra-corporate dispute; viii. The date, place, and time of the meeting in which the vote was made; and ix. Details of publication, such as: 1. Name of the newspaper; 2. Complete name of the publisher; 3. Principal office of the publisher; 4. Area of circulation of the newspaper; 5. Date when the notice was published;	
2. Verification and Certification Against Forum Shopping signed by the Petitioner's duly Authorized Representative;	To be provided by the petitioner.
3. Documentary Requirements: a. Notarized copy of the Board Resolution or Directors'/Trustees' Certificate authorizing the dissolution and designating an authorized representative to file the verified request for dissolution, signed by majority of the board and countersigned by the corporate secretary; b. Publisher's affidavit of publication of the notice of meeting; c. Latest due General Information Sheet; d. Audited Financial Statements (AFS) of the last fiscal year, except:	To be provided by the petitioner.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
i. Where the applicant has ceased operations of at least one (1) year, submit: 1. AFS as of the last year of operation; and 2. Affidavit of Non-Operation certified under oath by the President and treasurer; ii. Where the applicant has no operation since incorporation, submit: 1. Balance Sheet certified under oath by the Treasurer and President; 2. Affidavit of Non-Operation certified under oath by the President and treasurer; 3. Certificate of Non-Registration issued by the BIR; iii. Where the applicant corporation is (stock/nonstock) is with total assets or liabilities of less than Six Hundred Thousand Pesos (Php600,000.00), it shall submit its Balance Sheet as of the last preceding fiscal year certified under oath by the President and Treasurer; e. Affidavit executed under oath by President and Treasurer that: i. The dissolution is not prejudicial to the interest of the creditors; and ii. There is no opposition from any creditors from the time of publication of notice of dissolution up to the filing of the dissolution; f. BIR Tax Clearance;	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
g. Notarized Secretary's Certificate of no-pending case involving intra-corporate dispute; and h. Clearance/favorable recommendation from other departments or from appropriate regulatory agency, when necessary;	
<i>*For a One Person Corporation (OPC), in lieu of the submission of the notarized copy of the Board Resolution or Directors'/Trustees' Certificate, a SOLE DIRECTOR CERTIFICATE shall be required to be published and submitted. **Pertinent provisions for the Voluntary Dissolution, Where No Creditors are Affected are provided under SEC Memorandum Circular No. 5, Series of 2022: (https://www.sec.gov.ph/mc-2022/mc-no-5-s-of-2022/)</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Counter Officer	1.1 Records the date of submission and forwards the application to the assigned EO processor	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	1.2 Examines whether the documents submitted are complete in form and in substance.		10 days	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO) Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Endorses application for payment <i>***If the application is for compliance, the specialist prepares a checklist of deficiencies and informs and returns it to the applicant. Go to Step 1</i> 1.4 Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour 1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the filing fees	2.1 Collects payment and Issues electronic official receipt (eOR)	Petition Fee, P 3,000.00 *Documentary Stamp Taxes - P30.00 **Legal Research Fee1% of the Filing Fee (P30.00) Handling Fee- P20.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Prepares the Certificate		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	3.3 Processor conducts final review of submitted documents		2 hours	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)
	3.4 Reviews and Signs the Certificate and forwards the approved application to Releasing Unit		2 hours	Director II, Iloilo Extension Office (ILOEO)
4. Present the Official Receipt to the Counter and receives the duly approved Certificate	Releases the duly approved Certificate	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		Petition Fee, P 3,000.00 *Documentary Stamp Taxes - P30.00 **Legal Research Fee 1% of the Filing Fee (P30.00) Handling Fee- P20.00	11 days and 3 hours	

35. Violation of Right for Inspection and/ or Reproduction of Corporate Books and Records

This outlines the procedure on how to file a complaint for the violation of your right to inspect and/or reproduce corporate books and records.

Division / Office	SEC Iloilo City Extension Office (SEC-ILOEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B)
Type of Service	External Service
Who may avail:	General transacting public and business entities for registered stock and non-stock corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Verified Complaint a. Must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed; b. The Verified Complaint must be signed and verified; c. Allegations of the unjust refusal to allow to inspect and/or reproduce the Corporate Books and Records d. The Verified Complaint is not filed to harass, cause unnecessary delay, or needlessly increase the cost of regulation and/or litigation. e. The Verified Complaint is done in good faith.	To be provided by the Complainant.
2. Verification and Certification Against Forum Shopping signed by the complainant and/ or his/her duly authorized representative; and	To be provided by the Complainant.
3. Affidavit/s and Documents necessary to support the claims relied upon	To be provided by the Complainant.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
*See Section 73 of the Revised Corporation Code and SEC Memorandum Circular No. 25, Series of 2020	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the requirements to the Counter Officer	1.1 Records the date of submission and forwards the application to the assigned EO processor	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	1.2 Examines whether the documents submitted are complete in form and in substance.		10 days	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)
	1.3 Endorses application for payment		1 hour	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)
<i>Note: In case of an order directing the submission of additional requirements and other directives deemed necessary for the timely</i>		<i>***If the application is for compliance, the specialist prepares a checklist of deficiencies and informs</i>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
processing of the verified petition, the running of the period provided herein, shall be tolled pending compliance of the petitioner. For documents that have annex/es, a separate scanned file for each annex (PDF Format) must be filed using the prescribed file name. (Ex. Petition for Correction – Annex “A”; Petition for Correction – Annex “B”; and so forth)	and returns it to the applicant. Go to Step 1 1.4 Assessor issues Payment Assessment Form (PAF) to the applicant		1 hour	Securities Specialist II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
2. Pays the filing fees	2.1 Collects payment and Issues electronic official receipt (eOR)	Petition Fee, P 3,000.00 *Documentary Stamp Taxes - P30.00 **Legal Research Fee 1% of the Filing Fee (P30.00) Handling Fee- P20.00	1 hour	Assistant Director, Information and Communications Technology Department (ICTD)
3. Informs SEC Iloilo Extension Office of Payment through email at sec_iloilo@sec.gov.ph or call at (033) 337-9984.	3.1 Stamp received documentary requirements and proof of payment.	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
	3.2. Prepares the Certificate		1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Processor conducts final review of submitted documents		2 hours	Securities Counsel II, Iloilo Extension Office (ILOEO), Securities Counsel I, Iloilo Extension Office (ILOEO)
	3.4 Reviews and Signs the Certificate and forwards the approved application to Releasing Unit		2 hours	Director II, Iloilo Extension Office (ILOEO)
4. Present the Official Receipt to the Counter and receives the duly approved Certificate	Releases the duly approved Certificate	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)
Total		Petition Fee, P 3,000.00 *Documentary Stamp Taxes - P30.00 **Legal Research Fee 1% of the Filing Fee (P30.00) Handling Fee- P20.00	11 days and 3 hours	

36. Releasing of Original Certificate of Incorporation

This procedure outlines the steps for clients seeking to obtain their original Certificate of Incorporation, specifically for those who have opted for regular processing and regular with Zero through SEC - eELECTRONIC SIMPLIFIED PROCESSING OF APPLICATION FOR REGISTRATION OF COMPANY SEC - ESPARC.

Division / Office	SEC Iloilo City Extension Office (SEC - ILOEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Domestic Corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Standard Requirement	
1. Cover Sheet (2 original copies)	System-generated
2. Articles of Incorporation (2 original copies)	System-generated
3. Certificate of Authentication (2 original copies)	System-generated
4. By-laws (2 original copies)	System-generated
5. Payment Assessment Form (2 original copies)	System-generated
6. Electronic Official Receipt (2 original copies)	System-generated

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to the EO Counter and submits two (2) sets of originally signed and notarized/authenticated registration documents.	1.1 Receives hard copies of Registration Documents and prints Certificate of Incorporation	None	1 hour	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
	1.2 Assigns the ESPARC application to Post Audit Reviewers		1 hour	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Processor conducts post-audit review of submitted documents <i>Note: If incomplete and/or non-compliant, send notice of compliance through email.</i> 1.4 Reviews, signs and forwards the approved certificate to the Releasing Section		2 hours 2 hours	SEC Administrative Assistant II, Iloilo Extension Office (ILOEO) SEC Administrative Officer II, Iloilo Extension Office (ILOEO) Securities Counsel II, Iloilo Extension Office (ILOEO) Securities Counsel I, Iloilo Extension Office (ILOEO) Securities Specialist III, Iloilo Extension Office (ILOEO) Securities Specialist II, Iloilo Extension Office (ILOEO) Securities Investigator, Iloilo Extension Office (ILOEO) SEC Director II, Iloilo Extension Office (ILOEO)
2. Proceeds to the EO Releasing Section and presents proof of payment to claim the Certificate of Incorporation	2.1 Releases Certificate to the applicant	None	1 hour	SEC Administrative Assistant I, Iloilo Extension Office (ILOEO) SEC Administrative Assistant II, Iloilo Extension Office (ILOEO)
Total		None	7 hours	



KORONADAL

SEC EXTENSION OFFICE

Citizen's Charter, FY 2025 | 1st Edition



seckoreo@sec.gov.ph



Room B9-11, 2nd Flr., South Cotobato Gym and Cultural Center (SCGCC), SCGCC Compound, Alunan Ave., Brgy. Zone IV, Koronadal City, South Cotobato, 9506

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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. 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 5. 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	May download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for partnership records at the Records Unit for the purpose of amendment of partnership provisions 1.1. If request is made thru email, fills up request form forwarded by Records Unit, returns the accomplished request form thru email which may already include scanned copy of signed and notarized Articles of Partnership 1.2. If a request is made personally, fill up the request form and endorse amendment documents to	1. Receives accomplished request form and checks compliance with MC28 1.1 If no submission of MC28, advises client thru email or call to comply with lacking requirement before request can be processed. 1.2 If with MC28 submission, receives amendment documents and informs the party that processor will inform through email or call of the outcome of review of documents. 1.3. Retrieves partnership records, and endorses	None	1 hour and 30 mins	Administrative Officer III Administrative Assistant II (Administrative Assistant I)

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the Records Unit. Party is requested to still email the filled up form for monitoring purposes.	partnership records, amendment documents and/or applicant to the Securities Counsel.			
2. Client receives information of the outcome of the evaluation.	2. Processes and evaluates all sets of application for amendment 2.1 If compliant, emails or personally provides Payment Assessment Form (PAF) for payment of assessed fees at Landbank or thru Espaysec 2.2 If non-compliant, issues a checklist for compliance and informs clients of deficiencies either thru phone or thru email.	None	5 days (depending on the complexity of the documentary requirements)	(Securities Counsel II) (Securities Counsel I)
3. Pays the registration fee as indicated in the Payment Assessment Form (PAF) to any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/)		a. Amended Articles of Partnership – P2,000.00 b. Documentary Stamp Tax - P30.00 c. Legal Research Fee 1% of the		

CLIENTS STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Filing Fee for amendment (P20.00) d. Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s		
		e. Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed f. Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than P2,000.00 g. Amendment by increasing foreign equity FIA forms		

CLIENTS STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		(P3,000.00 with LRF of P30.00) h. Handling Fee - P20.00		
4. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment	4. Receives and verifies all documentary requirements and proof of payment	None	45 minutes	Administrative Assistant II (Administrative Assistant I)
5. Returns documents stamped as received to processor	5. Checks documents are all stamped received and informs applicant to follow-up availability of the Certificate of Amendment by providing contact number of the Releasing Unit	None	45 minutes	(Securities Counsel II) (Securities Counsel I)
	5.1 Forwards partnership file and application documents to Records Unit for recording 5.2 Forwards recorded partnership file and application documents to Office of the Director 5.3 Prepares the Certificate of		15 minutes 15 minutes	Administrative Assistant II (Administrative Assistant I)

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Amended Articles of Partnership 5.4 Reviews the application and the contents of the Certificate and if in order, signs the Certificate; otherwise, the application is returned to processor or the certificate to the Securities Specialist for correction of the certificate 5.5 Forwards signed Certificate and partnership file to Releasing Unit		6 hours from receipt of file and documents from Records Unit 8 hours from receipt (depending on the complexity of the documentary requirements)	Securities Specialist II Director
6. Presents original receipt to the Releasing Unit on assigned time, signs in logbook of documents released and on SEC copy of certificate and receives the signed Certificate of Amended Partnership	6. Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Certificate of Amended Articles of Partnership	None	30 minutes	Administrative Assistant II (Administrative Assistant I)
TOTAL		a. Amended Articles of Partnership P2,000.00	5 Days, 18 Hours	

CLIENTS STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		b. Documentary Stamp Tax - P30.00 c. Legal Research Fee- 1% of the Filing Fee for amendment (P20.00) d. Amendment with partnership/trade names, with additional P100.00 per reserved corporate/trade name/s e. Amendment with Deed of Assignment of Partner's Interest – P2,000.00 per Deed f. Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's		

CLIENTS STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Capital but not less than P2,000.00 g. Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) h. Handling Fee – P20.00		

2. Application for Correction of Articles of Incorporation

This service details the procedure on the action taken on Petitions filed for the correction of minor errors in the Articles of Incorporation of a corporation.

Division / Office	Koronadal Extension Office (SEC -KOREO)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	Registered Corporations whose Articles of Incorporation are discovered to have minor errors

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements (1 set original, 2 sets photocopy) 1. Verified Petition 2. Certificate of Non-Forum Shopping 3. Notarized Director's/Trustee's Certificate signed by a majority of the Board 4. Secretary's Certificate of No-Intra Corporate Dispute 5. Corrected Articles of Incorporation 6. Any proof of operation to show support of correction sought 7. Current/Latest Monitoring Clearance	To be provided by the applicant corporation

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests corporate records from the Records Unit for the purpose of filing a	1. Receives accomplished request form and checks if with updated monitoring	None	1 hour	Administrative Assistant II (Administrative Assistant I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Petition for Correction of Articles of Incorporation 1.1 fills up request form forwarded by Records Unit, returns the accomplished request form thru email which may include scanned copy of signed and notarized Petition and its supporting documents 1.2 If the request is made personally, fills up request form and endorses Petition documents to Records Unit. Party i requested to still email the filled up form for monitoring purposes	1.1 If not updated, advises client of lacking requirement(s) and to undergo regular monitoring process first (service 18 in CC) 1.2 If with updated monitoring, receives petition documents, retrieves corporate records, and endorses said documents to the Securities Counsel. 1.3 Informs party that processor will inform through email or call of outcome of review of documents.			
2. Client receives information, personally or thru email, of the outcome of the evaluation.	2. Processes and evaluates all sets of petition documents	None	6 days (depending on the complexity of the documentary requirements)	(Securities Counsel II) (Securities Counsel I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1 If compliant, emails or personally provides Payment Assessment Form (PAF) for payment of assessed fees at Landbank or thru Espaysec 2.2 If non-compliant, issues a checklist for compliance and informs clients of deficiencies either personally, thru phone or thru email.			
3. Pays the registration fee as indicated in the PAF through the SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank	3. Official receipt will be generated and emailed to clients	a. Petition Fee - P3,000.00 b. Legal Research Fee - 1% of the Filing Fee for amendment (but not lower than P10.00) c. Handling Fee – P20.00		
4. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of	4. Receives and verifies all documentary requirements and proof of payment	None	30 minutes	(Administrative Assistant I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
payment				

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PEOPLE RESPONSIBLE
5. Returns documents stamped as received to processor	5. Checks documents are all stamped received and informs applicant to follow up availability of the Order and/or Certificate by providing number of the Releasing Unit	None	30 minutes	(Securities Counsel II) (Securities Counsel I)
	5.1 Forwards corporate file and application documents to Office of the Director		15 minutes	
	5.2 Reviews the petition and its supporting documents and if in order, issues Order granting the Petition; otherwise, the application is returned to the processor for compliance or further review		6 days	Director
	5.3 Prepares the Certificate of Corrected Articles of		6 hours from	Director

CLIENTS STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PEOPLE RESPONSIBLE
	Incorporation and forwards to Director for signature on the Certificate 5.4 Forwards signed Order and/or Certificate and corporate file to Releasing Unit.		issuance of Order in agency step 5.2 15 minutes	Director
6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of certificate and receives the signed Order and/or Certificate	6. Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Order and/or Certificate	None	30 minutes	Administrative Assistant II (Administrative Assistant I)
TOTAL		a. Petition Fee - P3,000.00 b. Legal Research Fee - 1% of the Filing Fee for amendment (but not lower than P10.00) c. Handling Fee – P20.00	12 days, 9 hours	



3. Application for Lifting of Order of Revocation/Suspension

This service details the procedure on the action taken on Petitions filed for the lifting of the order of revocation/suspension provided the corporation's terms has not yet expired.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Highly Technical (20days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services
Who may avail:	Registered Corporations whose Certificates of Incorporation have been revoked or suspended and whose terms have not yet expired.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: (1 set original, 3 sets photocopy) 1. Verified Petition to Lift Order of Revocation/Suspension 2. Notarized Director's/Trustee's Certificate signed by a majority of the Board 3. Secretary's Certificate of No-Intra Corporate Dispute 4. Sworn Certification by External Auditor 5. Copy of Registration of Stock and Transfer or Membership Book 6. Latest Mayor or Business Permit 7. BIR Certificate of Registration 8. Any proof of operation to show that corporation is an ongoing concern or that it has not ceased operation even during period of revocation or suspension up to the preset 9. Certification from Corporate Secretary that the corporation's latest FS and ITR were received by the SEC and BIR respectively 10. Current/Latest Monitoring Clearance	Items 1-10 to be provided by the applicant corporation

11. Clearance from EIPD, OGC and SEC Database

SEC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for corporate records from the Records Unit for the purpose of filing a Petition to Lift Order of Revocation/Suspension 1.1 If request is made thru email, fills up request form forwarded by Records Unit, returns request form thru email which may include scanned copy of signed and the accomplished notarized Petition and its supporting documents 1.2 If request is made personally, fills up request form and endorses Petition documents to Records Unit. Party is requested to still email the filled up form for monitoring purposes	1. Receives accomplished request form and checks if with updated monitoring 1.1 If not updated, advises client of lacking requirement(s) and/or advises client to undergo regular monitoring process first (service 18 in CC) 1.2 If with updated monitoring, receives petition documents, retrieves corporate records, and endorses said documents to the Securities Counsel. 1.3 Informs party that processor will inform through email or call of outcome of review of documents.	None	1 hour	Administrative Officer III Administrative Assistant II (Administrative Assistant I)
2. Client receives information, personally or thru email, of	2. Evaluates all sets of the petition and its supporting	None	15 days (depending on	(Securities Counsel II) (Securities Counsel I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the outcome of the evaluation	documents as to completeness 2.1 If compliant, emails or personally provides Payment Assessment Form (PAF) for payment of assessed fees at Landbank or thru Espaysec 2.2 If non-compliant, issues a checklist for compliance and informs clients of deficiencies either thru phone or thru email. 2.3 Issues Memorandum to OGC and EIPD requesting for clearance for the corporation		the complexity of the documentary requirements)	
3. Pays the registration fee as indicated in the PAF through the SEC online payment portal https://espaysec.sec.gov.ph / or at Landbank		a. Petition Fee - P3,000.00 b. Legal Research Fee - 1% of the Filing Fee for amendment (but not lower than P10.00) c. Handling Fee – P20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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	30 minutes	(Administrative Assistant I)
5. Returns documents stamped as received to processor	5. Checks documents are all stamped received and informs applicant to follow up availability of the Order issued by Supervising Commissioner 5.1 Drafts Order. 5.2 Forwards corporate file, petition documents and draft Order to Office of Director for review 5.3 Reviews petition and its supporting documents, and reviews the Draft Order and if in order, issues Memorandum endorsing the petition to the EO Supervising Commissioner; otherwise, the application is returned to processor for correction	None	30 minutes 6 days 15 minutes 6 days	(Securities Counsel II) (Securities Counsel I) Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	and/or review and			
	5.4 Emails and mails through courier Memorandum recommending grant of Petition and its supporting documents to Office of the Supervising Commissioner		35 minutes	Director
	5.5 Upon receipt of signed Order, endorses the same to processor for mailing to parties concerned		1 hour and 15 minutes	Director
6. Receives signed Order	6. Processor informs client as to Order thru emailing or mailing copy of signed Order	None	1 hour and 15 minutes	(Securities Counsel II) (Securities Counsel I)
TOTAL		a. Petition Fee - P3,000.00 b. Legal Research Fee - 1% of the Filing Fee for amendment (but not lower than P10.00) c. Handling Fee –	27 days, 5 hours, 20 minutes <i>(period does not include approval time by Supervising Commissioner)</i>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P20.00		

4. Application for Ordinary Amendment of Domestic Corporations (including Application for Dissolution of Domestic Corporations under Section 136 of the Revised Corporation Code where the proposed expiration of the corporate term is one year or more than one year from approval by SEC)

This service details the procedure in applying for ordinary or simple amendment of the Articles of Incorporation and/or By-laws of Domestic Corporations. This service likewise applies to applications for dissolution of a domestic corporation under Section 136 of the Revised Corporation Code where the proposed expiration of the corporate term is one year or more than one year from approval by SEC of the application, taking into consideration the guidelines set forth in SEC Memorandum Circular No. 5, Series of 2022.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Complex (10 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements (1 set original, 2 sets photocopy) - Cover Sheet - Amended Articles of Incorporation/Amended By-laws/New By-Laws - Directors` or Trustees` Certificate - notarized and signed by majority of the directors or trustees and the corporate secretary, certifying (i) the amendment 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	May secure sample formats from the Commission's website at https://www.sec.gov.ph/forms-and-fees/primary-registration/ Items 1-5 to be furnished by applicant-corporation For dissolution, documents to be prepared and/or provided by the Corporation (refer to MC No. 5, series of 2022 for the contents)

identification number of the signatories which shall be placed below their names

(For Dissolution) Directors' or Trustees' Certificate attesting that: i. the dissolution by shortening of corporate term was approved by majority of the board of directors/trustees and ratified by at least 2/3 vote of the stockholders representing the outstanding capital stock including the holders of non-voting shares/members of the corporation; ii. date and place of the stockholders' or members' meeting; and iii. the tax identification number of the signatories which shall be placed below their names

4. Signed and notarized Secretary's Certificate of no pending case of intra-corporate dispute

5. Current/Latest Monitoring Clearance (Monitoring Sheet)

Additional Requirements (depending on amendment and industry)

1. Clearance from other SEC departments, if applicable - For Financing and Lending companies, and foundation (1 original copy)

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

3. If the provision to be amended is the corporate name, submit a Letter of Intent to amend name indicating desired new name (1 original)

Corporate Governance and Finance Department (CGFD)

Items 2-5 will be furnished by applicant-corporation

A. Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions including Money Changers and Remittance Services - Bangko Sentral ng Pilipinas

B. Insurance/Mutual Benefit Association/ Health Maintenance

- | | |
|--|--|
| <p>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 stamp in one original set</p> <p>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 stamp on one original set</p> | <p>Organization- Insurance Commission</p> <p>C. Educational Institutions (for amendment to by-laws) – DepEd, Ched, TESDA</p> |
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for corporate records from the Records Unit for the purpose of amendment of Articles of Incorporation and/or By-Laws 1.1 If request is made thru email, fills up request form forwarded by Records Unit, returns the accomplished request form thru email which may include scanned copy of signed and	1. Receives accomplished request form and checks if with updated monitoring 1.1 If not updated, advises client of lacking requirement (s) and/or advises client to undergo regular monitoring process first (service 18 in CC) 1.2 If with updated monitoring, receives amendment documents, retrieves corporate	None	1 hour	Administrative Officer III Administrative Assistant II (Administrative Assistant I)
notarized/authenticated amendment documents	1.3 Informs party that Processor will inform through email or call of outcome of			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1.2 If request is made personally, fills up request form and endorses amendment documents to Records Unit. Party is requested to still email the filled up form for monitoring purposes.	review of documents.			
2. Client receives information, personally or thru email, of the outcome of the evaluation.	2. Processes and evaluates all sets of application for amendment 2.1. If compliant, emails or personally provides Payment Assessment Form (PAF) for payment of assessed fees at Landbank or thru Espaysec 2.2. If non-compliant, issues a checklist for compliance and informs clients of deficiencies either personally or thru email.	None	7 days (depending on the complexity of the documentary requirements)	(Securities Counsel II) (Securities Counsel I)
3. Pays the registration fee as indicated in the PAF through the SEC online payment portal https://espaysec.sec.gov.p		a. Amendment of Articles of Incorporation –P1,000.00 b. Amendment of		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
h/		By-Laws/New By-Laws – P1,000.00 c. Documentary Stamp Tax - P30.00 d. Legal Research Fee - 1% of the Filing Fee for amendment (P10.00) e. Amendment with corporate name: P100.00 f. Each additional trade name: P100.00 g. P100.00 h. Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00) i. Handling Fee: P20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment	4. Receives and verifies documentary	None	30 minutes for all sets	(Administrative Assistant I)
5. Returns documents stamped as received to processor	5. Checks documents are all stamped received and informs applicant to follow up availability of the Certificate by providing number of the Releasing Unit 5.1. Forwards corporate file and application documents to Records Unit for recording 5.2. Forwards recorded corporate file and application documents to Office of the Director 5.3. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws 5.4. Reviews the application and the contents of the Certificate and if in order, signs the	None	30 minutes 15 minutes 15 minutes 6 hours from receipt of corporate file and amendment documents 5 days from	(Securities Counsel II) (Securities Counsel I) Administrative Assistant II (Administrative Assistant I) Director Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Certificate of Amended Articles of Incorporation and/or By-laws; otherwise, the application is returned to processor or the certificate to the Securities Specialist II for correction of the certificate 5.5. Forwards signed Certificate and corporate file to Releasing Unit		receipt (depending on the complexity of the documentary requirements) 15 minutes	Securities Specialist II
6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of certificate and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws	6. Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Certificate of Amended Articles of Incorporation and/or By-laws	None	30 minutes	Administrative Assistant II (Administrative Assistant I)
TOTAL		a. Amendment of Articles of Incorporation – P1,000.00 b. Amendment of By-Laws/New	12 days, 9 hours, 15 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		By-Laws – P1,000.00 c. Documentary Stamp Taxes -P30.00 d. Legal Research Fee - 1% of the Filing Fee for amendment (P10.00) e. Amendment with corporate name: P100.00 f. Each additional trade name: P100.00 g. Amendment by increasing foreign equity FIA forms (P3,000.00 with LRF of P30.00)		

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

5. 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.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services
Who may avail:	All Partnerships and Corporations duly recorded and registered at Securities and Exchange Commission, respectively

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements 1. 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 2. Signed and notarized Secretary's Certificate on non-existence of intra-corporate dispute with documentary stamps on one original set 3. Current/Latest Monitoring Clearance (Monitoring Sheet) Additional Requirements: 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) 2. For Certificate of Percentage of Ownership - Stock and transfer book of the	To be furnished by the applicant

corporation (for verification)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests certification from the Records Unit 1.1 If request is made thru email, fills up request form forwarded by Records Unit, returns the accomplished request form thru email which may include scanned copy of required documents	1. Receives accomplished request form and checks if with updated monitoring 1.1 If not updated, advises client of lacking requirement(s) and/or advises client to undergo regular monitoring process first (service 18 in CC) 1.2 If with updated monitoring, retrieves the corporate records and forwards to proper handling personnel for evaluation.	None	1 hour	Administrative Officer III Administrative Assistant II (Administrative Assistant I)
1.2 If request is made personally, fills up request form and presents to Records Unit. Party is requested to still email request form for monitoring purposes.	1.3 Informs party that processor will inform through email or call of outcome of review of documents			
2. Client receives information, personally or thru email, of	2. Processes and evaluates pertinent documents for the request	None	7 days	Securities Specialist II Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the outcome of the evaluation.	2.1 If upon evaluation, there is no need for submission of interim AFS, forwards request to Records Unit for issuance of PAF 2.2 If there is need for submission of interim AFS based on evaluation, advises client of lacking requirement(s)			
3. Client receives Payment Assessment Form (PAF)	3. Issues PAF which is forwarded to client in person or thru email with advice for the payment of assessed fee thru any of the SEC payment portals	None	4 day	Administrative Officer III Administrative Assistant II
4. Pays the registration fee as indicated in the PAF through the SEC online payment portal https://espaysec.sec.gov.ph / or at Landbank		a. Certification – P1,000.00 (per copy) b. Legal Research Fee of P10.00 (per copy) c. Documentary Stamp Tax of		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		PHP 30.00 (per copy)		
5. Returns PAF and eOR to Records Unit personally or thru email	5. Advises client to follow-up release of certification 5.1. Prints Certificate of Paid-Up Capital or Certificate of Capital Structure or Certificate of Percentage of Ownership and forwards Certificate and corporate file to Office of Director 5.2. Evaluates the corporate records as pertaining to the request and if in order, signs the Certificate. Otherwise, the certificate is returned for correction. 5.3. Forwards signed Certificate and corporate file to Records	None	20 minutes 6 hours from receipt of validated request from client 8 hours 15 minutes	Administrative Assistant II (Administrative Assistant I) Director Securities Specialist II
6. Presents the Official Receipt to the Releasing Officer and signs in logbook of released certificates and on	6. Presents a copy of SEC certification for signature of claimant and subsequently releases signed Certification.	None	30 minutes	Administrative Assistant II (Administrative Assistant I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
SEC copy of released certificate				
TOTAL		a. Certification – P1,000.00 (per copy) b. Legal Research Fee of P10.00 (per copy) c. Documentary Stamp Tax of PHP 30.00 (per copy)	11 days, 16 hours, 5 minutes	

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.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Highly Technical (20days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services
Who may avail:	Corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic requirements (1 set original, 2 sets photocopies) 1. Coversheet 2. Signed Application for Increase of Capital Stock a. Signed and Notarized Treasurer's Affidavit with documentary stamps on one original set 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 c. Signed and notarized Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders with documentary stamps on one original set 3. Amended Articles of Incorporation and its attachments (service#4 in CC) 4. Current/Latest Monitoring Clearance (Monitoring Sheet) with proof of payment on the imposed penalties, if there's any) Additional Requirements:	May secure Checklist of requirements and some sample formats through the Commission's website through URL https://www.sec.gov.ph/forms-and-fees/primary-registration/ To be provided by the applicant To be provided by the applicant

1. Audited Financial Statements as of last fiscal year, received by SEC and BIR 2. Special Audit Report a. Where payment to subscription to the increase is more than P50,000,000.00 otherwise, 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 Note: Per Memorandum Circular No. 11 Series of 2016 3. 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 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	For guidance, refer to Memorandum Circular No. 6 series of 2008, Memorandum Circular No. 6 series of 2012 and Memorandum Circular No. 11 series of 2016 Bangko Sentral ng Pilipinas
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for corporate records from the Records Unit for the purpose of increasing authorized capital stock 1.1 If request is made thru email, fills up request form forwarded by Records Unit, returns the accomplished request email form thru which may include scanned copy of signed and notarized application for increase and amendment documents 1.2 If request is made personally, fills request up form and endorses application and amendment documents to Records Unit. Party is requested to still email the filled up form for monitoring purposes.	1. Receives accomplished request form and checks if with monitoring updated 1.1 If not updated, advises client of lacking requirement(s) and to undergo regular monitoring process first (service 18 in CC) before application may be accepted 1.2 If with updated monitoring, receives increase and amendment documents, retrieves corporate records, and endorses said documents to the Securities Specialist and advises client when to follow-up application 1.3 Securities Specialist examines whether the application submitted are complete in form and in substance 1.4 The Securities Counsel checks the amendment documents forwarded by the Securities Specialist in	None	1 hour 15 working days 5 working days	Administrative Officer III Administrative Assistant II (Administrative Assistant I) Securities Specialist II Securities Specialist I (Securities Counsel II) (Securities Counsel I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	coordination with the latter's examination of the reports and application.			
2. Client is informed as to result in person or thru email	2. If application and amendment are complete and in order, the Securities Specialist issues a PAF, informs client thru email or call of payment of required fees thru any of the SEC online payment portal 2.1. If application is for compliance, specialist and/or counsel prepares a checklist of deficiencies and informs the applicant to comply (process returns to client step 1)	None	30 minutes	Securities Specialist II Securities Specialist I (Securities Counsel II) (Securities Counsel I)
3. Pays the registration fee as indicated in the PAF through the SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank		<u>For the amendment:</u> a. Amended Articles of Incorporation P1,000.00 b. LRF of P10.00 c. Documentary stamp P30.00 d. Handling fee P20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>For the increase:</u> a. For corporations 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 b. For corporations 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 c. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Capital Stock but not less than P10.00 d. Documentary Stamp tax of P30.00 e. For Corporations with FIA Application Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00 f. Handling Fee P20.00		
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	30 Minutes	Administrative Assistant II
5. Returns documents stamped as received to processor	5. Receives the complete application requirements and PAF and advises the client to follow-up on the release of Certificates 5.1 Prepares the report on application for increase in capital and forwards all application and	None	30 minutes 4 working days	Securities Specialist II Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	amendment documents and corporate file to Records Unit for recording 5.2 Forwards recorded corporate file and application documents to Office of the Director 5.3 Prepares the Certificate of Amended Articles of Incorporation and Increase of Capital Stock 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 5.5 Forwards the certificates and corporate file to the Releasing Unit		15 minutes 6 hours of receipt from Records Unit 5 working days (depending on complexity of application) 15 minutes	Administrative Assistant II (Administrative Assistant I) Securities Specialist II Director Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of certificate and receives the signed Certificate of Amended Articles of Incorporation and Increase of Capital Stock	6. Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Certificate of Amended Articles of Incorporation, Certificate of Increase of Capital Stock	None	30 Minutes	Administrative Assistant II (Administrative Assistant I)
TOTAL		For the amendment:	29 days, 8 hrs, 30 minutes	
		a. Amended Articles of Incorporation P1,000.00 b. LRF of P10.00 c. Documentary stamp P30.00 d. Handling fee P20.00 For the increase: a. For corporations with par value $\frac{1}{8}$ of 1% of the		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher b. For corporation without par value $\frac{1}{2}$ 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 c. Legal Research Fee-equivalent to 1% of the		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		computed filing fee for Increase of Capital Stock but not less than P10.00 d. Documentary Stamp tax of P30.00 e. For Corporations with FIA Application Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00 f. Handling Fee P20.00		

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

Division / Office	SEC Koronadal Extension Office (SEC - KOREO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services
Who may avail:	Corporations duly registered at Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic requirements (1 set original, 2 sets photocopies) - Cover sheet - Signed Application for Increase of Capital Stock - Signed and Notarized Treasurer's Affidavit with documentary stamps on one original set - List of stockholders of record as of date of meeting approving the	May secure Checklist of requirements and sample formats through the Commission's website through URL http://www.sec.gov.ph/wp-content/uploads/2015/07/Cover_Sheet_for_Amendment.pdf To be provided by the applicant

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 c. Signed and notarized Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders with documentary stamps on one original set 3. Amended Articles of Incorporation and its attachments (service #4 in CC) 4. Current / Latest Monitoring Clearance (Monitoring Sheet) with proof of payment on the imposed penalties, if there's any)	
ADDITIONAL REQUIREMENTS depending on the mode of payment	
1. Conversion of Advances / Liabilities to Equity 1.1 Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC (if the advances are already reflected therein) 1.2.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 1.3 Deed of Assignment of advances / liabilities	To be provided by the company For guidance, refer to Memorandum Circular No.6 series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-06s2008.pdf
2. Stock Dividends 2.1 List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary 2.2 Audited Financial Statements as of the last fiscal year received by	To be provided by the Company Refer to Memorandum Circular No. 11 Series of 2008 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-11s2008.pdf

BIR and SEC 2.3 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 2.4 Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings 2.5 Reconciliation of Retained Earnings	
3. Land, buildings / condominium units 3.1 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 3.2 Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively 3.3 Latest zonal valuation certified by BIR, if transfer value is based on zonal value 3.4 Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old) 3.5 Deed of Assignment 3.6 If property is mortgaged, submit mortgagee/creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property	To be provided by the Company. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no-14-s2013.pdf

3.7 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 3.8 Certification from the transferor stating that the improvements are existing and in good condition 3.9 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	
4. Untitled Lands 4.1 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 4.2 Duplicate original or certified true copies of the tax declaration sheets 4.3 Latest realty tax receipts 4.4 Affidavit by the transferor attesting continuous and open possession of the property is located 4.5 Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located 4.6 Duplicate original or certified true copies of any deed, conveyance,	To be provided by the Company.

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

4.7 Affidavit executed by the transferor attesting to the:

4.7.1 Existence (or non-existence) of easements over the untitled property

4.7.2 Kind/description of the easement and its location

4.7.3 Whether the transferor is the dominant estate or the servient estate, by virtue of such easements

4.8 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

4.9 Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following:

- a. There is no other claimant to the untitled land
- b. it has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or
- c. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)

4.10 Blue Print Survey of the Plan as approved by the Bureau of Lands

4.11 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)

4.12 Latest zonal valuation certified by BIR, if transfer value is based on

zonal value 4.13 Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) 4.14 Deed of Assignment 4.15 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	
5. Inventories/Furniture/Personal Properties 5.1 Detailed schedule of property showing the description and the basis of transfer value(market value or book value) certified by the company accountant 5.2 Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value 5.3 Deed of Assignment	To be provided by the Company.
6. Heavy equipment and machinery 6.1 Detailed schedule of the property showing the description and the transfer value certified by the company accountant 6.2 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 6.3 Deed of Assignment	To be provided by the Company.

6.4 Certification from the transferor stating that the properties are existing and in good condition	
7. Shares of Stock 7.1 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 7.2 Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC 7.3 Deed of Assignment 7.4 Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor 7.5 Photocopy of the stock certificate (present original for verification) 7.6 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) 7.7 Affidavit of undertaking to submit the required proof of transfer within the prescribed period	

8. Motor Vehicles 8.1 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 8.2 Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) 8.3 Appraisal report by authorized appraiser (not more than 6 months old) 8.4 Deed of Assignment 8.5 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period 8.6 Certification from the transferor stating that the motor vehicles are existing and in good running condition	To be provided by the Company. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
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9. Sea Vessel / Aircraft 9.1 Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant 9.2 Certified true copy of the certificate of ownership 9.3 Appraisal report by authorized appraiser (not more than 6 month old) 9.4 Certificate of seaworthiness/airworthiness issued by appropriate government agency 9.5 Deed of Assignment 9.6 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 Company. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
10. Intangibles 10.1 Photocopy of System Purchase Agreement or any proof of ownership (for software) 10.2 Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights 10.3 Appraisal report by an accredited appraisal company or by a licensed Filipino mining engineer for mining claims/rights (not more than 6 months old) 10.4 Deed of Assignment	To be provided by the Applicant. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf

10.5 Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	
11. Net Assets 11.1 Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC 11.2 Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year 11.3 Long-form audit report of item no. 22.2 11.4 Deed of Assignment of the assets and liabilities 11.5 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 11.6 Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant 11.7 Photocopy of the certificate of registration of the motor vehicles (present original for verification) 11.8 Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively 11.9 Photocopy of stock certificates (present original for verification) 11.10 DTI Certificate of Registration (for single proprietorship)	To be provided by the Company. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf

11.11 Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests for corporate records from the Records Unit for the purpose of increasing authorized capital stock 1.1 If request is made thru email, fills up request form forwarded by Records Unit, returns the accomplished request form thru email which may include scanned copy of signed and notarized/authenticated application for increase and amendment documents 1.2 If request is made personally, fills up request form and endorses application and amendment documents to Records Unit. Party is requested to still email the filled up form for monitoring purposes.	1. Receives accomplished request form and checks if with updated monitoring 1.1 If not updated, advises client of lacking requirement(s) and to undergo regular monitoring process first (service 18 in CC) before application may be accepted 1.2 If with updated monitoring, receives increase and amendment documents, retrieves corporate records, and endorses said documents to the Securities Specialist and advises when to follow-up applications. 1.3 Securities Specialist examines whether the application submitted are complete in form and in substance	None	1 hour 15 working days 5 working days	Administrative Officer III Administrative Assistant II (Administrative Assistant I) Securities Specialist II Securities Specialist I (Securities Counsel II) (Securities Counsel I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 The Securities Counsel checks the amendment documents forwarded by the Securities Specialist in coordination with the latter's examination of the reports and application.			
2. Client is informed as to result in person or thru email	2. If application and amendment are complete and in order, the Securities Specialist issues a PAF, informs client thru email or call of payment of required fees thru any of the SEC online payment portal 2.1 If application is for compliance, specialist and/or counsel prepares a checklist of deficiencies and informs the applicant to comply (process returns to client step 1)	None	30 minutes	Securities Specialist II Securities Specialist I (Securities Counsel II) (Securities Counsel I)
3. Pays the registration fee as indicated in the PAF through the SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank		For _____ the <u>amendment:</u> a. Amended Articles of Incorporation – P1,000.00 b. LRF of P10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		c. Documentary stamp P30.00 d. Handling fee P20.00 <u>For the increase:</u> a. For corporations 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 b. For corporations without par value c. 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P3,000.00 or the issue value of the subscribed capital stock, whichever is higher d. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 e. Documentary Stamp tax of P30.00 f. For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00 g. Handling Fee –		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P20.00		
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	30 minutes	(Administrative Assistant I)
5. Returns documents stamped as received to processor	5. Receives the complete application requirements and PAF and advises the client to follow-up on the release of Certificates 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 5.2 Forwards recorded corporate file and application documents to Office of the Director 5.3 Prepares the Certificate of Amended Articles of Incorporation and Increase of Capital Stock 5.4 Evaluates the final report,	None	30 minutes	Administrative Officer III Securities Specialist II Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	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 5.5 Forwards the certificates and corporate file to the Releasing Unit			
6. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of certificate and receives the signed Certificate of Amended Articles of Incorporation and Increase of Capital Stock	6. Presents logbook of released certificates and certificate copy of SEC for signature of claimant and subsequently releases signed Certificate of Amended Articles of Incorporation, Certificate of Increase of Capital Stock	None	30 minutes	Administrative Assistant II (Administrative Assistant I)
TOTAL		For the amendment: a. Amended Articles of Incorporation – P1,000.00 b. LRF of P10.00	20 days, 3 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		c. Documentary stamp P30.00 d. Handling fee 20.00 <u>For the increase:</u> a. For corporations 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 b. For corporation without par value 1/5 of 1% of the increase in capital stock		

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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 c. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 d. Documentary Stamp tax of P30.00 e. For Corporations with FIA Application - Additional P3,060,		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		inclusive of LRF of P30.00 and DST of P30.00 f. Handling Fee – P20.00		

8. Issuance of Certificate of No Derogatory Information

This service details the procedure for the issuance of a certificate of No Derogatory Information.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Current/Latest Monitoring Clearance	To be provided by requesting party

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests certification from Records Unit 1.1 If request is made thru email, fills up request form forwarded by Records Unit, returns the accomplished request form thru email 1.2 If request is made personally, endorse a filled up request form to the Records Unit. Party is requested to still email the filled up form for monitoring purposes.	1. Receives accomplished request form and checks if with updated monitoring 1.1 If not updated, advises client of lacking requirement(s) and/or advises client to undergo regular monitoring process first (service 18 in CC) 1.2 If with updated monitoring, issues PAF and provides it to client in person or thru email for the payment of assessed fees thru any of the payment gateways.	None	1 hour and 30 minutes	Administrative Officer III Administrative Assistant II (Administrative Assistant I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/)		a. Certification Fee – P500.00 (per copy) b. Documentary Stamp Tax – P30.00 (per copy)		
3. Returns PAF and proof of payment to Records Unit personally or thru email	3. Advises the client as to schedule of release of certification after 2 days 3.1. Encodes the request in the Certification Issuance System-Unified Reference Database (CIS-URDB) 3.2. Endorses request form and corporate records to proper handling personnel for validation. 3.3. Receives request and verifies the status of corporation in CIS-URDB. 3.3.1. If not cleared in CIS-URDB, contact the applicant to comply with deficiency or directive of the department who encoded the said deficiency or directive. 3.3.2. If cleared, approves the	None	15 minutes 40 minutes 15 minutes 5 days	Administrative Officer III Administrative Assistant II (Administrative Assistant I) Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	request for printing of certificate and returns records to Records Unit. 3.4. Prints the Certificate of No Derogatory Information through the CIS-URDB and forwards certification and corporate records to the Office of the Director 3.5. Reviews the records and signs the Certificate of No Derogatory Information. 3.6. Forwards the signed certification and corporate records to Records Unit		6 hours from receipt of clearance 8 hours from receipt 5 minutes	Administrative Officer III Director Securities Specialist II
4. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of certificate and receives the signed Certificate of No Derogatory Record	4. Presents SEC copy of certificate for signature of claimant and subsequently releases signed Certificate of No Derogatory Information.	None	30 minutes	Administrative Assistant II (Administrative Assistant I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		a. Certification Fee – P500.00 (per copy) b. Documentary Stamp Tax – P30.00 (per copy)	5 days, 17 hours, 15 minutes	

9. Issuance of Certification as to Status of a Registered Corporation

This service details the procedure for the issuance of a certification as to Status of a Registered Corporation.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B); Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Current/Latest Monitoring Clearance	To be provided by requesting party if requesting party is corporation itself or its representative, otherwise, not a requirement

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests certification as to status from Records Unit 1.1 If request is made thru email, fills up request form forwarded by Records Unit, returns the accomplished request form thru email 1.2 If request is made personally,	1. If requesting party is the corporation itself or its representative 1.1 Receives accomplished request form and checks if with updated monitoring 1.1.1 If not updated, advises client of lacking requirement(s) and/or advises client to undergo regular monitoring process first (service 18 in CC) 1.1.2 If with updated monitoring, issues PAF and provides it to client in person or thru email for	None	1 hour and 30 minutes	Administrative Officer III Administrative Assistant II (Administrative Assistant I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
endorse the filled up form to the Records Unit. Party is requested to still email the filled up form for monitoring purposes.	the payment of assessed fees thru any of the payment gateways. 1.2 If requesting party is a third party, issues PAF and provides it to client in person or thru email for the payment of assessed fees thru any of the payment gateways.			
2. Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/)		a. Certification Fee – P500.00 (per copy) b. Documentary Stamp Tax – P30.00 (per copy)		
3. Returns PAF and proof of payment to Records Unit personally or thru email	3. Advises the client as to schedule of release of certification after 2 days 3.1. Prints the Certification as to Status and forwards certification and corporate records to the Office of the Director 3.2. Reviews the records and signs the Certificate as to Registered Status of entity. 3.3. Forwards the signed certification and corporate records to Records Unit	None	15 minutes 8 hours from receipt of proof payment 4 day from receipt from Records Unit 15 minutes	Administrative Officer III Administrative Assistant II (Administrative Assistant I) Director Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Presents original receipt to the Releasing Unit on assigned returned date, signs in the logbook of documents released and on SEC copy of certificate and receives the signed Certification as to Status	4. Presents copy of SEC certification for signature of claimant and subsequently releases signed Certification as to Status.	None	30 minutes	Administrative Assistant II (Administrative Assistant I)
TOTAL		a. Certification Fee – P500.00 (per copy) b. Documentary Stamp Tax – P30.00 (per copy)	4 day, 10 hours, 20 minutes	

10. Issuance of Negative Certification

This service details the procedure on Issuance of Negative Certification.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Simple (5 days)
Type of Transaction	Government to Business (G2B); Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests negative certification from Records Unit 1.1 If request is made thru email, fills up request form forwarded by Records Unit, returns the accomplished request form thru email 1.2 If request is made personally, endorses filled up form to Records Unit. Party is requested to still email the filled up form for monitoring purposes.	1. Receives request and advises the client as to schedule of release of certification after 2 days 1.1. thoroughly verifies status of entity in ODRS, SEC Advisories, CDOs, Revocation/Suspension list, eRAMP, etc. 1.2. Issues PAF and provides it to client if in person or thru email for the payment of assessed fees thru any of the payment gateways.	None	1 day	Securities Specialist I Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pays the registration fee as indicated in the PAF through the SEC online payment portal https://espaysec.sec.gov.ph/ or at Landbank		a. Certification Fee – P500.00 (per copy) b. Documentary Stamp Tax – P30.00 (per copy)		
3. Returns PAF and proof of payment to Records Unit personally or thru email	3. Advises the client to follow-up certification after 3 days 3.1. Prints the Certification as to Status and forwards certification and corporate records to the Office of the Director 3.2. Reviews the records and signs the Negative Certificate 3.3 Forwards the signed certification and corporate records to Records Unit		15 minutes 8 hours from receipt of proof of payment 2 days from receipt from Records Unit 15 minutes	Securities Specialist I Administrative Officer III Director Securities Specialist II
4. Presents original receipt to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of certificate and receives the signed Negative Certification	4. Presents copy of SEC for signature of claimant and subsequently releases signed Certification as to Status.	None	30 minutes	Administrative Assistant II (Administrative Assistant I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		a. Certification Fee – P500.00 (per copy) b. Documentary Stamp Tax – P30.00 (per copy)	3 days, 9 hours	

11. Issuance of Plain/Authenticated Copies of Documents

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

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B); Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	All Government Agencies, All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations.

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
None				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests certified true copy or ordinary copy from the Records Unit 1.1 If request is made thru email, fills up request form forwarded by Records Unit, returns the accomplished request form thru email 1.2 If request is made personally, endorse the filled up form to the Records Unit.	1. Receives request, checks availability of requested documents in database or corporate records available 1.1. Advises client to follow-up availability by providing number of Releasing Unit 1.2. Issues PAF and provides it to client in person or thru email for the payment of fees thru payment gateways	None	45 minutes	Administrative Officer III Administrative Assistant II (Administrative Assistant I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Party is requested to still email the filled up form for monitoring purposes.				
2. Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/) and presents the same to the Records Unit in person or thru email	2.1. Prepares the requested documents 2.1.1. If plain copy, prints the documents 2.1.2. If authenticated copy, prints, verifies and certifies the documents	<u>For CTC/set:</u> a. Articles of Incorporation – P2,000 By-Laws – P2,000 Articles of Partnership P2,000 Amended Articles of Incorporation – P2,000 Amended By-Laws – P2,000 Amended Articles of Partnership – P2,000 Increase in Capital Stock – P2,000 GIS – P2,000 FS – P100 per page plus service fee of P50 Certificate of Registration – P100 b. Documentary	4 hours for ordinary copy 2 days for CTC	Administrative Assistant II (Administrative Assistant I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stamp Tax – P30/set <u>For Ordinary Copy</u> a. Articles of Incorporation – P1,500		
		By-Laws – P1,500 Articles of Partnership – P1,500 Amended Articles of Incorporation – P1,500 Amended By-Laws – P1,500 Amended Articles of Partnership – P1,500 Increase in Capital Stock – P1,500 GIS – P1,500 FS – P50.00 per page		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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. Presents logbook for signature of claimant and subsequently requested document.	None	15 minutes	Administrative Assistant II (Administrative Assistant I)
TOTAL		<u>For CTC/set:</u> a. Articles of Incorporation – P2,000 By-Laws – P2,000 Articles of Partnership – P2,000 Amended Articles of Incorporation – P2,000 Amended By-Laws – P2,000 Amended Articles of Partnership – P2,000	For CTC: 2 days, 1 hour For Ordinary Copy: 5 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Increase in Capital Stock – P2,000 GIS – P2,000 FS – P100 per page plus service fee of P50 Certificate of Registration – P100 b. Documentary Stamp Tax – P30/set <u>For Ordinary Copy</u> a. Articles of Incorporation – P1,500 By-Laws – P1,500 Articles of Partnership – P1,500		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amended Articles of Incorporation – P1,500 Amended By-Laws – P1,500 Amended Articles of Partnership – P1,500 Increase in Capital Stock – P1,500 GIS – P1,500 FS – P50.00 per page		

12. Issuance of Plain/Authenticated Copies of Documents for Other Government Offices

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

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Simple (3 days)
Type of Transaction	Government to Government (G2G)
Type of Service	External Services
Who may avail:	All Government Agencies, All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Signed Letter Request (1 original)	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 either personally or thru email	1. Receives the letter request and forwards the letter to the Director	None	30 minutes	Securities Specialist II (Information Officer) (Administrative Assistant I)
	1.1 Endorses letter request to Records Unit for compliance within 3 days		15 minutes	Director
	1.2 Prepares the requested documents		4 hours for ordinary copy	Administrative Assistant II (Administrative Assistant I)
	1.2.1 If plain copy, prints the documents		2 days for CTC	
	1.2.2 If authenticated copy, prints, verifies and certifies the documents		15 minutes	Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Forwards the requested documents to the Office of the Director 1.4 Prepares and signs the letter reply and forwards the same together with the documents to the Confidential Assistant for recording purposes 1.5 Letter forwarded to Administrative Assistant I for transmittal		3 day	
2. Receives the transmittal letter with requested document/s, if any	2. Delivers requested documents to requesting agency if office is within Koronadal City 2.1 Transmits requested documents through courier or mail if office of requesting agency is outside Koronadal City	None	1 hour	(Administrative Assistant I)
TOTAL		NONE	For CTC: 5 days, 2 hours For Ordinary: 3 day, 6 hours	

13. Public Assistance and Complaints 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.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B); Government to Citizen (G2C); Government to Government (G2G)
Type of Service	External Services
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 proper unit or personnel 1.1. Gives priority number for legal unit for concerns pertaining to registration, amendments, scams and other legal issues 1.2. Directs to administrative unit for issues pertaining to personnel behavior 1.3. Directs to Specialists for concerns on reports and monitoring, lending & financing	None	30 minutes	(Information Officer) Guard on Duty

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4. Directs to Records Unit for concerns on status of corporations, copies of documents, EFast, MC28			
2. Presents verbal concern, query or complaint	2. Renders advice depending on the nature of the concern/query; or hands out the requested checklist of requirements, guidelines, or sample forms	None	1 hour (depending on complexity of issue raised)	Director (Securities Counsels) Administrative Officer III Securities Specialists
2.1. Presents written complaint	2.1. Endorses written complaint to the Office of the Director and advises party to expect feedback within seven (7) working days		30 minutes	(Information Officer)
	2.2. Prepares and signs answer to the complaint		5 working days from receipt of written complaint (depending on complexity of issue raised)	Director
	2.3. Endorses signed answer to Administrative Assistant I for personal delivery or for mailing through postal service or courier service		15 minutes	
		NONE	For verbal: 1 hour, 30 minutes For written: 5 days, 45 minutes	

14. Manual Receiving of Document/s other than reports

This service details the procedure on receiving documents other than reports such as letters.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B); Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Correspondence for SEC		To be provided by client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents 2 sets/copies of document to Receiving Officer	1. Checks document if for SEC, then stamps documents as received	None	15 minutes per document	Admin Assistant II (Admin Assistant 1)
2. Claims 1 set/copy for his file	2. Retains 1 original set copy	None	5 minute	Admin Assistant II (Admin Assistant 1)
TOTAL		None	20 minutes per document	

15. Receiving of Reports Through SEC eFast

This service details the procedure on the receiving of reportorial requirements of registered corporations such as but not limited to General Information Sheet (GIS), Audited Financial Statements (AFS), Sworn Statement for Foundations (SS), General Form for Financial Statements (GFFS), Special Form for Financial Statements (SFFS) through the SEC online submission facility.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services
Who may avail:	All Registered Corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: 1. SEC-approved template of Board Resolution (signed by majority of the Board) or Notarized Secretary's Certificate 2. Submitted MC28 Report (as submitted in MC28 portal) 3. Reports to be uploaded in PDF format	Form available at https://cifss-ost.sec.gov.ph/user/login https://efast.sec.gov.ph/user/login << Please Click

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For enrolment: 1.1 Logs on at https://cifss-ost.sec.gov.ph/user/login 1.2 Clicks Enroll as Company and inputs necessary details. 1.3 Clicks Enroll as Filer and inputs necessary details.		None	None	Applicant/Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. For submission of reports: 2.1 Logs on at https://cifss-ost.sec.gov.ph/user/login using username and password 2.2 Selects Forms Module to upload report in PDF format, input necessary details and submit.	2. Conduct of quality check to ensure that the report is readable and in the form required.	None	(as of now only the office does the quality check)	Administrative Assistant II
TOTAL		NONE	(dependent on action of HO)	

16. Registration under the Electronic Simplified Processing of Application for Registration of Company (ESPARC)

This service details the procedure on the application for registration of One Person Corporations (OPC) and Domestic Corporations (stock or non-stock) with 2 or more incorporators, and the application for the recording of partnerships and for license to do business for foreign corporations.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B); Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	All Natural and Juridical persons and their representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements (4 sets original) - Cover Sheet - Articles of Incorporation or Articles of Partnership - By-Laws (not required for OPC, Corporation Sole and Partnerships) - Proof of Payment (Payment Assessment Form, OR) - Digital copy of Certificate of Incorporation (E-Certificate) (for corporations other than Lending and Financing, also excluding partnerships) Additional Requirements - Foreign Investments Act Form 100 - Endorsement from concerned agencies - requirements for Lending and Financing Companies	- ESPARC: https://esparc.sec.gov.ph - Computation of filing fee: http://www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Click the link provided in the SEC website to the Espar system to submit the proposed company name and input details of the articles of incorporation and/or by-laws and submits the said application for review by the Commission.	1. Name Verifier and Processor will review the application and will advise applicant of the status of the review through the email address indicated in the application 1.1. If a registration application is disapproved, the applicant has to edit and/or correct the data in the application form as set forth in the compliance notice of the reviewing processor. The applicant may opt to cancel the application and re-apply accordingly. 1.2. If registration application is pre-approved, client is instructed thru email to download registration documents then upload signed and notarized/authenticated registration documents. 1.2.1. For Corporations: Proceed to Client Step 2 1.2.2. For Lending and Financing	None	10 working days	Applicant (Securities Counsel II) (Securities Counsel I) Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Corporations and Partnerships: Proceed to Client Step 3			
2. Downloads the articles of incorporation and/or by-laws from the system, or prepares own form of articles of incorporation and/or by-laws ensuring the same details as that inputted, for signature of the incorporators and notarization/authentication then uploads signed and notarized/authenticated registration documents.	2. For Corporations: Checks details in uploaded documents to data encoded by applicant and if compliant, applicant is directed to pay the registration fees specified on the Payment Assessment Form (PAF) issued, and is advised to submit proof of payment, originally signed and notarized or authenticated hard copies of the registration documents to the selected SEC Office within thirty (30) calendar days from the date of payment of registration fees, otherwise application is returned with information on deficiencies.	None	10 working days	Applicant/ Client (Securities Counsel II) (Securities Counsel I)
3. Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/) and for corporations other than Lending and Financing, and partnerships, after providing proof of payment to the system,	None	For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
may download and print digital copy of the Certificate of Incorporation.		subscription price of the subscribed capital stock whichever is higher Without par value: 1/5 of 1% of the authorized capital stock computed at P100 per share but not less than P2,000 or the issue value of the subscribed capital stock whichever is higher Articles of Incorporation for non-stock corporation: P 1,000 Articles of Partnership: 1/5 of 1% of the Partnership's capital but not less than P2,000.00 By-Laws for both		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		stock and non-stock corporations: P 1,000 Foreign Investments Act (FIA) Form: P3,000.00 Name Reservation: P100.00		
		Each additional trade name/s: P100.00 Documentary Stamp Tax: P30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P 10.00) Book Registration Fee: P150.00 Handling Fee: P20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Presents the 4 sets of signed and notarized/authenticated registration documents, proof of payment and E-Certificate (for corporations other than Lending and Financing and excluding partnerships) to the Receiving Officer.	4. Receiving Officer checks completeness of documents submitted	None	1 hour for all copies submitted	(Administrative Assistant I)
	4.1 If there are lacking documents, the client is requested to submit the same and defers receiving of document until compliance 4.2 For Corporations other than Lending and Financing: If documents are found to be proper, client is advised to claim original Certificate of Incorporation at Releasing Unit within the day and to bring Stock and Transfer Book or Membership Book 4.2.1 The Receiving Officer thereafter assigns a processor to post-audit the documents in the CoRes system and stamps as received the hard copies of the registration application. 4.2.2 The Receiving Officer forwards the documents to the Printing Officer for the issuance of the Certificate of Incorporation		30 minutes	(Administrative Assistant I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2.3 Prints the COR and enters the company details in the SEC EO Masterlist, and forwards the COI and registration documents to the Releasing Unit 4.2.4 Post-auditor audits the corporation and forwards findings, if any, to releasing officer for release together with the original Certificate of Incorporation 4.3 For Partnerships: If documents are found to be proper, client is advised to claim original Certificate of Recording at Releasing Unit 4.3.1 The Receiving Officer forwards the documents to the Printing Officer for the issuance of the Certificate of Recording 4.3.2 Prints the COR and enters the company details in the SEC EO Masterlist, and forwards the Certificate to the Director for signature		6 hours 30 minutes 15 minutes Within 3 hours from receipt of documents	Securities Specialist I Assigned Post-Auditor (Administrative Assistant I) Administrative Assistant II Securities Specialist II (Administrative Assistant I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3.3 Signs Certificate of Recording		Within 3 hours	Director
	4.3.4 Forwards signed Certificate and registration documents to Releasing Unit		10 minutes	Securities Specialist I
	4.4 For Lending/Financing Corporations: If registration documents are found to be proper, client is advised to claim original Certificate of Incorporation at Releasing Unit			
	4.4.1 The Receiving Officer forwards the documents to the Securities Specialist for the checking of the additional requirements for LCFCs.		15 minutes	(Administrative Assistant I)
	4.4.2 Securities Specialist returns documents to Receiving Officer		Within 2 hours from receipt of documents	Securities Specialist I
	4.4.3 Prints the COI and enters the company details in the SEC EO Masterlist, and forwards the		Within 3 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Certificate to the Director for signature 4.4.4 Signs Certificate of Recording 4.4.5 Forwards signed Certificate and registration documents to Releasing Unit		10 minutes	Director
5. Presents proof of payment to the Releasing Unit on assigned returned date, signs in logbook of documents released and on SEC copy of the certificate and receives the signed Certificate.	5. Presents logbook of released certificates and Certificate copy of SEC for signature of claimant. 5.1 Registers Stock and Transfer Book except for OPC or Membership Book except for Corporation Sole 5.2 Releases Certificate	None	15 minutes 15 minutes 10 minutes	Administrative Assistant II (Administrative Assistant I)
TOTAL		For stock corporation based on the authorized capital stock: With par value: 1/5 of 1% of the authorized capital stock but not less than P 2,000 or the	For Corporations other than Lending and Financing: a. Checking of Application: 10 days b. Checking of	

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		subscription price of the subscribed capital stock whichever is higher Without par value: 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 Articles of Incorporation for non-stock corporation: P 1,000 Articles of Partnership: 1/5 of 1% of the Partnership's capital but not	Uploaded Documents: 10 days c. For Releasing of Original COI: 3 hours, 13 minutes <u>For Partnerships:</u> a. Checking of Application: 10 days b. For Releasing of Original COR: 5 hours, 51 minutes <u>For Lending and Financing Corporations:</u> a. Checking of Application: 10 days b. For Releasing	

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		less than P2,000.00 By-Laws for both stock and non-stock corporations: P 1,000 Foreign Investments Act (FIA) Form 100: P3,000.00 Company Name Reservation: P100.00 Each additional trade name/s: P100.00 Documentary Stamp Tax: P30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten	of Original COR: 7 hours, 54 minutes	

17. Registration under the One day Submission and E-registration of Companies (OneSEC)

This service details the procedure on the application for registration of One Person Corporations (OPC) and Domestic Stock Corporations with 2 to 15 incorporators who desire a one day approval of their registration application.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B); Government to Citizen (G2C)
Type of Service	External Services
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) 1. Cover Sheet 2. Articles of Incorporation 3. By-Laws (not required for OPC) 4. Proof of Payment (Payment Assessment Form, OR) 5. Digital Copy of Certificate of Incorporation (E-Certificate) 6. Stock and Transfer Book (except OPC) Additional Requirements 1. Foreign Investments Act Form 100 2. Endorsement from concerned agencies	• OneSEC: https://esparc.sec.gov.ph/ • Computation of filing fee: www.sec.gov.ph/wp-content/uploads/2017/03/2017MCno03-new2.pdf

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Clicks the link provided in the SEC website to the OneSEC system to: (a) submit the proposed company name and input minimum data required for the articles of incorporation and/or by-laws; (b) for successful applications, pays for the registration fee through the SEC online payment portal indicated and provided in the OneSEC system; (c) downloads Interim Certificate and system-generated forms for signature of incorporators and notarization/authentication.	None	<u>For stock corporation based on the authorized capital stock:</u> With par value: 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 Without par value: 1% 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 By-Laws: P 1,000	Will depend on the applicant	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Foreign Investments Act (FIA) Form 100: P3,000.00 Company Name Reservation: P100.00		
		Each additional trade name/s: P100.00 Documentary Stamp Tax: P30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P10.00) Book Registration Fee: P150.00 Handling Fee: P20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Presents the 3 sets of signed and notarized/authenticated system-generated registration documents, digital interim certificate of incorporation, and proof of payment to chosen SEC processing office within a period of 1 year from date stated in the Interim Certificate of Incorporation	2. Receiving Officer checks completeness of documents submitted	None	1 hour for all copies submitted	(Administrative Assistant I)
	2.1 If there are lacking documents, the client is requested to submit the same and defers receiving of document until compliance			
	2.2 If documents are found to be proper, client is advised to proceed to Releasing Unit for the original copy of the Certificate of Incorporation (COI)			
	2.2.1 The Receiving Officer thereafter assigns a processor to post-audit the documents in the CoRes system and stamps as received the hard copies of the registration application.		30 minutes	(Administrative Assistant I)
	2.2.2 The Receiving Officer forwards the documents to the Printing Officer for the issuance of the Certificate of Incorporation.			
	2.2.3 Prints the COR and enters the company details in the SEC EO Masterlist, and forwards the signed		Within 5 hours from receipt of	Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	COI and registration		registration documents	
3. Presents proof of payment to the Releasing Unit, signs in logbook of documents released and on SEC copy of the certificate and receives the signed COI	3. Presents logbook of released certificates and COI copy of SEC for signature of claimant. 3.1 Registers Stock and Transfer Book except for OPC 3.2 Releases signed COI	None	15 minutes 15 minutes 10 minutes	Administrative Assistant II (Administrative Assistant I)
TOTAL		For stock corporation based on the authorized capital stock: With par value: 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 Without par value: 1/5 of 1% of the	7 hours, 10 minutes (pertains to receiving of hard copies only)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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 By-Laws: P 1,000 Foreign Investments Act (FIA) Form 100: P3,000.00 Company Name Reservation: P100.00 Each additional trade name/s: P100.00 Documentary Stamp Tax: P30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P 10.00) Book Registration Fee: P150.00		

18. Regular Monitoring Ordinary Corporations

This service details the procedure on regular monitoring of One Person Corporations (OPC) and Ordinary Domestic Corporations (stock or non-stock) with 2 or more incorporators.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services
Who may avail:	All registered domestic corporations through their Authorized Representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements 1. Latest Audited Financial Statement 2. Latest General Information Sheet 3. MC28 submission in MC28 portal Additional Requirements depending on findings of the specialists 1. Copy of Registration of Stock and Transfer Book/Membership Book 2. Copy of the latest Confirmation of Payment (COP), if any 3. Secretary's Certificate explaining the double filing of General Information Sheet 4. Secretary's Certificate of No Intra-Corporate Dispute 5. Secretary's Certificate (Clarification) 6. Affidavit of the Corporate Secretary (Anti-Dummy Law/One and the Same/Auditor); 7. General Form for Financial Statements for stock	To be provided by client



8. OGA's Acknowledgement on Functional Currency

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Requests corporate records at the Records Unit 1.1 If request is made thru email, fills up request form forwarded by Records Unit, returns the accomplished request form thru email 1.2 If request is made personally, secures number from the guard on duty then proceeds to wait at the Records Unit for the retrieval of corporate records	1. Receives request, retrieves the corporate records and checks the reports submitted 1.1 If reports are not the latest, advises client to submit lacking reports first 1.2 For corporations with latest reports, clients are advised to follow-up within 17 days or wait for the advice of the specialist within 17 days. 1.2.1 Prints Document Index List from ODRS and endorses request and corporate records to Specialist 1.3 Determines compliance, deficiencies and violations, if any. 1.3.1 If no violations or deficiencies are noted, a Monitoring Sheet reflecting compliance is issued. (Process proceeds to agency action 4.)	None	1 hour 2 days 23 hours 20 working days from date of request	Administrative Officer III Administrative Assistant II (Administrative Assistant I) Securities Specialist II Securities Specialist I Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3.2 If not compliant, contact the client to inform him/her of findings of non-compliance.			
2. Client reviews findings of SEC either in person or thru email	2. Presents the findings to the applicant 2.1. If there are deficiencies (such as lacking documents or documents that have to be re-submitted), the same have to be complied with first before MS may be issued. (Return to Client Step 1) 2.2. If there are penalties imposed and/or findings that the party needs only to be informed of and the client is agreeable to the findings presented, the MS with penalty indicated and PAF will be issued and forwarded thru email to the client who will be advised to pay penalty at any of the payment gateways (Proceed to Client Step 3)		1 hour	Securities Specialist I Securities Specialist II Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/)		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		
4. Returns Monitoring Sheet to Records Unit with proof of payment	4. Attaches Monitoring Sheet to corporate file and forwards documents to Office of the Director for review and signature 4.1. Evaluates monitoring sheet; if in	None	30 minutes 45 minutes	Administrative Assistant II (Administrative Assistant I) Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	order, signs the sheet 4.2. Forwards signed monitoring sheet and corporate file to Records Unit for release		15 minutes	Securities Specialist II
5. Receives the signed Monitoring Sheet	5. Presents MS copy of SEC for signature of claimant and subsequently releases signed Monitoring Sheet.	None	30 minutes	Administrative Assistant II (Administrative Assistant I)
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,	23 days, 3 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Series of 1998 (MC8-1998); and Office Order No. 298, Series of 2010		

19. Action on complaint for the Violation of the Right to Inspect/Reproduce Corporate Books and Records

This service details the procedure and documentary requirements for the inspection and/or reproduction of corporate books and records pursuant to SEC Memorandum Circular No. 25, Series of 2020.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements: For Complainant/s (3 original copies of Verified Complaint with supporting documents and an additional copy per Respondent) 1. Verified Complaint 2. Certification Against Forum Shopping duly signed by the complainant 3. An Affidavit duly signed by the complainant alleging the attestations required in Section 3.e. i-iii of MC 25, Series of 2020 4. Supporting documents Basic Requirements: For Respondent/s (3 original copies of Verified Answer with supporting documents) 1. Verified Answer and its attachments	All documentary requirements are to be provided by the parties.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. (Complainant) Proceeds to Office of the Director for the presentation of the Verified Complaint and its attachments	1. Physically receives the verified complaint with necessary attachments and supporting documents.	None	15 minutes	Securities Specialist II
	1.1. Requests for party's contact details and advises to follow-up within three (3) working days for the result of pre-processing.		15 minutes	
	1.2 Forwards the verified complaint to the Director.			
	1.3 Assigns the case to the Securities Counsel.		4 hours	Director
	1.4 Assesses the allegations in the complaint and the completeness of the submitted requirements.		10 working days	(Securities Counsel II) (Securities Counsel I)
	1.4.1 If the submitted documents are incomplete or not compliant with the requirements, processor contacts complainant or representative through email or call of the outcome of the review of the documents.			
	1.4.2 If documents are in order pursuant to MC 25, Counsel issues			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Payment Assessment Form and informs client of its availability through phone or email with advice to pay assessed fees at Landbank or thru Espaysec			
2. (Complainant) Pays the registration fee as indicated in the Payment Assessment Form to any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/		Filing Fee - P 10,130.00 inclusive of Legal Research Fee and Documentary Stamp Tax		
3. (Complainant) Proceeds to EO Receiving Counter for presentation of approved documentary requirements with proof of payment	3. Receives the verified complaint and its attachments with proof of payment of the filing fees and advises client to wait for the advice of the Securities Counsel either through phone or email. 3.1 Forwards the verified complaint and its attachments with proof of payment of the filing fees to the Director. 3.2 Dockets the case and returns documents to handling Securities Counsel. 3.3 Prepares and signs the	None	40 minutes 2 hours within 8 working days from the filing	Administrative Assistant II Director (Securities Counsel)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Summons to the Respondent/s including preparation of its mailing.		of the verified complaint	
4. (Respondent) Files Verified Answer within ten (10) calendar days from receipt of Summons.	4. Receives the Verified Answer filed by the respondent/s and its attachments and advises client to wait for the advise of the Securities Counsel either through phone or email. 4.1 Receives and studies the Papers of both parties, drafts Order resolving the case 4.2 Reviews the Draft Order. 4.2.1 If there are corrections, return the Draft Order to the handling lawyer. 4.2.2 Handling lawyer makes the necessary corrections 4.2.3 If there are no corrections, returns draft to handling lawyer for finalization of the Order. 4.3 Final review and signs Order. 4.4 Prepares mailing letters	None	40 minutes within 15 days from receipt of last required pleading within 8 days from receipt of Draft Order 5 days 5 days 3 hours	Securities Specialist II (Securities Counsel) Director (Securities Counsel) Director (Securities Counsel)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.5 Mails the Order to the parties		4 day	(Administrative Assistant I)
5. (Complainant and/or Respondent) Submit Verified Status Account (VSA), when applicable, in compliance with the Order issued by the Office.	5. Receive and study the VSA/s. 5.1 Draft Resolution on the submission of the VSA/s 5.2. Review the draft Resolution. 5.2.1 If there are corrections, return the Draft Order to the handling lawyer. 5.2.2 Handling lawyer makes the necessary corrections 5.2.3 If there are no corrections, returns draft to handling lawyer for finalization of the Order. 5.3 Final review and signs Order. 5.4 Prepares mailing letters 5.5 Mails the Order to the parties		within 16 days from receipt of last VSA within 7 days from receipt of Draft Resolution 5 days 3 days 3 hours 1 day	(Securities Counsel) Director (Securities Counsel) Director (Securities Counsel) (Administrative Assistant I)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Filing Fee - P 10,130.00 inclusive of Legal Research Fee and Documentary Stamp Tax	For Complaint Proper: 15 days, 6 hours, 35 minutes For Issuance of Final Order: 23 days, 2 hours, 25 minutes For Issuance of Resolution on VSA: 24 days, 2 hours Periods are based on MC 25, Series of 2020	

20. Receipt and Filing of Complaint by Walk-In Clients

This service details the procedure in the filing and receiving of walk-in complaints filed

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B); Government to Citizen (G2C); Government to Government (G2G)
Type of Service	External Services
Who may avail:	General Public*

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Request Form (1 original copy)		Receiving Area		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Registers with the Security Guard Logbook and waits to be called.	1. Give the log book to the Client for signature and secure visit information.	None	5 minutes	Security Guard on duty
2. Discuss complaint with Officer-of-the-day (OD)	2. OD determines jurisdiction of complaint. 2.1. OD recommends appropriate action (filing with the proper Operating Department of the Commission, tribunal or agencies with jurisdiction to act on the subject matter of the complaint). 2.2. OD will ask the client if they have a prepared written complaint.	None	1 hour and 30 minutes	Officer-of-the-day

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. If the Client provides a written complaint and supporting documents, if any.	3. OD receives a written complaint. 3.1. Indorse the same to the Director's Office to	None	15 minutes	Officer-of-the-day
4. Submission of written complaint.	4. The Director's Office will stamp-receive the documents and advise the client that a letter will be sent to notify him/her of the actions to be taken by the department.	None	30 minutes	Director's Office
5. If Client does not have a written complaint	5. OD will provide and instruct the Client to fill-up the EIPD Complaint/Request Form.	None	1 hour	Officer-of-the-day
6. Submission of Request form	6. The Director's Office will stamp-receive the Request form and advise the client that a letter will be sent to notify him/her of the actions to be taken by the department.	None	15 minutes	Director's Office
TOTAL		None	3 hours, 35 minutes	

21. Media Requests for Interview, Information and Update

This service covers requests from the media for interview, information and update from the Koronadal Extension Office.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services*
Who may avail:	Media *

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Request Letter (with complete name, address and contact number of the client) addressed to the Koronadal Extension Office Director	Requesting media partner/outfit

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client sends a request letter indicating the specific data/ information/documents requested through email at seckoreo@sec.gov.ph .	1.1 KOREO staff receives the request letter and gives a timeframe as to when he / she can confirm the interview or give a definite answer to the query.	None	15 minutes	(Administrative Assistant I) Administrative Assistant II
For interview, client includes his/her preferred time and date, and the specific topics/ issues to be discussed.	1.2 For interviews, KOREO staff assesses and endorses the request to the KOREO Director and checks the availability of the KOREO Director/ Subject Matter Expert.		1 hour	(Information Officer)
	For queries, KOREO staff coordinates with			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the Information Officer III to check the availability of the information requested, and prepares the relevant data/documents 1.3 For interviews, KOREO staff confirms the availability of the KOREO Director / Subject Matter Expert. For queries, OCS staff confirms the availability of the information requested.		15 minutes	(Information Officer)
2. Client conducts the interview or receives the information requested and accomplishes the Client Survey Satisfaction.	2. For interviews, the KOREO Director provides the relevant information/documents. For queries, the SEC Information Officer III forwards the relevant information/ documents.	None	30 minutes	Director
TOTAL		None	2 hours	

22. Simple Amendment (Change of Address, Number of Directors/Trustees, Annual Meeting, Fiscal Year)

Simple Application is subject to the issuance of digital certification for Amendment of the Articles of Incorporation and/or By-Laws filed by Domestic Stock or Non-stock corporations concerning the following provisions:

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements (1 set original, 2 set photocopies) 1. Cover Sheet for Amendment 2. Amended Articles of Incorporation and/or By-laws 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/or By-Laws and	Request sample form from Public Assistance Email (crmd_publicassistance@sec.gov.ph) OR download through https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf To be provided by the Applicant To be provided by the Applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names 4. Notarized Secretary's Certificate of no pending case of intra-corporate dispute 5. Monitoring Clearance Additional Requirements, if applicable 1. Endorsement from other government agencies, if applicable (1 original copy) If the provision to be amended is the corporate name, submit:	To be provided by the Applicant Request for monitoring clearance through SEC Extension Office 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



CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
a) Name Verification Slip (1 original)	May secure copy by completing the online name verification process
b) Affidavit of a director, trustees or officer undertaking to change corporate name. (Not required if already stated in the AI)	To be provided by the Applicant
If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit:	May download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/
a.) F-101	
If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit:	May download through SEC Website at http://www.sec.gov.ph/forms-and-fees/primary-registration/
a.) F-102	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Logs on to the eAMEND portal and encodes information and/or uploads documents relating to the amendment application	1.a. If all requirements are complete, assigns application to processor	None	5 working days	Administrative Assistant II
	1.b. Processes application and communicates with client if there are items to be complied with		7 working days	Administrative Assistant II
	1.c. If application is approved by processor, reviews application and approves for payment if		4 hours	Director
	1.d. If application is approved by the Director, prepares the Payment Assessment Form and sends it to client		30 minutes	Administrative Assistant II
2. Pays the filing fee via ESPAYSEC/Land bank and submits proof of	2. Receives and acknowledges payment and instructs client to submit the hard copies of	Please refer here for the fees: https://www.sec.go	30 minutes provided that the payment was confirmed to be already credited in the SEC account	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
payment	the documents previously submitted online	v.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/#gs.c.tab=0		
3. Submits hard copies of the documents for post-audit		None	2 hours	Administrative Assistant II
	3.a. Reviews the documents and communicates with client if there are items to be complied with		40 minutes	Administrative Assistant II
	3.b. If application with OK with processor, prepares certificate		5 minutes	Director
	3.c. Signs certificate		5 minutes	Administrative Assistant II
	3.d. Emails client to claim certificate			
	4. Releases the Certificate	None	20 minutes	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Receives the Certificate	and encodes the details of the application in the system			
TOTAL		Please refer here for the fees: https://www.sec.gov.ph/mc-2017/mc-no-03-s-2017-consolidated-schedule-of-fees-and-charges/#gsc.tab=0	12 working days 8 hours, 10 minutes	

23. Registration of Corporations through SEC - Electronic Simplified Processing of Application for Registration Of Company (SEC - eSPARC)

The SEC - eSPARC is a facility to cater application for registration of One Person Corporation (OPC) and Domestic corporations (stock and non-stock) with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. The system allows the applicant or his duly appointed representative to submit the proposed company name and input details of the articles of incorporation for review of the Commission. Aside from this, applications for the recording of partnerships and license to do business for foreign corporations are now available in the ESPARC.

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B); Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	All Natural and Juridical persons and their representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Stock corporation 1. Cover Sheet* 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. Certificate of Authentication 4. Treasurer's Affidavit* (in case not incorporated in the Articles of Incorporation)	ESPARC-generated ESPARC -generated BIR ESPARC -generated

5. By-Laws 6. Payment Assessment Form (PAF) 7. Electronic Official Receipt (eOR) 8. Digital Certificate of Incorporation 9. Foreign Investments Act (FIA) Application Form (F-100),* if more than 40% foreign equity 10. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction. 11. Endorsement/Clearance from other government agencies, if applicable. 12. Endorsement/Clearance from other departments of the SEC, if applicable. 13. 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; 14. Board Resolution/Certification for incorporators which are juridical entities. 15. Other requirement/s as may be required by the KOREO Director *4 sets of originally signed and notarized/authenticated hard copies to be received by the KOREO Receiving Unit.	ESPARC -generated ESPARC -generated ESPARC -generated Parent Company of the Foreign Corporation and Philippine Embassy/Consulate 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
For non-stock religious' aggregates 1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder *not required if already part of the Articles of Incorporation	ESPARC -generated
For Foundation 1. Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 2. Statement of Willingness to allow the Commission to conduct an audit	Banks eSPARC -generated

For Federation 1. List of Member-Associations certified by the Corporate Secretary	eSPARC-generated template
For Confederation 1. List of Member-Federations certified by the Corporate Secretary	eSPARC-generated template
For condominium corporation/association 1. Notarized Copy of the Master Deed with primary entry of the Register of Deeds 2. Certification that there is no existing similar condominium association within the condominium project	Condominium Developer and Register of Deeds Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
For corporations with Less than Five (5) Incorporators • Cover Sheet • Articles of Incorporation (for stock and non-stock corporations) • By-Laws (for stock and non-stock corporations) • Payment Assessment Form (PAF) • Electronic Official Receipt (eOR) • Digital Certificate of Incorporation • Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity) whose paid-up capital is CASH	ESPARC-generated ESPARC-generated ESPARC-generated ESPARC-generated ESPARC-generated
For One Person Corporation (OPC) • Cover Sheet • Articles of Incorporation • Certificate of Authentication • Acceptance letter of the Nominee and Alternate Nominee • Payment Assessment Form (PAF) • Electronic Official Receipt (eOR) • Digital Certificate of Incorporation	ESPARC-generated ESPARC-generated ESPARC-generated ESPARC-generated ESPARC-generated ESPARC-generated

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceeds to application form at https://esparc.sec.gov.ph/application	1. Verifies proposed company name	None		ESPARC - Generated
1.1 Verifies, reserves, or appeals the proposed company name including trade or business names, if applicable	1.1. System approves/denies the proposed company name in accordance with Memorandum Circular No. 13, series of 2019			
1.1.1. If approved, proceed with the encoding of company information				
1.1.2. If denied, avails of online appeal of rejected names by uploading appeal letter and/or supporting documents in step 1.4				ESPARC - Generated
1.2. Receives OTP (One Time Passcode) through Email	1.2. System acknowledges submission of documents			ESPARC – Generated
1.3. Encodes Company details/information including MC28 and beneficial ownership details.				ESPARC - Generated
1.4. Submits online application and				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
uploads name appeal document/s and other pre-defined additional requirements				
1.5. Receives application Reference Number				
2. Waits for the evaluation of submitted documents	2. Verifies proposed company name and evaluates uploaded documents 2.1. Processor evaluates application and supporting documents	None	8 hours 5 days	Administrative Officer III Securities Counsel I Securities Specialist I / II
3. Receives notification through email	3. System issues compliance e-mail alert if the documents are incomplete or with deficiencies	None		ESPARC - Generated ESPARC - Generated
3.1. If for compliance, opens the existing application using the application reference number provided and complies the deficiencies and/or completes the requirements 3.2. If compliant, uploads duly signed and notarized/authenticated registration documents	3.1. Assigned Processor evaluates uploaded documents for approval 3.2. Generates Payment Assessment Form (PAF) and Approves application if the documents are complete and in order			ESPARC – Generated ESPARC – Generated

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3.2.1. If uploaded registration documents is for compliance, opens the existing application using the application reference number provided and complies the deficiencies and/or completes the requirements 3.2.2. If compliant, receives the Payment Assessment Form (PAF)				
4. Pays the registration fees specified in the Payment Assessment Form (PAF) 4.1 Receives Digital Certificate of Incorporation	4. Issues Electronic Official Receipt (eOR)			eSPAYSEC or LBP On-Coll Facility ESPARC – Generated
5. Proceeds to the EO Counter and submits four (4) sets of originally signed and notarized / authenticated registration documents. Presents and submits 4 copies of the digital COI, copy of the proof of payment of the assessed registration fees	5. Checks the submitted proof of payment and Documentary requirements, receives hard copies of Registration Documents and prints Certificate of Incorporation		1 hour 1 hour 3 hours	Administrative Assistant II Administrative Assistant I Administrative Officer III Administrative Assistant II Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.1. Assigns the ESPARC application to Post Audit Reviewers 5.1.1 Processor conducts post-audit review of submitted documents 5.1.2 If incomplete and/or non-compliant, send notice of compliance through email. 5.1.3 Reviews, signs and forwards the approved certificate to the Releasing Section		1 hour	Securities Counsel I Securities Specialist I / II ESPARC - Generated KOREO Director
6. Proceeds to the EO Releasing Section and presents proof of payment to claim the Certificate of Incorporation	6. Releases Certificate to the applicant		1 hour and 30 minutes	Administrative Assistant II Administrative Assistant I
TOTAL		a) Articles of Incorporation, Stock Corp., with par value:	4 days, 6 hours and 30 minutes from steps 1 to 6	

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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. Miscellaneous Fee: PHP20.00 Stock corp., without par value: 1/5 of 1% of the authorized capital stock computed at PHP 100 per share of the Subscription price of the	(6 days, 6 hrs and 30 minutes)	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Subscribed capital stock, whichever is higher but not less than PHP 2,000.00 plus 1% LRF but not less than P20.00; Miscellaneous Fee: PHP20.00 Articles of Incorporation for non-stock corporation: PHP1,060.00 inclusive of LRF, Miscellaneous Fee and Documentary stamp b) By-Laws for both stock and non-stock corporations:: PHP 1,030.00, inclusive of		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		LRF, Miscellaneous Fee c) Application under the Foreign Investments Act (FIA) – PHP 3,030.00 inclusive of LRF For OPC based on the Authorized capital stock: With par value: 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		

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Without par value: 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 Foreign Investments Act (FIA) Form 100: PHP 3,000.00 Company Name Reservation: PHP 100.00 Each Additional trade name/s: PHP 100.00 Documentary		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00) and Miscellaneous Fee: PHP 20.00 a) Articles of Partnership: 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. and Miscellaneous Fee: PHP 20.00 b) Name reservation: PHP 100.00 for each		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Partnership name and trade name, if applicable; c) Documentary Stamp – PHP 30.00 d) Application under the Foreign Investments Act (FIA) – PHP 3,000.00		

24. Application for Amendment via eAMEND Regular Application

This service details the procedure in applying for amendment (Regular Application)

Division / Office	SEC Koronadal Extension Office (SEC -KOREO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	All registered entities through their Authorized Representatives (Domestic Stock and Non-Stock)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Board Resolution or Secretary's Certificate authorizing the amendment 2. Amended Articles of Incorporation and/or By-Laws showing proposed amendments 3. Treasurer's Affidavit (if applicable) 4. Endorsements from relevant regulatory bodies (if necessary) 5. Monitoring clearance (if applicable) 6. Latest General Information Sheet (GIS) 7. Latest Audited Financial Statements (AFS), if required 8. Affidavit of Undertaking (if Monitoring Clearance is not available) 9. Other supporting documents as required by SEC For templates and complete document guides, visit: https://www.sec.gov.ph/forms-and-templates/	To be furnished by applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Create and credential eSECURE account at https://esecure.sec.gov.ph	Review account registration and approve credentialing	None	varies	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Prepare required documents and submit via eAMEND at https://eamend.sec.gov.ph	Receive and assess completeness of submitted documents	None	2 days	Applicant
3. Monitor email for status update (Pending Review/For Compliance)	Conduct Initial Review and notify client if documents are deficient	None	10 days	Securities Specialist
4. Upon receipt of Payment Assessment Form (PAF), pay required fees through eSPAYSE at https://espaysec.sec.gov.ph	Review payment and issue confirmation	Amendment Filing Fee - Php 2,000.00 (minimum, depending on amendments) Legal Research Fee - 1% of the filing fee but not less than Php 10.00 Other applicable fees - As determined by SEC	2 days	Cashier Section / Revenue Collection Officer
5. Submit originally signed and notarized hard copies of documents with proof of payment to SEC Koronadal Extension Office	Receive, validate and officially log documents	None	Within 30 calendar days	Admin Assistant Securities Specialist
6. Monitor email for final review updates	Conduct Final Review and evaluation of documents	None	10 days	Securities Specialist Legal Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
7. Monitor email for Certificate issuance notification	Issue digital Certificate of Amendment and notify applicant for release of original	None	3 days	(Records Management??)
8. Visit SEC Koronadal Extension Office on scheduled date and present valid ID and proof of payment to claim original Certificate of Amendment	Release original Certificate of Amendment to authorized representative	None	On scheduled date	Admin Assistant
TOTAL		Amendment Filing Fee - Php 2,000.00 (minimum, depending on amendments) Legal Research Fee - 1% of the filing fee but not less than Php 10.00 Other applicable fees - As determined by SEC	27 Days	



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SEC EXTENSION OFFICE

Citizen's Charter, FY 2025 | 1st Edition



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

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations, amending the following provisions or any combinations thereof:

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

Division / Office	Legazpi Extension Office (LEGEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	SEC Registered Domestic Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS:	
1. SEC e-SECURE Account of applicant	Create/apply for e-SECURE account through the following link: https://esecure.sec.gov.ph/
2. System-generated Cover Sheet for Amendment (1 electronic copy - pdf format and 2 original copies)	System-generated from eAMEND Portal https://eamend.sec.gov.ph/

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Amendment Form (1 electronic copy - pdf format and 2 original copies)	System-generated from eAMEND Portal https://eamend.sec.gov.ph/
4. Monitoring Clearance (1 electronic copy - pdf format)	SEC Legazpi Extension Office via google form through the following link: https://tinyurl.com/SECMonitoringReq
SITUATIONAL REQUIREMENTS	
A. For Amendment of Articles of Incorporation of Banks, banking and quasi-banking institutions, Non-stock Savings and Loan Associations (NSSLAs), pawnshops and other financial intermediaries under the regulatory Supervision of the Bangko Sentral ng Pilipinas 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas
B. For Amendment of Articles of Incorporation of Preneed, insurance and trust companies under the regulatory supervision of the Insurance Commission 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Insurance Commission
C. For Amendment of By-Laws of Banks, banking and quasi-banking institutions, Non-stock Savings and Loan Associations (NSSLAs), pawnshops and other financial intermediaries under the regulatory supervision of the Bangko Sentral ng Pilipinas 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas
D. For Amendment of By-Laws of Preneed, insurance and trust companies under the regulatory supervision of the Insurance Commission	Insurance Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	
E. For Amendment of By-Laws of Public Utilities companies 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Concerned Government Agencies
F. For Amendment of By-Laws of Educational Institutions 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Commission on Higher Education (CHED), Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA)
G. For Amendment of By-Laws of corporations engaged in other activities governed by special laws and subject to regulatory supervision by other government agencies 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Other government agencies concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Application via SEC eAmend Portal through the following link: https://eamend.sec.gov.ph/ Remarks: Choose "Simple", fill out all the required details and upload electronic copy of all documentary requirements	1.1 Assign to Processor	None	4 hours	Director I SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Process the application and approve if compliant/has no deficiencies. Payment Assessment Form will be generated and issued to the applicant. Remarks: If the application has deficiencies, it will be tagged for compliance and returned to the applicant with the remarks/instruction of the processor for applicant's compliance and resubmission.	None	2 days	Securities Specialist I Securities Investigator Administrative Assistant SEC Legazpi Extension Office
2. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and receives the Digital Certificate of Amendment	2.1 eAMend system will automatically generate digital Certificate of Amendment	Amendment of Articles of Incorporation or By-laws: Php 1,000.00 Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF):	5 minutes	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		1% of the Filing Fee for amendment (PHP 10.00) Miscellaneous Fees (Handling Fee): Php 20.00		
3. Submit original copies of the documentary requirements at SEC Legazpi Extension Office.	3.1 Evaluate the original copies for post-audit		1 hour	Administrative Assistant II SEC Legazpi Extension Office
	3.2 Stamp "Received" the submitted original copies		1 hour	Administrative Assistant II SEC Legazpi Extension Office
	3.3 Print the Original/Permanent Certificate of Filing Amendment		1 hour	Administrative Assistant II SEC Legazpi Extension Office
4. Claim the Certificate	4.1 Release the Certificate of Filing Amendment	None	55 minutes	Administrative Assistant II SEC Legazpi Extension Office
TOTAL		Amendment of Articles of Incorporation or By-laws: Php 1,000.00 Documentary Stamp Taxes (DST):	3 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee for amendment (PHP 10.00) Miscellaneous Fees (Handling Fee): Php 20.00		

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

This service details the procedure in applying for amendments of the Articles of Incorporation and/or By-laws of Domestic Corporations, amending provisions in the Articles of Incorporation and/or By-Laws not covered in SIMPLE eAMEND.

Division / Office	Legazpi Extension Office (LEGEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	SEC Registered Domestic Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS	
1. SEC e-SECURE Account of applicant	Create/apply for e-SECURE account through the following link: https://esecure.sec.gov.ph/
2. Duly Accomplished Cover Sheet for Amendment (1 electronic copy - pdf format and 2 original copies)	Downloadable at SEC website through the following link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf OR request format from secbicol@sec.gov.ph
3. Amended Articles of Incorporation or By-Laws (1 electronic copy - pdf format and 2 original copies)	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. 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 or By Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders' or members' meeting; and (iv) the tax identification number of the signatories which shall be placed below their names (1 electronic copy - pdf format and 2 original copies)	Download applicable format at SEC website through the following links: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf OR https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf OR request format from secbicol@sec.gov.ph
5. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1 electronic copy - pdf format and 2 original copies)	Downloadable at SEC website through the following link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf OR request format from secbicol@sec.gov.ph
6. Monitoring Clearance (1 electronic copy - pdf format)	SEC Legazpi Extension Office via google form through the following link: https://tinyurl.com/SECMonitoringReq
SITUATIONAL REQUIREMENTS	
A. For Amendment of Articles of Incorporation with change of corporate name or addition of trade name/s 1. Name Verification Slip with Payment Assessment Form (PAF) and electronic Official Receipt (1 electronic copy - pdf format, 2 printed copies)	SEC Legazpi Extension Office via google form through the following link: https://tinyurl.com/SECNameReserve
B. For Amendment of Articles of Incorporation of Banks, banking and quasi-banking institutions, Non-stock Savings and Loan Associations (NSSLAs), pawnshops and other financial intermediaries under the regulatory supervision of the Bangko Sentral ng Pilipinas	Bangko Sentral ng Pilipinas

CHECKLIST OF REQUIREMENTS			WHERE TO SECURE		
1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)					
C. For Amendment of Articles of Incorporation of Preneed, insurance and trust companies under the regulatory supervision of the Insurance Commission			Insurance Commission		
1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)					
D. For Amendment of By-Laws of Banks, banking and quasi-banking institutions, Non-stock Savings and Loan Associations (NSSLAs), pawnshops and other financial intermediaries under the regulatory supervision of the Bangko Sentral ng Pilipinas					
1. File Application via SEC eAmend Portal through the following link: https://eamend.sec.gov.ph/			None	4 hours	Director I SEC Legazpi Extension Office
1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)			Bangko Sentral ng Pilipinas		
Remarks: Choose "Regular", flow and the required details and upload electronic copy of all documentary requirements					
E. For Amendment of By-Laws of Preneed, insurance and trust companies under the regulatory supervision of the Insurance Commission			Insurance Commission		
1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)					
F. For Amendment of By-Laws of Public utility companies and approval of compliant/has no deficiencies. Payment Assessment Form will be generated and issued to the applicant.			Concerned Government Agencies	5 days	Securities Counsel I Securities Investigator Administrative Assistant II SEC Legazpi Extension Office
G. For Amendment of by-Laws of Educational Institutions			Commission on Higher Education (CHED), Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA)		
1. Favorable endorsement (1 electronic copy-pdf format, 1 original, copy and 1 photocopy)					

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Remarks: If the application has deficiencies, it will be tagged for compliance and returned to the applicant with the remarks/instruction of the processor for applicant's compliance and resubmission.			
2. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and submit original copies of the documentary requirements at SEC Legazpi Extension Office	2.1 Evaluate the original copies for post-audit	Amendment of Articles of Incorporation or By-laws: Php 1,000.00 Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee for amendment (PHP 10.00) Miscellaneous Fees (Handling Fee): Php 20.00	1 hour	Administrative Assistant II SEC Legazpi Extension Office
	2.2 Stamp "Received" the submitted original copies		1 hour	Administrative Assistant II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3 Print the Certificate of Filing Amendment		1 hour	Administrative Assistant II SEC Legazpi Extension Office
3. Claim the Certificate	3.1 Release the Certificate of Filing Amendment	None	1 hour	Administrative Assistant II SEC Legazpi Extension Office
TOTAL		Amendment of Articles of Incorporation or By-laws: Php 1,000.00 Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee for amendment (PHP 10.00) Miscellaneous Fees (Handling Fee): Php 20.00	6 days	

3. Application for Addition of New Provisions in the Articles of Incorporation/By-laws and New By-laws of Domestic Corporations (Regular eAMEND)

This service details the procedure in applying for Amendment of Articles of Incorporation or By-laws by adding new provisions, and application for New By-Laws of Domestic Corporations:

Division / Office	Legazpi Extension Office (LEGEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	SEC Registered Domestic Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS:	
1. SEC e-SECURE Account of applicant	Create/apply for e-SECURE account through the following link: https://esecure.sec.gov.ph/
2. Duly Accomplished Cover Sheet for Amendment or New By-Laws (1 electronic copy - pdf format and 2 original copies)	Downloadable at SEC website through the following link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf OR request format from secbicol@sec.gov.ph
3. Amended Articles of Incorporation/By-laws OR New By-Laws (1 electronic copy - pdf format and 2 original copies)	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. 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 or By Laws and indicating the amended provisions OR the adoption of New By-Laws, (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 (1 electronic copy - pdf format and 2 original copies)	Download applicable format at SEC website through the following links: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf OR https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf https://www.sec.gov.ph/wp-content/uploads/2019/11/Trustees_Certificate.pdf OR request format from secbicol@sec.gov.ph
5. Notarized Secretary's Certificate on no pending case of intra-corporate dispute (1 electronic copy - pdf format and 2 original copies)	Downloadable at SEC website through the following link: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf OR request format from secbicol@sec.gov.ph
6. Monitoring Clearance (1 electronic copy - pdf format)	SEC Legazpi Extension Office via google form through the following link: https://tinyurl.com/SECMonitoringReq
SITUATIONAL REQUIREMENTS	
A. For Amendment of Articles of Incorporation of Banks, banking and quasi-banking institutions, Non-stock Savings and Loan Associations (NSSLAs), pawnshops and other financial intermediaries under the regulatory supervision of the Bangko Sentral ng Pilipinas 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
B. For Amendment of Articles of Incorporation of Preneed, insurance and trust companies under the regulatory supervision of the Bangko Sentral ng Pilipinas 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Insurance Commission
C. For New By-Laws of Banks, banking and quasi-banking institutions, Non-stock Savings and Loan Associations (NSSLAs), pawnshops and other financial intermediaries under the regulatory supervision of the Bangko Sentral ng Pilipinas 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas
D. For New By-Laws of Preneed, insurance and trust companies under the regulatory supervision of the Insurance Commission 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Insurance Commission
E. For New By-Laws of Public Utilities companies 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Concerned Government Agencies
F. For New By-Laws of Educational Institutions 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Commission on Higher Education (CHED), Department of Education (DepEd), Technical Education and Skills Development Authority (TESDA)
G. For New By-Laws of corporations engaged in other activities governed by special laws and subject to regulatory supervision by other government agencies 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Other government agencies concerned

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Application via SEC eAmend Portal through the following link: https://eamend.sec.gov.ph/ Remarks: Choose “Regular”, fill out all the required details and upload electronic copy of all documentary requirements	1.1 Assign to Processor	None	4 hours	Director I SEC Legazpi Extension Office
	1.2 Process the application and approve if compliant/has no deficiencies. Payment Assessment Form will be generated and issued to the applicant. Remarks: If the application has deficiencies, it will be tagged for compliance and returned to the applicant with the remarks/instruction of the processor for applicant’s compliance and resubmission.		8 days	Securities Counsel I Securities Counsel II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and submit original copies of the documentary requirements at SEC Legazpi Extension Office	2.1 Assess/Evaluate the original copies for post-audit	Amendment of Articles of Incorporation OR NewBy-laws: Php 1,000.00 Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee: PHP 10.00 Miscellaneous Fees (Handling Fee): Php 20.00	1 hour	Administrative Assistant II SEC Legazpi Extension Office
	2.2 Stamps "Received" the submitted original copies		1 hour	Administrative Assistant II SEC Legazpi Extension Office
	2.3 Print the Certificate of Filing Amendment		1 hour	Administrative Assistant II SEC Legazpi Extension Office
3. Claim the Certificate	3.1 Release the Certificate of Filing Amendment	None	1 hour	Administrative Assistant II SEC Legazpi Extension Office
TOTAL		Amendment of Articles of Incorporation OR NewBy-laws: Php 1,000.00	9 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee: PHP 10.00 Miscellaneous Fees (Handling Fee): Php 20.00		

4. Application for Amendment of Articles of Partnerships (Regular eAMEND)

This service details the procedure in applying for amendments of the Articles of Partnerships:

Division / Office	Legazpi Extension Office (LEGEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	SEC Registered Partnerships

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. SEC e-SECURE Account of applicant	Create/apply for e-SECURE account through the following link: https://esecure.sec.gov.ph/
2. Duly Accomplished Coversheet for Amendment (1 electronic copy - pdf format and 2 original copies)	SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
3. Amended Articles of Partnership (1 electronic copy - pdf format and 2 original copies)	To be provided by the client
SITUATIONAL REQUIREMENTS	
A. For amendment of partnership name 1. Name Verification Slip with Payment Assessment Form (PAF) and electronic Official Receipt for applications for amendment with change of corporate name or addition of trade name/s (1 electronic copy - pdf format, 2 printed copies)	SEC Legazpi Extension Office via google form through the following link: https://tinyurl.com/SECNameReserve

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
B. For change of partnership interest or withdrawal/change of partners 1. Deed of Assignment of partnership interest or withdrawal /resignation/retirement of partner if the provision to be amended is the change of partner(1 electronic copy-pdf format, 1 original copy and 1 photocopy)	To be provided by the client
C. To have foreign equity/interest 1. Duly Accomplished SEC Form F-106 (1 electronic copy and 2 original copies)	Download form from SEC website at www.sec.gov.ph or request copy from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
D. For partnership with foreign equity/interest increasing further the foreign equity/interest 1. Duly Accomplished SEC Form F-107 (1 electronic copy and 2 original copies)	Download through SEC Website at www.sec.gov.ph OR request from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
E. For Money changer and remittances services 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas
F. For Insurance companies 1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Insurance Commission

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Application via SEC eAmend Portal through the following link:	1.1 Assign to Processor	None	4 hours	Director I SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
https://eamend.sec.gov.ph/ Remarks: Choose “Regular”, fill out all the required details and upload electronic copy of all documentary requirements				
	1.2 Process the application. If the application and approve if compliant/has no deficiencies. Payment Assessment Form will be generated and issued to the applicant. Remarks: If the application has deficiencies, it will be tagged for compliance and returned to the applicant with the remarks/instruction of the processor for applicant’s compliance and resubmission.		5 days	Securities Counsel I Securities Investigator SEC Legazpi Extension Office
2. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and submit original copies of the	2.1 Assess/Evaluate the original copies for post-audit	Amendment of Articles of Partnership: Php 2,000.00	1 hour	Administrative Assistant II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
documentary requirements at SEC Legazpi Extension Office		Amendment of Articles of Partnership with Increase of Capital: $\frac{1}{2}$ of 1% of the Partnership's Capital but not less than Php 2,000.00 Deed of Assignment of Partner's Interest: Php 2,000.00 per Deed Withdrawal of Partner: Php 1,000.00 Amendment by increasing foreign equity (FIA Forms): Php 3,000.00 Documentary Stamp Taxes (DST) per document: Php 30.00 Legal Research Fee (LRF): 1% of the assessed Filing Fees - minimum of PHP 20.00 Miscellaneous Fees (Handling Fee):		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Php 20.00		
	2.2 Stamps "Received" the submitted original copies		1 hour	Administrative Assistant II SEC Legazpi Extension Office
	2.3 Print the Certificate of Filing Amendment		1 hour	Administrative Officer III Administrative Assistant II SEC Legazpi Extension Office
3. Claim the Certificate	3.1 Release the Certificate of Filing Amendment	None	1 hour	Administrative Assistant II SEC Legazpi Extension Office
TOTAL		Amendment of Articles of Partnership: Php 2,000.00 Amendment of Articles of Partnership with Increase of Capital: $\frac{1}{2}$ of 1% of the Partnership's Capital but not less than Php 2,000.00 Deed of Assignment of Partner's Interest: Php 2,000.00 per Deed	6 days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Withdrawal of Partner: Php 1,000.00 Amendment by increasing foreign equity (FIA Forms): Php 3,000.00 Documentary Stamp Taxes (DST) per document: Php 30.00 Legal Research Fee (LRF): 1% of the assessed Filing Fees - minimum of PHP 20.00 Miscellaneous Fees (Handling Fee): Php 20.00		

5. Increase of Authorized Capital Stock by way of Cash

This service details the procedure on application for increase of capital stock by way of Cash. This is pursuant to Section 37 of the Revised Corporation Code which grants stock corporations the power to increase authorized capital stock subject to the approval of the Commission.

Division / Office	SEC Legazpi City Extension Office (SEC - LEGEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Services	External Services
Who may avail	Registered Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS:	
1. Duly Accomplished Cover Sheet - (1 electronic copy-pdf format and 2 original copies)	Request prescribed Cover Sheet form from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
2. Certificate of Increase of Capital Stock - (1 electronic copy-pdf format and 2 original copies)	Request prescribed form/template from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
3. Treasurer's Affidavit - (1 electronic copy -pdf format and 2 original copies)	Request prescribed form/template from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
4. Directors' certificate - (1 electronic copy-pdf format and 2 original copies)	Request prescribed form/template from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
5. Amended Articles of Incorporation - (1 electronic copy-pdf format and 2 original copies)	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	To be prepared by the Company. Company may request sample from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary - (1 electronic copy-pdf format and 2 original copies)	
7. Secretary's Certificate on non-existence of intra-corporate dispute - 2 original copies (1 electronic copy-pdf format and 2 original copies)	Request form/template from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders - (1 electronic copy-pdf format and 2 original copies)	Request prescribed form/template from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
9. Monitoring Clearance (1 electronic copy-pdf format)	Request from SEC - Legazpi Extension Office via google form through the following link: https://tinyurl.com/SECMonitoringReq
SITUATIONAL REQUIREMENTS	
A. If payment for subscription is already reflected in the Audited Financial Statements as of the last fiscal year stamped received by Bureau of Internal Revenue and SEC. 1. QR Code page of the Audited Financial Statements as of last fiscal year (1 electronic copy-pdf format)	Secure QR Code from the eFAST (Electronic Filing and Submission Tool) Account of the company/filer
B. For listed companies; companies who offer or sell securities to the public; companies with secondary license; financing and lending companies; and corporations where payment to subscription to the increase is more than P50,000,000.00 1. Special Audit Report (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	To be provided by the company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
C. For corporations not falling under situation B above 1. 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. (1 electronic copy-pdf format, 1 original copy and 1 photocopy) Remarks: Per Memorandum Circular No. 11 Series of 2016	To be provided by the company. Client may request sample template from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
D. For Rural banks 1. 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 Bangko Sentral ng Pilipinas (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas
2. 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 Bangko Sentral ng Pilipinas annexed to the notarized certification(1 electronic copy-pdf format, 1 original copy and 1 photocopy)	To be provided by the Company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
E. For domestic stock corporations increasing its equity to more than 40% 1. Duly Accomplished SEC Form F-101 (1 electronic copy and 2 original copies)	Download form from SEC website at www.sec.gov.ph or request copy from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
F. For domestic stock corporations with more than 40% foreign equity further increasing its foreign equity 1. Duly Accomplished SEC Form F-102 (1 electronic copy and 2 original copies)	Download form from SEC website at www.sec.gov.ph or request copy from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
G. For Banks, banking and quasi-banking institutions, Non-stock Savings and Loan Associations (NSSLAs), pawnshops and other financial intermediaries subject to regulatory supervision by the Bangko Sentral ng Pilipinas 1. Favorable endorsement (1 electronic copy, 1 original copy, 1 photocopy)	Bangko Sentral ng Pilipinas, Financial Supervision Department
H. For Preneed, insurance and trust companies and other companies subject to regulatory supervision by the Insurance Commission 1. Favorable endorsement (1 electronic copy, 1 original copy, 1 photocopy)	Insurance Commission, Licensing Division
I. For other companies/business activities subject to regulatory supervision of government agencies other than the Bangko Sentral ng Pilipinas or Insurance Commission, as may be determined by the SEC Legazpi Extension Office 1. Favorable endorsement (1 electronic copy, 1 original copy, 1 photocopy)	Appropriate Government Agency pursuant to the instruction of SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the electronic copy of the requirements via email to secbicol.sec.gov.ph	1.1 Forward the application to the Director	None	1 day	Administrative Assistant II Information Officer II SEC Legazpi Extension Office
	1.2 Assign the application to processor	None	4 hours	Director I SEC Legazpi Extension Office
	1.3 Check if all the requirements are submitted and acknowledge receipt of the application via email Remarks, if there are lacking requirements, client will be advised via email to submit the lacking requirements.	None	2 days	Securities Specialist II Securities Investigator SEC Legazpi Extension Office
	1.4 Review the contents of the requirements and advise client via email to submit application documents if no findings of deficiencies. Remarks: In case of findings of deficiencies/ non-compliance with the	None	8 days	Securities Specialist II Securities Investigator SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	requirements, the processor will send checklist of deficiencies to the client's email address for the client's compliance and resubmission.			
2. Submit the application requirements to the SEC Legazpi Extension Office Remarks: For the number of copies and type of copy (whether original or photocopy), please refer to the checklist of requirements above.	2.1 Receive the application requirements and forward to the processor for checking if complete and compliant.	None	1 hour	Administrative Assistant II SEC Legazpi Extension Office
	2.1 Evaluate the application requirements if complete and compliant and send Payment Assessment Forms for amendment and for increase via email to the client. Remarks: If not complete and compliant, client will be advised via email to comply.		3 days	Securities Specialist II Securities Investigator SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and send the electronic official receipt to secbicol@sec.gov.ph	3.1 Acknowledge payment via email.	1. Amended Articles of Incorporation – PHP 1,010* Plus 2. Increase of Capital Stock - **For corporation with par value – 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher **For corporation without par value – 1/5 of 1% of the increase in capital stock computed at 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 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital	1 day	Securities Specialist II Securities Investigator SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stock but not less than PHP 10.00 4. Documentary Stamp tax of PHP 60.00 *Inclusive of LRF of PHP 10.00 ***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		
	3.2 Print 2 copies of the Payment Assessment Forms and electronic Official Receipts, attach the same to the application documents and forward all documents to the receiving officer	None	1 hour	Securities Specialist II Securities Investigator SEC Legazpi Extension Office
	3.3 Stamp receive the application documents and forward to Administrative Officer III	None	2 hours	Administrative Assistant II SEC Legazpi Extension Office
	3.4 Encode the application to the	None	4 hours	Administrative Officer III SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	database, prepare and print the Certificate of Increase and Certificate of Amendment and forward to the Director			
	3.5 Review and sign the Certificates and forward to Administrative Assistant II		2 hours	Director I SEC Legazpi Extension Office
	3.6 Advise client via email that the Certificates are ready for pick-up		4 hours	Administrative Assistant II SEC Legazpi Extension Office
4. Claim the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation at the SEC Legazpi Extension Office	4.1 Release the duly approved Certificate of Increase of Capital Stock and Amended Articles of Incorporation and forward file copy to the Administrative Assistant II for recording and filing.	None	1 hour	Administrative Assistant II Information Officer II SEC Legazpi Extension Office
TOTAL		1. Amended Articles of Incorporation – PHP 1,010* Plus	17 days, 3 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2. Increase of Capital Stock - **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 **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 3. LRF -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		4. Documentary Stamp tax of PHP 60.00 *Inclusive of LRF of PHP 10.00 ***For Corporations with FIA Application - Additional PHP 3,060, inclusive of LRF of PHP 30.00 and DST of PHP 30.00		

6. Request for Certificate of No Derogatory Information

This service details the procedure on Issuance of Certificates of No Derogatory Information. The Certificate states that the company has not been dissolved nor has received any information derogatory to the corporation that would prevent it from exercising its primary franchise.

Division/Office:	SEC Legazpi City Extension Office (SEC - LEGEO)
Classification:	Simple (3days)
Type of Transaction:	Government to Business (G2B)
Type of Service:	External Service
Who may avail:	Registered Corporations and Partnerships

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS	
1. Duly accomplished SEC FORM 2015-001 (1 Electronic Copy - PDF format)	Download SEC Form 2015-001 from SEC Website through the following link: https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC-Form-2015-001-Revised2.pdf
2. Monitoring Clearance (1 Electronic Copy-PDF format) Remarks: Not applicable to partnerships.	Request from SEC - Legazpi Extension Office through the following link: https://tinyurl.com/SECMonitoringReq

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit request through Google Form via this link: http://tinyurl.com/NoDerog	1. 1 Evaluate the request and verify company status/records from SEC database	None	1 day, 4 hours	Securities Specialist II SEC Legazpi Extension Office
	1.2 Prepare and send the Payment Assessment Form to client's email address		1 hour	Securities Specialist II SEC Legazpi Extension Office
2. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and send the electronic official receipt to secbicol@sec.gov.ph	2.1 Validate the Payment and print the Certificate of No Derogatory Information .	Certification Fee – PHP 500 Documentary Stamp Tax – PHP 30	1 day	Securities Specialist II SEC Legazpi Extension Office
	2.2 Review the application and sign the Certificate of No Derogatory Information.		2 hours	Director I SEC Legazpi Extension Office
3. Claim the certificate at SEC Legazpi Extension Office	3.1 Release the Certificate of No Derogatory Information (CNDI) to the client.	None	1 hour	Securities Specialist II SEC Legazpi Extension Office
TOTAL		PHP 530.00	3 days	

7. Request for 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.

Division / Office	SEC Legazpi City Extension Office (SEC - LEO)
Classification	Simple (3days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Services	External Services
Who may avail	SEC Clients/ Stakeholders/ Customers/ General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Freedom of Information (FOI) Form (1 electronic copy-pdf format)	Request copy of form via email from SEC Legazpi Extension Office at secbicol@sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send request to SEC Legazpi Extension Office through Google Forms via http://tinyurl.com/SECReqCopy	1.1 Evaluate the request and verify the availability of records from SEC database	None	1 day	Administrative Assistant II SEC Legazpi Extension Office
	1.2 Prepares and issues Payment Assessment		1 hour	Administrative Assistant II SEC Legazpi Extension Office

	Form (PAF) to client's email			
2. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and send the electronic official receipt to secbicol@sec.gov.ph .	2.1 Validate the Payment	Plain copy: PhP1500 for Articles of Incorporation, By laws, General Information Sheet; PhP50/page for other documents Authenticated copy: PhP2000 for Articles of Incorporation, By laws, General Information Sheet; PhP100/page for other documents	3 hours	Administrative Assistant II Information Officer II SEC Legazpi Extension Office
	2.2 Prepare the requested documents and inform client via email that the requested documents are ready for pick up.	None	2 hours	Administrative Assistant II Information Officer II SEC Legazpi Extension Office
3. Claim the requested documents at SEC Legazpi Extension Office	3. Release the requested documents	None	30 minutes	Administrative Assistant II Information Officer II SEC Legazpi Extension Office
TOTAL		Plain copy: PhP1500 for Articles of Incorporation, By laws, General	1 day, 6 hours, 30 minutes	

	Information Sheet; PhP50/page for other documents Authenticated copy: PhP2000 for Articles of Incorporation, By laws, General Information Sheet; PhP100/page for other documents		
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8. Registration of Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) Regular Processing

This service details the procedure for registration of One Person Corporations (OPC) and Domestic Corporations (stock or non-stock) with two (2) or more incorporators but not more than fifteen (15). This service does not apply to applications for registration of partnerships and licensing of foreign corporations, lending companies and financing companies.

Division / Office:	SEC Legazpi Extension Office (LEGEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B)
Type of Service:	External Service
Who may avail:	Natural persons and Juridical entities and/or their representatives who wish to register a corporation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS:	
1. Cover Sheet (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	System-generated downloadable from the client's ESPARC's account
2. Articles of Incorporation (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	System-generated downloadable from the client's ESPARC's account
3. By Laws (1 electronic copy-pdf format, 1 original copy and 1 photocopy) Remarks: Not required for One Person Corporations and Corporation Sole	System-generated downloadable from the client's ESPARC's account
4. Certificate of Authentication (electronic copy-pdf format, 1 original copy and 1 photocopy)	System-generated downloadable from the client's ESPARC's account

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Electronic Official Receipt as Proof of Payment (2 electronic copies)	Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/
6. Digital copy of Certificate of Incorporation (E-Certificate)(2 electronic copies)	System-generated downloadable from the client's ESPARC's account
7. Application Summary Form (1 electronic copy)	System-generated downloadable from the client's ESPARC's account
SITUATIONAL REQUIREMENTS:	
A. For Corporations with more than 40% foreign equity:	
1. Application Form for registration under the Foreign Investments Act of 1991 (R.A. 7042, as amended) Form F100) (electronic copy-pdf format, 1 original and 1 photocopy)	System-generated downloadable from the client's ESPARC's account
B. For Foundations:	
1. Notarized certificate of bank deposit of the contribution which shall not be less than P1,000,000.00 (electronic copy-pdf format, 1 electronic copy, 1 original and 1 photocopy)	To be provided by the applicant
2. Statement of willingness to allow the Commission to conduct an audit (1 electronic copy-pdf format, 1 original and 1 photocopy)	To be provided by the applicant
C. For Religious corporations:	
1. Affidavit of affirmation or verification by the chief priest, rabbi, minister or presiding elder (1 electronic copy-pdf format, 1 original and 1 photocopy)	System-generated downloadable from the client's ESPARC's account
D. For Banks, banking and quasi-banking institutions, Non-stock Savings and Loan Associations (NSSLAs), pawnshops and other financial intermediaries subject to regulatory supervision by the	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Bangko Sentral ng Pilipinas	
1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy, and 1 photocopy)	Bangko Sentral ng Pilipinas, Financial Supervision Department
E. For Preneed, insurance and trust companies and other companies subject to regulatory supervision by the Insurance Commission	
1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Insurance Commission, Licensing Division
F. For Federations:	
1. Certified list of member-associations by corporate secretary or president (electronic copy-pdf format, 1 original copy and 1 photocopy)	To be provided by applicant
G. For Condominium corporations/associations:	
1. Master Deed with primary entry of the Register of Deeds (Should secure annotation on the Master Deed from the Register of Deeds where the condominium is situated) (electronic copy-pdf format, 1 original copy and 1 photocopy)	To be provided by applicant
2. Certification that there is no other existing similar condominium association within the condominium project (electronic copy-pdf format, 1 original copy and 1 photocopy)	To be provided by applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant clicks the link provided in the SEC	1.1 Review the proposed name.	None	1 day, 7 hours	Administrative Officer III Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
website to the eSPARC system to submit the proposed company name and input details of the articles of incorporation and/or by-laws and submits the said application for review by the Commission.				SEC Legazpi Extension Office
	1.2 Review and pre-approve the application after which a system-generated email is sent to the client with the instruction to download the registration documents then upload the signed and authenticated/notarized registration documents in the system.		3 days	Securities Counsel II Securities Specialist II Administrative Officer III Administrative Assistant II SEC Legazpi Extension Office
2. Download the articles of incorporation and/or by-laws from the system, or prepare own form of	2.1 Compare details in uploaded documents to data encoded by applicant and approve	None	2 days	Securities Counsel II Securities Specialist II Administrative Officer III Administrative Assistant II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
articles of incorporation and/or by-laws ensuring the same details as that inputted, for signature of the incorporators and notarization/authentication then upload signed and notarized/authenticated registration documents.	application for payment.			
	2.2 A system-generated Payment Assessment Form is sent to the applicant through email with the instruction to pay the assessed registration fees.		1 minute	
3. Pay the registration fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/)	3.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	<u>For stock corporation based on the authorized capital stock:</u> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 <u>Without par value:</u> 1/5 of 1% of the authorized capital stock computed at PHP 100 per share but	1 minute	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		not less than PHP 2,000 or the issue value of the subscribed capital stock whichever is higher <u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000 <u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000 <u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00 <u>Company Name Reservation:</u> PHP 100.00 <u>Each additional trade name/s:</u> PHP 100.00 plus Php100.00 for name integration <u>Documentary Stamp Tax:</u> PHP 30.00 <u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)		
	3.2 A system-generated Registration Approved email is sent to the applicant with the link		2 minutes	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	to the Digital Certificate of Incorporation.			
TOTAL		<u>For stock corporation based on the authorized capital stock:</u> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 <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 <u>By-Laws for both stock and non-stock corporations:</u> PHP 1,000 <u>Articles of Incorporation for non-stock corporation:</u> PHP 1,000 <u>Foreign Investments Act (FIA) Form 100:</u> PHP 3,000.00 <u>Company Name Reservation:</u> PHP 100.00	6 days, 7 hours, 4 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>Each additional trade name/s: PHP 100.00 plus Php100.00 for name integration</u> <u>Documentary Stamp Tax: PHP 30.00</u> <u>Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)</u>		

9. Registration of Financing and Lending Corporations through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) Regular Processing

This service details the procedure for registration of Financing and Lending Corporations with two (2) or more incorporators but not more than fifteen (15). This service does not apply to applications for registration of partnerships and licensing of foreign corporations.

Division / Office:	SEC Legazpi Extension Office (LEGEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B)
Type of Service:	External Service
Who may avail:	Natural persons and Juridical entities and/or their representatives who wish to register a corporation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS:	
1. Cover Sheet (1 electronic copy-pdf format and 2 printed copies)	System-generated downloadable from the client's ESPARC's account
2. Articles of Incorporation (1 electronic copy-pdf format and 2 original copies)	System-generated downloadable from the client's ESPARC's account
3. By Laws (1 electronic copy-pdf format, 2 original copies)	System-generated downloadable from the client's ESPARC's account
4. Certificate of Authentication (1 electronic copy-pdf format and 2 original copies)	System-generated downloadable from the client's ESPARC's account
5. Treasurer's Affidavit (1 electronic copy-pdf format and 2 original copies)	System-generated downloadable from the client's ESPARC's account
6. Application Form (1 electronic copy-pdf format and 2 original)	System-generated downloadable from the client's ESPARC's account

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
copies)	
7. Information Sheet (1 electronic copy-pdf format and 2 original copies)	System-generated downloadable from the client's ESPARC's account
8. NBI Clearance of ALL Incorporators and Stockholders (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	To be provided by the client
9. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 (1 electronic copy-pdf format and 2 original copies) Remarks: Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD) or with attached email confirmation sent by the AMLD-EIPD stating that the Sworn Certification was duly received	To be provided by the client
10. Notarized Bank Certificate of Deposit of the Treasurer-in-Trust account covering the total paid-up capital (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	To be provided by the client
11. Electronic Official Receipt as Proof of Payment (2 printed copies)	Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/
12. Application Summary Form (1 electronic copy)	System-generated downloadable from the client's ESPARC's account
SITUATIONAL REQUIREMENTS	
A. For Financing Companies	
1. Personal Information Sheet of Directors and Officers (1 electronic copy-pdf format and 2 original copies)	To be provided by the client
2. Format of Disclosure Statement on Loan/Credit Transactions (1 electronic copy-pdf format and 2 original copies)	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
B. For Financing and Lending Companies with more than 40% foreign equity:	
1. Application Form for registration under the Foreign Investments Act of 1991 (R.A. 7042, as amended) Form F100) (electronic copy-pdf format, 1 original copy and 1 photocopy)	System-generated downloadable from the client's ESPARC's account
C. For Financing and Lending Companies with FOREIGN Directors and Officers	
1. Alien Certificate of Registration Card/Immigrant Certificate of Residence Card (1 electronic copy-pdf format and 2 photocopies)	To be provided by client
2. Passport Showing Valid Visa or Stay in the Philippines (1 electronic copy-pdf format and 2 photocopies)	To be provided by client
3. Clearance from the Bureau of Immigration (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	To be provided by client
D. For Financing Company which is a subsidiary or affiliate of a bank and/or non-bank financial institution with quasi-banking license:	
1. Clearance from Bangko Sentral ng Pilipinas (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas
E. For Financing Companies with more than 40% foreign participation in voting stock; OR if total assets is PhP50M or more; OR if commercial paper issuer, either exempt or registered:	
1. Manual on Corporate Governance (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	To be provided by client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Board Resolution on the Adoption of Manual on Corporate Governance certified by the Corporate Secretary (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	To be provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant clicks the link provided in the SEC website to the eSPARC system to submit the proposed company name and input details of the articles of incorporation and/or by-laws and submits the said application for review by the Commission.	1.1 Review the proposed name.	None	1 day, 7 hours	Administrative Officer III Securities Counsel II SEC Legazpi Extension Office
	1.2 Review and pre-approve the application after which a system-generated email is sent to the client with the instruction to download the registration documents then upload the signed and authenticated/notarize		3 days	Securities Counsel II Securities Specialist II Administrative Officer III Administrative Assistant II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	d registration documents in the system.			
2. Download the articles of incorporation and/or by-laws from the system, or prepare own form of articles of incorporation and/or by-laws ensuring the same details as that inputted, for signature of the incorporators and notarization/authentication then upload signed and notarized/authenticated registration documents.	2.1 Compare details in uploaded documents to data encoded by applicant and approve application for payment.	None	2 days	Securities Counsel II Securities Specialist II Administrative Officer III Administrative Assistant II SEC Legazpi Extension Office
	2.2 A system-generated Payment Assessment Form is sent to the applicant through email with the instruction to pay the assessed registration fees.		1 minute	None
3. Pay the registration fee at any of the payment	3.1 A system-generated Confirmation of Payment email is	<u>Articles of Incorporation:</u> <u>With par value:</u>	1 minute	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/)	immediately sent to the applicant with a link to the electronic official receipt.	1/5 of 1% of the authorized capital stock but not less than Php 2,000 <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 <u>By-Laws:</u> Php 1,000 <u>Licensing Fee/ Application for Certificate of Authority to Operate as a Financing/Lending Company (Head Office)</u> 1/10 of 1% of the paid-up capital <u>Foreign Investments Act (FIA) Form 100:</u> Php 3,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>Company Name Reservation:</u> Php 100.00 <u>Each additional trade name/s:</u> Php 100.00 plus Php100.00 for name integration <u>Documentary Stamp Tax:</u> Php 30.00 <u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Php 10.00		
4. Submit the requirements to Legazpi Extension Office.	4.1 Assess/Evaluate if the documents are consistent with the documents uploaded in eSPARC, and forward the documents to the receiving officer. Remarks: If the documents are not consistent, advise client to submit the identical documents uploaded in eSPARC	None	30 min	Administrative Assistant II Information Officer II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2 Stamps “received” the hard copies of the registration	None	30 min	Administrative Assistant II SEC Legazpi Extension Office
	4.3 Print the Certificate of Incorporation and forward to Director I for signature	None	15 min	Administrative Assistant II SEC Legazpi Extension Office
	4.4 Signs the Certificate of Incorporation	None	15 min	Director I SEC Legazpi Extension Office
5. Claim the certificate	5.1. Release the Certificate of Incorporation and client’s copy of registration documents to client.	None	30 min	Administrative Assistant II Information Officer II SEC Legazpi Extension Office
TOTAL		Articles of Incorporation: <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than Php 2,000 <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	6 days, 9 hours, 2 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		issue value of the subscribed capital stock whichever is higher <u>By-Laws:</u> Php 1,000 <u>Licensing Fee/ Application for Certificate of Authority to Operate as a Financing/Lending Company (Head Office)</u> 1/10 of 1% of the paid-up capital <u>Foreign Investments Act (FIA) Form 100:</u> Php 3,000.00 <u>Company Name Reservation:</u> Php 100.00 <u>Each additional trade name/s:</u> Php 100.00 plus Php100.00 for name integration		

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

10. Registration of Partnerships through the ESPARC (Electronic Simplified Processing of Application for Registration of Company) Regular Processing

This service details the procedure for registration of Partnerships, whether General, Limited or Professional Partnerships.

Division & Department/Office:	SEC Legazpi Extension Office (LEGEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Citizen (G2C), Government to Business (G2B)
Type of Service:	External Service
Who may avail:	Natural persons and Juridical entities and/or their representatives who wish to register a corporation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS:	
1. Cover Sheet (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	System-generated downloadable from the client's ESPARC's account
2. Articles of Partnership (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	System-generated downloadable from the client's ESPARC's account
3. Electronic Official Receipt as Proof of Payment (2 electronic copies)	Sent through their e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/
4. Application Summary Form (1 electronic copy)	System-generated downloadable from the client's ESPARC's account
SITUATIONAL REQUIREMENTS:	
A. For Partnerships with more than 40% foreign equity:	
1. Application Form for registration under the Foreign	System-generated downloadable from the client's ESPARC's account

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Investments Act of 1991 (R.A. 7042, as amended) Form F105) (electronic copy-pdf format, 1 original copy and 1 photocopy)	
B. For Money changer and remittances services:	
1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas
C. For Insurance companies	
1. Favorable endorsement (1 electronic copy-pdf format, 1 original copy and 1 photocopy)	Insurance Commission

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Applicant clicks the link provided in the SEC website to the Esparc system to submit the proposed company name and input details of the articles of partnership and submits the said application for review by the Commission.	1.1 Review the proposed name.	None	1 day, 6 hours	Administrative Officer III Securities Counsel II SEC Legazpi Extension Office
	1.2 Review and pre-approve the application after which		3 days	Securities Counsel II Securities Specialist II Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	a system-generated email is sent to the client with the instruction to download the registration documents then upload the signed and notarized registration documents in the system.			Administrative Assistant II SEC Legazpi Extension Office
2. Download the articles of partnership from the system, or prepare own form of articles partnership ensuring the same details as that inputted, for signature of the partners and notarization, then upload electronic copy of the signed and notarized registration documents.	2.1 Compare details in uploaded documents to data encoded by applicant and approve application for payment.	None	2 days	Securities Counsel II Securities Specialist II Administrative Officer III Administrative Assistant II SEC Legazpi Extension Office
	2.2 A system-generated Payment Assessment Form is sent to the applicant through email with the		1 minute	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	instruction to pay the assessed registration fees.			
3. Pay the registration fee at any of the payment gateways (LandBank or SEC payment portal through https://espaysec.sec.gov.ph/)	3.1 A system-generated Confirmation of Payment email is immediately sent to the applicant with a link to the electronic official receipt.	<u>Articles of Partnership:</u> 1/5 of 1% of the Partnership's Capital but not less than Php 2,000 <u>Foreign Investments Act (FIA) Form 105:</u> Php 3,000.00 <u>Documentary Stamp Tax:</u> Php 30.00 <u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Php 10.00	1 minute	None
4. Submit the requirements to Legazpi Extension Office.	4.1 Assess/Evaluate if the documents are consistent with the documents uploaded in eSPARC, and forward the documents to the receiving officer. Remarks: If the documents are not consistent, advise client to submit	None	30 min	Administrative Assistant II Information Officer II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the identical documents uploaded in eSPARC			
	4.2 Stamps “received” the hard copies of the registration	None	30 min	Administrative Assistant II SEC Legazpi Extension Office
	4.3 Print the Certificate for registration of partnership	None	15 min	Administrative Assistant II SEC Legazpi Extension Office
5. Claim the certificate	5.1. Release the Certificate and client’s copy of registration documents to client.	None	30 min	Administrative Assistant II Information Officer II SEC Legazpi Extension Office
TOTAL		<u>Articles of Partnership:</u> 1/5 of 1% of the Partnership's Capital but not less than Php 2,000 <u>Foreign Investments Act (FIA) Form 105:</u> Php 3,000.00 <u>Documentary Stamp Tax:</u> Php 30.00 <u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Php 10.00	6 days, 7 hours, 47 minutes	

11. Request for Monitoring Clearance of Domestic Corporations (Ordinary Stock and Non-Stock)

This service details the procedure on Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) and issuance of monitoring clearance. The monitoring process determines the corporation's compliance with reportorial and other requirements and assesses penalties for violations or non-compliance.

Division/Office:	SEC Legazpi City Extension Office (SEC - LEGEO)
Classification:	Complex (7 days)
Type of Transaction:	Government to Business (G2B)
Type of Service:	External Service
Who may avail:	Registered Stock and Non-stock Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS	
1. QR Code page of Latest due General Information Sheet (GIS) accepted in eFAST (1 electronic copy-PDF format) Remarks: Not mandatory for newly registered corporations if the first GIS is not yet due. Newly registered corporations refers to those registered during the current year or last year	Secure QR Code page from the eFAST (Electronic Filing and Submission Tool) Account of the company/filer
2. QR Code page of the Latest due Annual Financial Statements (AFS) accepted in eFAST (1 electronic copy-PDF format) Remarks:	Secure QR Code page from the eFAST (Electronic Filing and Submission Tool) Account of the company/filer

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Not mandatory for newly registered corporations if the first AFS is not yet due. For Non-stock corporations, the Latest due Annual Financial must include NSPO Forms accepted in eFAST (1 electronic copy-PDF format)	
3. Proof of acceptance of MC 28 Report (Annex D or G) (1 electronic copy-PDF format)	Submit Annex D or G at https://apps010.sec.gov.ph/ and secure Notice of successful verification from official email address of the company For submissions accepted over the counter (on or before 2021), secure MC28 Report with stamp received
4. Proof of Registration of Stock and Transfer Book (STB) or Membership Book (MB) or Registration stamp on the first page of STB or MB (1 electronic copy-PDF format) Remarks: Not required for Corporation Soles and One Person Corporations	Secure copy from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph Remarks: If client has no copy or has not yet registered its Stock and Transfer Book or Membership Book
SITUATIONAL REQUIREMENTS	
A. For corporations registered in 2024 onwards and/or for corporations without amended Articles of Incorporation 1. Certificate of Incorporation (1 electronic copy-PDF format)	Secure copy from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph Remarks: If client has no copy.
B. For corporations with Amended Articles of Incorporation and/or Amended or New By-Laws	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest Certificate of filing of Amended Articles of Incorporation and/or By-Laws (1 electronic copy-PDF format)	Secure copy from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph Remarks: If client has no copy.
C. For One Person Corporations 1. QR Code page of the Form of Appointment of Officers (FAO) (For One-Person corporations only) (1 electronic copy-PDF format)	Secure QR Code page from the eFAST (Electronic Filing and Submission Tool) Account of the company/filer
D. For Non-Stock Corporations 1. Proof of acceptance of Mandatory Disclosure Form (MDF) Remarks: The MDF consists of the following: 1. <u>Mandatory Disclosure Form</u> 2. <u>Affidavit of Undertaking</u> 3. <u>Declaration Verification Page</u>	Secure Official Acknowledgement Receipt upon submission via email at mdfsubmission_amld@sec.gov.ph of the following forms:

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. File Request for monitoring and upload requirements through the link below: http://tinyurl.com/SECMonitoringReq	1.1 Assign the request to Assessor	None	4 hours	Director I SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Check if requirements are complete and notify the applicant that the request is accepted: Remarks: If requirements are incomplete, client will be notified accordingly.		2 days, 4 hours	Administrative Assistant II Securities Investigator Information Officer II SEC Legazpi Extension Office
	1.3 Process the request, prepare computations of penalties and send monitoring assessment sheet with Payment Assessment Form to the email address of the client Remarks: If no findings of violations, monitoring assessment sheet with no penalty will be issued to the client.		2 days	Administrative Assistant II Securities Investigator Information Officer II SEC Legazpi Extension Office
2. Pay the assessed fines and penalties (if any) through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and send proof of payment (electronic official	2.1 Validate the Payment, print the Monitoring Assessment Sheet (MSh) and forward to the Director	SEC MC No. 06, s. of 2024	1 day	Administrative Assistant II Securities Investigator Information Officer II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
receipt) to secbicol@sec.gov.ph				
	2.2 Review and sign the Monitoring Assessment Sheet (MSh)		4 hours	Director I SEC Legazpi Extension Office
3. Claim the originally signed Monitoring Assessment Sheet (MSh) with confirmation of payment at the SEC Legazpi Extension Office Remarks: Client must advise SEC Legazpi Extension Office should they prefer to receive electronic copy-pdf format through email by calling the SEC Legazpi Extension Office at 09298831917.	3. Release the monitoring clearance to the client at the SEC Legazpi Extension Office or send via email to the client (at the option of the client).	None	1 hour	Administrative Assistant II Securities Investigator Information Officer II SEC Legazpi Extension Office
TOTAL		<u>SEC MC No. 06, s. of 2024</u>	6 days, 5 hours	

12. Petition to Lift Order of Revocation or Suspension

This process details the procedure for petitions to lift or set aside orders of revocation or suspension. The procedure applies to corporations whose registration was either suspended or revoked by the Commission due to violations or non-compliance with reportorial and other requirements for corporations.

Division / Office	Legazpi Extension Office (LEGEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	SEC Registered Domestic Corporations with Suspended or Revoked Status of Registration

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS:	
1. Verified Petition to set aside the Order of Revocation or Suspension (1 electronic copy - pdf format and 2 original copies)	Request prescribed form/template from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
2. Certificate of Incorporation, Articles of Incorporation and By-Laws (1 electronic copy - pdf format and 2 photocopies)	To be provided by the client
3. Proof of registration of Stock and transfer Book/Membership Book (1 electronic copy - pdf format and 2 photocopies)	To be provided by the client
4. Directors/Trustees Certificate (1 electronic copy - pdf format and 2 original copies)	Request prescribed form/template from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
5. Latest Mayor's/Business Permit (1 electronic copy - pdf format and 2 photocopies)	Office of the Mayor, Business and Licensing Unit

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Certificate of Registration issued by BIR (1 electronic copy - pdf format and 2 photocopies)	Bureau of Internal Revenue
7. Secretary's Certificate of No Intra-Corporate Dispute (1 electronic copy - pdf format and 2 original copies)	Request prescribed form/template from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
8. Secretary's Certificate that its latest Annual Financial Statement and Income Tax Return was received by SEC and BIR (1 electronic copy - pdf format and 2 original copies)	Request prescribed form/template from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
9. External Auditor's Certification (1 electronic copy - pdf format and 2 original copies)	Request prescribed form/template from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
10. Latest General Information Sheet (GIS) with QR Code Page - (1 electronic copy - pdf format and 2 photocopies)	To be provided by the client. Secure QR Code Page from the client's eFast (Electronic Filing and Submission Tool) Account
11. Latest Annual Financial Statement (AFS) with QR Code Page- (1 electronic copy - pdf format and 2 photocopies)	To be provided by the client. Secure QR Code Page from the client's eFast (Electronic Filing and Submission Tool) Account
12. Monitoring Clearance and electronic Official Receipt (1 electronic copy - pdf format and 2 photocopies)	Request from SEC - Legazpi Extension Office via google form through the following link: https://tinyurl.com/SECMonitoringReq

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the electronic copy of the requirements via email to secbicol.sec.gov.ph	1.1 Forward the petition to the Director	None	1 day	Administrative Assistant II SEC Legazpi Extension Office
	1.2 Assign the petition to processor	None	2 hours	Director I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				SEC Legazpi Extension Office
	1.3 Review/Assess the Petition and advise petitioner to submit hard copies of the Petition to Lift and its supporting documents if there are no deficiencies. Remarks: If there are non-compliant documents or have deficiencies, the processor will send the remarks/instructions for petitioner's compliance and resubmission.		10 days	Securities Counsel I Securities Counsel II SEC Legazpi Extension Office
2. Submit original copies of the documentary requirements at SEC Legazpi Extension Office.	2.1 Receive the petition documents and forward to the assigned reviewing counsel.		1 hour	Administrative Assistant II SEC Legazpi Extension Office
	2.2 Evaluate the original copies if consistent with the submitted soft copies via email, and issue Payment Assessment Form to the petitioner via email.		2 days	Securities Counsel I Securities Counsel II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Remarks: If the petition documents are not compliant, petitioner will be advised via email of the deficiencies and to comply with the remarks.			
	2.3 Request for clearance from Enforcement and Investor Protection Department (EIPD) and Office of the General Counsel (OGC)		1 hour	Securities Counsel I Securities Counsel II SEC Legazpi Extension Office
	2.4 Issue requested clearances from EIPD and OGC		2 days	Administrative Assistant II Enforcement and Investor Protection Department Administrative Assistant II Office of the General Counsel
3. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and send the electronic official receipt to secbicol@sec.gov.ph	3.1 Record the case no. in the Petition Dockets of Legazpi Extension Office	Petition to Lift Order of Revocation/Suspension: Php 3,000.00 Documentary Stamp Taxes (DST): Php 30.00	1 hour	Securities Counsel I Securities Counsel II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee (LRF): 1% of the Filing Fee for amendment (PHP 30.00) Miscellaneous Fees (Handling Fee): Php 20.00		
	3.2 Stamp "Received" the submitted original copies and type the docket no. on the Petition to Lift		30 minutes	Administrative Assistant II SEC Legazpi Extension Office
	3.3 Prepare draft of the Order and Memorandum for the Supervising Commissioner		1 day	Securities Counsel I Securities Counsel II SEC Legazpi Extension Office
	3.4 Reviews the Petition and draft of the Order, and forward the Petition to the Supervising Commissioner via email		1 day	Director I SEC Legazpi Extension Office
	3.5 Assess and evaluate the Petition and issue the Order.		2 days	Chief of Staff Office of the Supervising Commissioner
	3.6 Upon receipt of the soft copy of the Order, notify the petitioner via email that the Order is ready for release.		2 hours	Administrative Assistant II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Claim the Order issued for the Petition to Lift Order of Revocation/Suspension at SEC Legazpi Extension Office	4.1 Release the Order to the petitioner.		30 minutes	Administrative Assistant II SEC Legazpi Extension Office
TOTAL		Petition to Lift Order of Revocation/Suspension : Php 3,000.00 Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee for amendment (PHP 30.00) Miscellaneous Fees (Handling Fee): Php 20.00	20 days	

13. Petition for Correction of Entries of Company Registration Documents

This process details the procedure for correction of erroneous entries in the Articles of Incorporation and/or By-Laws and subsequent amendments thereof of Domestic Corporations.

Division / Office	Legazpi Extension Office (LEGEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	SEC Registered Domestic Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS:	
1. Verified Petition for correction of entries of company registration documents (1 electronic copy - pdf format and 2 original copies)	Request sample from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
2. Copy of the approved registration document sought to be corrected such as Articles of Incorporation, By-Laws or subsequent amendment thereto (1 electronic copy - pdf format and 2 photocopies)	To be provided by the client
3. Proofs or supporting documents to prove the correct entry/detail to be reflected on the Articles of Incorporation/By-Laws (1 electronic copy - pdf format and 2 photocopies)	To be provided by the client
4. Corrected Articles of Incorporation	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Secretary's Certificate stating the Board's resolution to file Petition for Correction and designating its authorized representative (1 electronic copy - pdf format and 2 original copies)	Request prescribed form/template from SEC Legazpi Extension Office via email at secbicol@sec.gov.ph
6. Monitoring Clearance and electronic Official Receipt (1 electronic copy - pdf format and 2 photocopies)	Request from SEC - Legazpi Extension Office via google form through the following link: https://tinyurl.com/SECMonitoringReq

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the electronic copy of the requirements via email to secbicol.sec.gov.ph	1.1 Forward the petition to the Director	None	1 day	Administrative Assistant II SEC Legazpi Extension Office
	1.2 Assign the petition to processor	None	2 hours	Director I SEC Legazpi Extension Office
	1.3 Review/Assess the Petition and advise petitioner to submit hard copies of the Petition for correction and its supporting documents if there are no deficiencies.		12 days	Securities Counsel II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Remarks: If there are non-compliant documents or have deficiencies, the processor will send the remarks/instructions for petitioner's compliance and resubmission.			
2. Submit the documentary requirements at SEC Legazpi Extension Office.	2.1 Receive the petition documents and forward to the assigned reviewing counsel.		1 hour	Administrative Assistant II SEC Legazpi Extension Office
	2.2 Evaluate the original copies if consistent with the submitted soft copies via email, and issue Payment Assessment Form to the petitioner. Remarks: If the petition documents are not compliant, petitioner will be advised via email of the deficiencies and to comply with the remarks.		1 day	Securities Counsel I Securities Counsel II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and send the electronic official receipt to secbicol@sec.gov.ph	3.1 Record the case no. in the Petition Dockets of Legazpi Extension Office	Petition for Correction: Php 3,000.00 Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee for amendment (PHP 30.00) Miscellaneous Fees (Handling Fee): Php 20.00	1 day	Securities Counsel II SEC Legazpi Extension Office
	3.2 Stamp "Received" the submitted original copies and type the docket no. on the Petition for Correction.		1 hour	Administrative Assistant II SEC Legazpi Extension Office
	3.3 Prepare draft of the Order.		1 day	Securities Counsel II SEC Legazpi Extension Office
	3.4 Reviews the Petition and draft of the Order, and signs the Order.		2 hours	Director I SEC Legazpi Extension Office
	3.5 Notify the petitioner via email that the Order is ready for release.		2 hours	Administrative Assistant II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Claim the Order issued for the Petition for Correction at the SEC Legazpi Extension Office	4.1 Release the Order to the petitioner.		1 hour	Administrative Assistant II SEC Legazpi Extension Office
TOTAL		Petition for Correction: Php 3,000.00 Documentary Stamp Taxes (DST): Php 30.00 Legal Research Fee (LRF): 1% of the Filing Fee for amendment (PHP 30.00) Miscellaneous Fees (Handling Fee): Php 20.00	17 days, 1 hour	

14. Request for Computation of Annual Fees of Financing and Lending Companies

This service details the procedure on request for computation of the Annual Fees for Financing and/or Lending companies. Financing and Lending Companies are required to pay annual fees not later than 45 days before the anniversary date of the Certificate of Authority.

Division/Office:	SEC Legazpi City Extension Office (SEC - LEGEO)
Classification:	Complex (7days)
Type of Transaction:	Government to Business (G2B)
Type of Service:	External Service
Who may avail:	Registered Lending and Financing Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Request Form for Charge Slip (1 electronic copy- Excel format)	Request form from SEC - Legazpi Extension Office via email at: secbicol@sec.gov.ph
2. Latest charge slip with confirmation of Payment / electronic Official Receipt (eOR) for corporations with previous payment of annual dues. (1 electronic copy-PDF Format)	To be provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send requirements via email at secbicol@sec.gov.ph	1. 1 Forward request to Director for assigning of processor	None	1 Day	Information Officer II Administrative Assistant II SEC Legazpi Extension Office
	1.2 Assign request to processor		4 hours	Director I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				SEC Legazpi Extension Office
	1.3 Process the request, prepare and send payment assessment form to client's email address		3 Days	Securities Specialist II SEC Legazpi Extension Office
2. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and send proof of payment (electronic official receipt) to secbicol@sec.gov.ph	2.1 Validate the Payment, print the charge slip and forward to the Director	Annual Fee: 1/8 of 1% of the required paid-up capital (head office and branches) + 1% LRF	1 Day	Securities Specialist II SEC Legazpi Extension Office
	2.2 Review and sign the Charge Slip		4 hours	Director I SEC Legazpi Extension Office
3. Claim the originally signed charge slip with confirmation of payment	3.1 Release the signed Charge slip	None	1 hour	Securities Specialist II SEC Legazpi Extension Office
TOTAL		Annual Fee: 1/8 of 1% of the required paid-up capital (head office and branches) + 1% LRF	6 days, 4 hours	

15. Request for Monitoring Clearance of Financing and Lending Companies

This service details the procedure on request for monitoring of Financing and/or Lending companies. The monitoring process determines the company's compliance with reportorial and other requirements and assesses penalties for violations/non-compliance.

Division/Office:	SEC Legazpi City Extension Office (SEC - LEGEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	Government to Business (G2B)
Type of Service:	External Service
Who may avail:	Registered Lending and Financing Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS	
1. QR Code page of the Latest due Financial Statements accepted in eFAST (1 electronic copy-PDF format)	Secure QR Code from the eFAST (Electronic Filing and Submission Tool) Account of the company/filer
2. QR Code page of the Latest due General Information Sheet accepted in eFAST (1 electronic copy-PDF format)	Secure QR Code from the eFAST (Electronic Filing and Submission Tool) Account of the company/filer
3. QR Code page of the Latest Special Form of Financial Statements (FCFS) accepted in eFAST (1 electronic copy-PDF format)	Secure QR Code from the eFAST (Electronic Filing and Submission Tool) Account of the company/filer
4. QR Code page of the Latest Interim Financial Statements accepted in eFAST (FCIF) (1 electronic copy-PDF format)	Secure QR Code from the eFAST (Electronic Filing and Submission Tool) Account of the company/filer
5. Registration of Stock and Transfer Book (STB) or Registration stamp on the first page of STB (1 electronic copy-PDF format)	Secure copy from SEC Legazpi Extension Office via email at secbiccol@sec.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Proof of Acceptance of MC 28 Compliance (Annex D or G) (1 electronic copy-PDF format)	Secure official acknowledgement receipt/ Notice of successful verification of MC28 compliance from official email address of the company
7. AMLA Compliance Form (1 electronic copy-PDF format)	Submit duly accomplished SEC Form AML-CF via email at ictdsubmission@sec.gov.ph and secure Official Acknowledgement Receipt
8. Business Plan under Section 5 of SEC Memorandum Circular No. 3, Series of 2022 (SEC MC 3, S. of 2022) Business Plan/ Amended Business Plan proof of submission (1 electronic copy-PDF format)	Submit duly accomplished SEC Form BP-FCLC via email to Financing and Lending Companies Department at finlend@sec.gov.ph and secure Official acknowledgement receipt
9. Proof of submission of Impact Evaluation Report under Section 4 of SEC Memorandum Circular No. 3, Series of 2022 (SEC MC 3, S. of 2022) (1 electronic copy-PDF format)	Submit to the Financing and Lending Companies Department and secure proof of submission/Acknowledgment Receipt
10. Latest Monitoring Clearance, if any (1 electronic copy-PDF format)	To be provided by the Company
11. QR Code page of the company's submission of Sworn Certification stating the company's compliance with the provision of Section 4 of SEC Memorandum No. 18, Series of 2019, or Section 1 or 2 of the SEC Memorandum Circular No. 2, series of 2021 (1 electronic copy-PDF format)	Secure QR Code from the eFAST (Electronic Filing and Submission Tool) Account of the company/filer Remarks: No prescribed format.
12. Proof of Submission of List of Third-Party Service Providers in compliance with the Financial Products and Service Products and Services Consumer Protection Act Of 2022 (R.A. No. 11765) And its Implementing Rules And Regulations (SEC FCPA IRR) (1 electronic copy-PDF format)	Submit to Financing and Lending Companies Department via Google form through the link below: https://forms.gle/pLFmFJSTjwwWF1We8

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
13. Proof of Submission of Financing and Lending Companies Complaints Handling Details and Mechanism (1 electronic copy-PDF format)	Submit to the Financing and Lending Companies Department via Google form through the link below: https://forms.gle/yhM8eJGDF1mtsF6r6
SITUATIONAL REQUIREMENTS:	
A. For Financing and Lending companies operating online lending platforms/applications (OLPs/OLAs) - QR Code page of the company's Affidavit of Compliance (SEC Form 1-Existing Online Lending Platforms and/or SEC Form 2- Prospective Online Lending Platforms), containing a report of all the company's Online Lending Platforms (1 electronic copy-PDF format) - Registration of Financing and Lending Companies to the Credit Information Corporation (CIC) and submission of related documents that are operating OLPs/OLAs (1 electronic copy-PDF format)	Secure QR Code from the eFAST (Electronic Filing and Submission Tool) Account of the company/filer Send proof of registration to the Financing and Lending Companies Department (FLCD) via email at: cgfd_flcd@sec.gov.ph and secure Official acknowledgement receipt
B. For financing companies with Total assets of P50 Million or more; OR More than 40% foreign participation in voting stock; OR Issued exempt or registered commercial paper. Revised Manual on Corporate Governance(1 electronic copy-PDF format)	No Prescribed Format. Submit duly accomplished SEC Form MCG -2009 via email at ictdsubmission@sec.gov.ph and secure Official Acknowledgement Receipt
C. For financing companies:	No Prescribed Format.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Compliance Officer's Certificate on the extent of compliance with the Manual on Corporate Governance (1 electronic copy-PDF format)	Applicable to Financing companies only; submit duly accomplished SEC Form MCG -2009 and secure QR Code from the eFAST (Electronic Filing and Submission Tool) Account of the company/filer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send requirements via email at secbicol@sec.gov.ph	1. 1 Forward request to Director for assigning of processor	None	2 Days	Information Officer II Administrative Assistant II SEC Legazpi Extension Office
	1.2 Assign request to processor		4 hours	Director I SEC Legazpi Extension Office
	1.3 Determine compliance, deficiencies and violations, prepare the Monitoring Assessment Sheet (MSh) and send to client via email		10 days	Securities Specialist I SEC Legazpi Extension Office
2. Pay the assessed fines and penalties (if any) through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and send proof of payment (electronic official receipt) to secbicol@sec.gov.ph	2.1 Validate the Payment, print the Monitoring Assessment Sheet (MSh) and forward to the Director		3 Days	Securities Specialist I SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Review and sign the Monitoring Assessment Sheet (MSh)		4 hours	Director I SEC Legazpi Extension Office
	2.3 Send duly signed monitoring clearance via email to the client.		2 hours	Securities Specialist I SEC Legazpi Extension Office
3. Claim the originally signed Monitoring Assessment Sheet (MSh) with confirmation of payment at the SEC Legazpi Extension Office Remarks: At the option of the client.	3.1 Release the monitoring clearance	None	1 hour	Securities Specialist I SEC Legazpi Extension Office
TOTAL		<u>SEC MC No. 06, s.</u>	16 days, 3 hours	

16. Request for Name Verification or Reservation of Company and/or Trade Name for Amendment of Articles of Incorporation or Partnership

This service details the procedure in requesting for name verification and reservation of a proposed company or trade name as a requirement for amendment or change of company name/trade name. This is to ensure that the proposed amended name is not similar to any other corporate or partnership name registered with SEC.

Division/Office	SEC Legazpi City Extension Office (SEC - LEGEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Registered Corporations and Partnerships

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENT:	
1. One (1) to Three (3) proposed company or trade names (to be encoded in the google form)	To be provided by client
SITUATIONAL REQUIREMENT:	
A. If the proposed company name and/or trade name has acronym 1. Explanation Letter disclosing the meaning of the acronym in the proposed company or trade name (1 electronic copy - PDF Format)	To be provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Request for Name Verification via google form through the following link: https://tinyurl.com/SECNameReserve	1. 1 Process the request, prepare and generate name verification slip and payment assessment form, and send to client's email address Remarks: If the request has deficiency or the proposed company/trade name is not approved, the processor will send a corresponding email.		3 Days	Administrative Officer III SEC Legazpi Extension Office
2. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and proceed with the application for amendment of name	None	Name Verification Fee: Php 100.00 per company or trade name for every 30 days reservation plus Php100.00 for name integration	None	None
TOTAL		Name Verification Fee: Php 100.00 per company or trade name for every 30 days reservation plus Php100.00 for name integration	3 days	

17. Request for Various Certifications

This service details the procedure on Issuance of Various Certifications, *to wit*:

1. Certification that a certain entity is registered/not registered with SEC;
2. Certification that a SEC registered company is delinquent/revoked/suspended/dissolved/expired;
3. Certification that a company or individual has/has no secondary license for investment solicitations;
4. Certification that a Financing or lending company, or any of its branch, has a valid and subsisting Certificate of Authority to operate;
5. Other certifications within the authority or jurisdiction of the office to issue.

Division/Office	SEC Legazpi City Extension Office (SEC - LEGEO)
Classification	Simple (3days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Service	External Service
Who may avail	SEC Clients/ Stakeholders/Customers

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request (1 electronic copy-pdf format)	To be provided by the Company/Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the letter request via email to secbicol.sec.gov.ph for pre-processing	1.1 Evaluate the request and verify company status/records from SEC database	None	1 day, 4 hours	Administrative Assistant II SEC Legazpi Extension Office
	1.2 Prepares and issues Payment Assessment Form (PAF) to client's email		1 hour	Administrative Assistant II SEC Legazpi Extension Office
2. Pay the fee through the espaysec.sec.gov.ph/payment-portal/home or through Landbank and send the electronic official receipt to secbicol@sec.gov.ph	2.1 Validate the Payment,	Certification Fee – PHP 500 Documentary Stamp Tax – PHP 30	1 hour	Administrative Assistant II SEC Legazpi Extension Office
	2.2 Draft and print the Certification.		4 hours	
	2.3 Review the application and sign the Certificate.		1 hour	Director I SEC Legazpi Extension Office
3. Claim the certificate	3. Release the Certificate to the client.	None	1 hour	Administrative Assistant II SEC Legazpi Extension Office
TOTAL		PHP 530.00	2 days, 4 hours	

18. Post Audit Review of Company Registration Documents for Issuance of Original Certificate of Incorporation

This service details the procedure for post audit review of registration documents of One Person Corporations (OPC) and Domestic Corporations (stock or non-stock) with two (2) or more incorporators but not more than fifteen (15) (whether through OneSEC or Regular Processing). This service does not apply to partnerships, foreign corporations, lending companies and financing companies.

Division / Office:	SEC Legazpi Extension Office (LEGEO)
Classification:	Simple (3days)
Type of Transaction:	Government to Business (G2B)
Type of Service:	External Service
Who may avail:	Registered Stock and Non-Stock Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
STANDARD REQUIREMENTS:	
1. Cover Sheet (2 original copies)	System-generated downloadable from the client's ESPARC's account
2. Articles of Incorporation (2 original copies)	System-generated downloadable from the client's ESPARC's account
3. By Laws (2 original copies)	System-generated downloadable from the client's ESPARC's account
Remarks: Not required for One Person Corporations and Corporation Sole	
4. Certificate of Authentication (2 original copies)	System-generated downloadable from the client's ESPARC's account
5. Electronic Official Receipt as Proof of Payment (2 printed electronic copies)	Sent through the client's e-mail or may be downloaded from this link: https://espaysec.sec.gov.ph/
6. Digital Certificate of Incorporation (E-Certificate) (2 printed	System-generated downloadable from the client's ESPARC's account

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
electronic copies)	
7. Application Summary Form (2 printed electronic copies)	System-generated downloadable from the client's ESPARC's account
SITUATIONAL REQUIREMENTS:	
A. For Corporations with more than 40% foreign equity: 1. Application Form for registration under the Foreign Investments Act of 1991 (R.A. 7042, as amended) Form F100) (2 original copies)	System-generated downloadable from the client's ESPARC's account
B. For Foundations: 1. Notarized certificate of bank deposit of the contribution which shall not be less than P1,000,000.00 (1 original, 1 photocopy) 2. Statement of willingness to allow the Commission to conduct an audit (2 original copies)	To be provided by the applicant System-generated downloadable from the client's ESPARC's account
C. For Religious corporations: 1. Affidavit of affirmation or verification by the chief priest, rabbi, minister or presiding elder (2 original copies)	System-generated downloadable from the client's ESPARC's account
D. For Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services 1. Favorable endorsement (1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas, Financial Supervision Department
E. For Insurance Commission for Insurance/Mutual Benefit Association/ Health Maintenance Organization) 1. Favorable endorsement (1 original copy and 1 photocopy)	Insurance Commission, Licensing Division
F. For Federations: 1. Certified list of member-associations by corporate secretary or president (2 original copies)	To be provided by applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
G. For Condominium corporations/associations: 1. Master Deed with primary entry of the Register of Deeds (1 original copy and 1 photocopy) and 2. Certification that there is no other existing similar condominium association within the condominium project (1 original copy and 1 photocopy)	To be provided by applicant. Secure annotation on the Master Deed from the Register of Deeds where the condominium is situated To be provided by applicant
H. For One Person Corporation with Self-appointed treasurer 1. Surety bond (1 original copy and 1 photocopy)	Secure from companies engaged in the business of surety bond issuance
I. For Corporations registered under OneSEC with acronym or abbreviation in company name 1. Clarificatory letter addressed to Director of SEC Legazpi Extension Office and signed by one of the incorporators explaining the meaning of the acronym or abbreviated word/s (2 original copies)	To be provided by applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the requirements to Legazpi Extension Office.	1.1 Assess/Evaluate if the documents are consistent with the documents uploaded in eSPARC and forward to the printing officer. Remarks: If the documents are not consistent, advise client to submit the identical	None	1 hour	Administrative Assistant II Information Officer II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documents uploaded in eSPARC			
	1.2 Prepare the registration form for Stock and Transfer Book/Membership Book (except for Corporation sole and one person corporation), print original Certificate of Incorporation and forward to receiving officer	None	1 hour	Administrative Assistant II Administrative Officer III Securities Counsel II SEC Legazpi Extension Office
	1.2 Stamp “received” the registration documents and forward to name verifier	None	30 minutes	Administrative Assistant II SEC Legazpi Extension Office
	1.3 Verify and approve the corporate name and forward to Director/Securities Counsel II Remarks: If the corporate name is similar with a prior registered corporate name or with a DTI registered	None	30 minutes	Administrative Officer III Securities Counsel II Administrative Assistant II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	company or has an acronym (in case of OneSEC), disapprove the corporate name and indicate the instruction for compliance.			
	1.4 Evaluate the details of the registration and click “Completed” in the SEC database. Remarks: If there are findings or non-compliant details, tag application for compliance depending on the error noted.	None	1 hour	Director I Securities Counsel II Securities Specialist II Administrative Assistant II SEC Legazpi Extension Office
2. Claim the certificate	2. Release the Certificate of Incorporation and client’s copy of registration documents to client.	None	30 min	Administrative Assistant II Information Officer II SEC Legazpi Extension Office
TOTAL		None	4 hours, 30 min	

19. Request for Information/Assistance by Clients Over the Counter

This service details the procedure on request for information/assistance by walk-in clients over the counter. The service covers requests for assistance on how to utilize the online portals of the Commission, requests for information or updates about pending applications and all other inquiries/requests for information about anything and everything within the jurisdiction of the office to provide.

Division/Office:	SEC Legazpi City Extension Office (SEC - LEGEO)
Classification:	Simple (3days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Service:	External Service
Who may avail:	SEC Clients/ Stakeholders/Customers/General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit Legazpi Extension Office and follow the office queuing procedure for walk-in clients.	1.1 Provide assistance and/or information	None	1 hour, 30 minutes	Administrative Assistant II Information Officer II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Remarks: Provide relevant information and/or documents, if any				
	1.2 Provide Client with the Client Satisfaction Survey Form	None	1 minute	Administrative Assistant II Information Officer II SEC Legazpi Extension Office
2. Accomplish the Client's Satisfactory Survey Form and drop in the designated drop box.		None	5 minutes	None
TOTAL		None	1 hour, 36 minutes	

20. Request for Information/Assistance via email (Simple)

This service details the procedure on request for information/assistance received via email. The service covers queries about the services and online portals of the Commission; requirements and procedure for various types of services/applications/transactions; requests for information or updates about status of pending applications; and other similar requests where the requested information or assistance is readily available. This service does not include requests for information/assistance or other concerns involving matters that require thorough research or further study/evaluation by the office.

Division/Office:	SEC Legazpi City Extension Office (SEC - LEGEO)
Classification:	Simple (3days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Service:	External Service
Who may avail:	SEC Clients/ Stakeholders/Customers/General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter or direct message (1 electronic copy)	To be provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send letter or direct message via email at secbicol@sec.gov.ph	1.1 Tag the letter to the appropriate personnel who is in charge of the subject matter of the email	None	1 day	Administrative Assistant II Information Officer II SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Provide information/assistance	None	1 day, 4 hours	
TOTAL		None	2 days, 4 hours	

21. Various types of requests for information/assistance and other concerns received via email, via registered mail/courier or over the counter

This service details the procedure on various requests for information/assistance and other concerns received via email, courier, registered mail or over the counter involving subject matters which require thorough study, research and evaluation by the office, particularly requests other than those covered under the service “Request for Information/Assistance via email (Simple)”.

Division/Office:	SEC Legazpi City Extension Office (SEC - LEGEO)
Classification:	Highly Technical (20 days)
Type of Transaction:	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Service:	External Service
Who may avail:	SEC Clients/ Stakeholders/Customers/General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly signed letter request addressed to the Director of SEC Legazpi Extension Office (1 electronic copy-pdf format OR 1 original copy) Remarks: The letter should bear the appropriate header and logo if it is written in behalf of an agency, office or any organization and should be signed by the authorized officer/person with designation indicated below his/her name.	To be provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send the requirement via email at secbicol@sec.gov.ph or via registered mail/courier or over the counter to SEC Legazpi Extension Office	1.1 Forward the client's email to the Director Remarks: If original copy, it will be stamped "Received" and forwarded to the Director	None	1 day	Administrative Assistant II Information Officer II SEC Legazpi Extension Office
	1.2 Evaluate the subject of the letter and assign to personnel with appropriate instruction	None	2 days	Director I SEC Legazpi Extension Office
	1.3 Conduct Research, as needed, prepare the draft reply and submit to the Director for approval	None	10 days	Securities Counsel II Securities Counsel I Information Officer III Administrative Assistant II SEC Legazpi Extension Office
	1.4 Approve the draft reply and instruct assigned personnel to print copies for signature	None	2 hours	Director I SEC Legazpi Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Print the draft reply and submit to the Director	None	2 hours	Securities Counsel II Securities Counsel I Information Officer II Administrative Assistant II SEC Legazpi Extension Office
	1.6 Sign the Reply and forward to releasing officer	None	2 hours	Director I SEC Legazpi Extension Office
	1.7 Send reply to client via email and registered mail.	None	2 hours	Administrative Assistant II SEC Legazpi Extension Office
TOTAL		None	14 days	

CAMPETIK



PAWING

Manlurip Road

TACLOBAN

SEC EXTENSION OFFICE

Citizen's Charter, FY 2025 | 1st Edition



taceo@sec.gov.ph



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

This service details the procedure on how a domestic corporation shall amend the provisions of its articles of incorporation and/or bylaws and underscoring the change or changes therein in compliance with Section 15 of the Revised Corporation Code, and such other memorandum circulars issued by the Commission.

Division / Office	Tacloban Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)Government to Business (G2B)
Type of Service	External Service
Who may avail:	All private domestic corporations, or their authorized representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet (1 electronic copy and 2 original copies)	Client records Download template here: [1] TACEO Forms and Checklist
2. Amended Articles of Incorporation and/or Bylaws (1 electronic copy and 2 original copies) Remarks: The name/heading/title of the document must be "AMENDED ARTICLES OF INCORPORATION + Name of the Corporation" or "AMENDED BY-LAWS + Name of the Corporation" <i>Example:</i> <i>Amended Articles of Incorporation of X Corporation, or</i> <i>Amended Bylaws of X Corporation</i>	Client records

2. Amended provisions must be underscored by bolding and underlining in compliance with Section 15 of the Revised Corporation Code. 3. At the end of each line or paragraph of the amended provision, the date and year of the approval of its amendment must be indicated through proper citations. 4. Provisions not amended shall not be changed including the dates of signing and signatories.	
3. Directors' or Trustees' Certificate (1 electronic copy, 1 original copy and 1 photocopy) Remarks: Notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying: (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions; (ii) that the filing of the Petition is approved by the majority vote of the Board of Directors/Trustees and by a vote of stockholders or members representing at least two-thirds ($\frac{2}{3}$) of the outstanding capital stock or of its members (iii) the date and place of the meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names.	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
4. Notarized Secretary's Certificate on No Intra-Corporate Dispute (1 electronic copy, 1 original copy and 1 photocopy) Remarks:	Client Download template here: [1] TACEO Forms and Checklist - Google Drive

Must indicate that no action has been filed or is pending before any court involving intra-corporate dispute from the date of approval of the amendment by the corporation up until from its filing before the Commission	
5) Monitoring Clearance (1 electronic copy and 2 photocopies) 5.1 Monitoring Clearance, or Remarks: <i>Submit application here: Link to TACEO External Services</i> 5.2 Affidavit of Undertaking Remarks: <i>The Affidavit of Undertaking is a temporary substitute requirement in lieu of the Monitoring Clearance. This is only to accommodate the amendment application pending monitoring.</i>	Securities and Exchange Commission / Extension Offices or Compliance Monitoring Division Securities and Exchange Commission / eAMEND Portal
Situational Requirements	
Change of Corporate Name 1. Name Reservation Slip Remarks: Submit application here: Link to TACEO External Services 2. Undertaking of a Stockholder or Officers to Change Company Name Remarks: The Undertaking to Change Company Name to Change name only applies if the articles of	Securities and Exchange Commission / Tacloban Extension Office

incorporation or bylaws does not have a provision which prescribes a process to change its name.	
Corporation is supervised or regulated by the Bangko Sentral ng Pilipinas 1. Endorsement Letter from Bangko Sentral ng Pilipinas (1 electronic copy, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas / FSS Operations Support Department (FOSD)
Corporation is supervised or regulated by the Insurance Commission 1. Endorsement Letter from Insurance Commission (1 electronic copy, 1 original copy and 1 photocopy)	Insurance Commission / Licensing Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Location: Apply through eamend.sec.gov.ph	1.1 Assign the application received in the system to processors for review and evaluation.	None	1 hour	SEC Director I, Tacloban Extension Office
	1.2 Reviews and evaluate the application. If the documents are found in order as to form and substance, it will be forwarded to the Director for pre-approval; otherwise, the application will be returned to the client for corrections.	None	2 days	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 The Director further reviews and evaluates the application. If found in order, the application is pre-approved. Otherwise, the processor will be instructed to inform the client of further compliance.	None	2 days	SEC Director I, Tacloban Extension Office
	1.4 Pre-approval of the application and issuance of Payment Assessment Form (PAF). Proceed to Step 3.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents through the eAmend portal. Note:	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/ Officer-in-Charge.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				II, Tacloban Extension Office
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	STANDARD FEE/s: Filing Fee for Amended Articles of Incorporation - ₱1,000.00 Legal Research Fee - 10.00. Documentary Stamp Tax - ₱30.00	1 hour	Financial Management Department
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Pre-process submission. If the documents are lacking, return to for compliance; otherwise, complete documents will be received and forwarded to the processor for post-audit	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2 The processor post-audits the documents. It is further verified if the electronic copies previously submitted are the same with the hard copies. If there are material changes in the hard copies, the client shall be instructed via email to rectify the deficiencies.	None	1 day	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	4.3 Preparation of Certificate	None	3 hours	SEC Administrative Assistant II, Tacloban Extension Office
	4.4 Director/ Officer-in-Charge for final review and signing of the certificates.	None	3 hours	SEC Director I, Tacloban Extension Office
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL PROCESSING TIME			7 working days	
TOTAL PROCESSING FEE			TOTAL STANDARD FEE: P1,040.00	

2. Application for Amendment of Business Plans

This service details the procedure on how a SEC registered Lending and Financing Companies apply for an amendment of business plans.

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All SEC registered Lending and Financing Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Amended Business Plan	Client
2. Comparative Matrix Remarks: Citing all sections of the existing Business Plan and the new Business Plan highlighting all the changes proposed in the application	Client
3. Certification Under Oath Remarks: Must be executed by the President certifying that the comparative matrix of the existing Business Plan on file with the Commission and the proposed changes are true and correct copies.	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assign the application received in the system to processors for review and evaluation.	None	1 hour	SEC Director I, Tacloban Extension Office
	1.2 Evaluates/Assesses the request and documents submitted by the Client If incomplete, advise the client. If complete, process the request.	None	5 days	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	1.3 Director/ Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to forward and request approval from the Supervising Commissioner.	None	3 days	SEC Director I, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
	1.4 Evaluation of the application by the Office of the Commissioner on behalf of the Commission En Banc.	None	7 working days	Office of the Commissioners
	1.5 Issuance of Payment Assessment Form (PAF) to the applicant through email.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents through the eAmend portal.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	of Director/ Officer-in-Charge.			Tacloban Extension Office
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	STANDARD FEE/s: Filing Fee for Amended Business Plan - ₱1,000.00 Legal Research Fee - 10% of the total filing fees paid. Documentary Stamp Tax - ₱30.00 per Certificate to be issued.	1 hour	Financial Management Department
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Pre-process submission. If the documents are lacking, return to for compliance; otherwise, complete documents will be received and forwarded to the processor for post-audit	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office
	4.2 The processor post-audits the documents. It is further verified if the electronic copies previously	None	1 day	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	submitted are the same with the hard copies. If there are material changes in the hard copies, the client shall be instructed via email to rectify the deficiencies.			Tacloban Extension Office
	4.3 Preparation of the Advertisement Letter.	None	3 hours	SEC Administrative Assistant II, Tacloban Extension Office
	4.4 Director/ Officer-in-Charge for final review and signing of the certificates.	None	3 hours	SEC Director I, Tacloban Extension Office
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the Advertisement Letter at SEC Tacloban Extension Office	5.1 Releases the Advertisement Letter to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL PROCESSING TIME			20 working days	
TOTAL PROCESSING FEE			TOTAL STANDARD FEE: P1,040.00	

3. Application for Amendment of Partnerships

This service details the procedure on how a SEC registered partnership amends its articles of partnership in recorded with the Commission.

Division / Office	Tacloban Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)Government to Business (G2B)
Type of Service	External Service
Who may avail:	All partnerships registered with SEC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet (1 electronic copy and 2 original copies)	Client records Download template here: [1] TACEO Forms and Checklist - Google Drive
2. Amended Articles of Partnership (1 electronic copy and 2 original copies)	Client records
3) Situational Requirements Change of Corporate Name - Name Reservation Slip Remarks: Submit application here: Link to TACEO External Services - Undertaking of the Partnership to Change Partnership Name Remarks: The Undertaking of the Partnership to Change name only applies if the articles of partnership does not have a provision that allows that the partnership can change its name.	Securities and Exchange Commission / Tacloban Extension Office Client

Partnership is supervised and regulated by the Bangko Sentral ng Pilipinas 1. Endorsement Letter from Bangko Sentral ng Pilipinas (1 electronic copy, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas / Financial Supervision Department
Partnership is supervised and regulated by the Insurance Commission Endorsement Letter from Insurance Commission (1 electronic copy, 1 original copy and 1 photocopy)	Insurance Commission / Licensing Division
If a partner is removed or added Deed of Assignment of Partnership Interest (1 electronic copy, 1 original copy and 1 photocopy)	Client
If the provision of the amendment is to have a foreign equity of a registered partnership 1. Duly accomplished SEC Form No. F-106	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
If the provision for amendment is to further increase the foreign equity of a registered partnership 1. Duly accomplished SEC Form No. F-107	Client
If the provision for amendment will entail that the partnership will engage in foreign retail 1. Certification of Inward Remittance of Foreign Exchange Remarks: The certification must amount to at least P25,000,000.00. It must be certified by a bank that such capital investment is deposited and maintained in a bank in the Philippines.	Client
If the provision for amendment makes it a foreign retailer 1. Apostilled or Authenticated Certification that the Home State of the Foreign Retailers provides reciprocity to Filipinos	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Location: Apply through eamend.sec.gov.ph	1.1 Assign the application received in the system to processors for review and evaluation.	None	1 hour	SEC Director I, Tacloban Extension Office
	1.2 Reviews and evaluate the application. If the documents are found in order as to form and substance, it will be forwarded to the Director for pre-approval; otherwise, the application will be returned to the client for corrections.	None	2 days	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	1.3 Director/ Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to pre-approve the application.	None	2 days	SEC Director I, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
	1.4 Pre-approval of the application and issuance of Payment Assessment Form (PAF).	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents through the eAmend portal.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/Officer-in-Charge.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	STANDARD FEE/s: Filing Fee for Amended Articles of Partnership - ₱1,000.00 FORMULA FEE/s: Name Reservation Fee - P100 per 30 days of reservation Legal Research Fee - 10% of the total filing fees paid. Documentary Stamp Tax - ₱30.00 per Certificate to be issued.	1 hour	Financial Management Department
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Pre-process submission. If the documents are lacking, return to for compliance; otherwise, complete documents will be received and forwarded to the processor for post-audit	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2 The processor post-audits the documents. It is further verified if the electronic copies previously submitted are the same with the hard copies. If there are material changes in the hard copies, the client shall be instructed via email to rectify the deficiencies.	None	1 day	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	4.3 Preparation of Certificate	None	3 hours	SEC Administrative Assistant II, Tacloban Extension Office
	4.4 Director/ Officer-in-Charge for final review and signing of the certificates.	None	3 hours	SEC Director I, Tacloban Extension Office
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL PROCESSING TIME			7 working days	
TOTAL PROCESSING FEE			TOTAL STANDARD FEE: ₱1,000.00 Plus Name Reservation Fee = P100 per 30 days of reservation, Legal Research Fee = 10% of the total filing fee Documentary Stamp Tax = ₱30.00 per Certificate	

4. Application for Branch Office of Lending and Financing Companies

This service details the procedure on how SEC registered Lending and Financing Companies apply for a license of authority to operate for branch offices.

Division / Office	Tacloban Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Lending and Financing Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet (1 electronic copy and 2 original copies)	Client records Download template here: [1] TACEO Forms and Checklist - Google Drive
2. Notarized Application Form Remarks 1. Signed by the president under oath 2. Address must be the same with the latest GIS, or articles of incorporation, whichever is applicable. 3. Contact number must be the official number of the corporation per compliance SEC Memorandum Circular No. 28 series of 2020 4. Address of proposed branch must be the same with the Information Sheet	Client records Download template here: [1] TACEO Forms and Checklist - Google Drive
3. Information Sheet Remarks: 5. Signed by the President under oath	Client Download template here: [1] TACEO Forms and Checklist - Google Drive

6. Fully accomplished, including dates and place of signing. 7. If the information does not apply to the applicant, simply write "N/A" 8. Assigned capital must be based on official record such as the latest financial statement 9. Address of proposed branch must be the same as indicated in the Application Form 10. Residential addresses of the Branch Manager, Administrative Officer and Cashier should be the same with their submitted NBI clearances.	
4. Valid NBI Clearance of the Branch Manager, Administrative Officer and Cashier	National Bureau of Investigation / Information and Communications Technology Division
5. Monitoring Clearance Remarks: Submit application here: Link to TACEO External Services	Securities and Exchange Commission / Extension Offices, Compliance Monitoring Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assign the application received in the system to processors for review and evaluation.	None	1 hour	Administrative Assistant II, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Reviews and evaluate the application. If the documents are found in order as to form and substance, it will be forwarded to the Director for pre-approval; otherwise, the application will be returned to the client for corrections.	None	2 days	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	1.3 Director/ Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to pre-approve the application. If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of	None	2 days	SEC Director I, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	deficiencies and email the client. Then, the applicant proceeds to step 2.			
	1.4 Pre-approval of the application and issuance of Payment Assessment Form (PAF). Client to proceed to Step 3.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents through the email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/ Officer-in-Charge.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land	3.1 Receive and acknowledge payment.	FORMULA FEE/s:: Application for Branch Office of Lending and Financing Companies - 1/10 of 1% of the assigner capital of the branch, agency,	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Bank of the Philippines branch nationwide.		extension office, unit or satellite office Legal Research Fee - 10% of the total filing fees Documentary Stamp Tax - ₱30.00 per Certificate to be issued.		
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Pre-process submission. If the documents are lacking, return to client for compliance; otherwise, complete documents will be received and forwarded to the processor for post-audit	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office
	4.2 The processor post-audits the documents. It is further verified if the electronic copies previously submitted are the same with the hard copies. If there are material changes in the hard copies, the client shall be	None	1 day	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	instructed via email to rectify the deficiencies.			
	4.3 Preparation of Certificate/s	None	3 hours	SEC Administrative Assistant II, Tacloban Extension Office
	4.4 Director/ Officer-in-Charge for final review and signing of the certificates.	None	3 hours	SEC Director I, Tacloban Extension Office
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
6. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Administrative Assistant I
TOTAL PROCESSING TIME			7 working days	
TOTAL PROCESSING FEE			TOTAL STANDARD FEE: ₱1,000.00	
			Plus	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Name Reservation Fee = P100 per 30 days of reservation, Legal Research Fee = 10% of the total filing fee Documentary Stamp Tax = ₱30.00 per Certificate

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

This service highlights the process on how a One Person Corporation is converted into an Ordinary Stock Corporation.

Division / Office	Tacloban Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)Government to Business (G2B)
Type of Service	External Service
Who may avail:	All One Person Corporations (OPC) registered with SEC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet (1 electronic copy and 2 original copies)	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
2. Notice of Conversion of a One Person Corporation to Ordinary to Ordinary Stock Corporation Remarks: 1. Must be signed by the holder of shares of the outstanding shares of the capital 2. Must be countersigned by the corporate secretary 3. Must be in the form prescribed by the Commission	Client
3. Proof of Transfer of Ownership (1 electronic copy, 1 original and 1 photocopy) Remarks: Any legal document that sufficiently proves transfer of ownership such deed of sale, deed of assignment, donation, etc.	Client
4. Certificate Authorizing Registration / Tax Clearance (1 electronic copy, 1 original and 1 photocopy)	Bureau of Internal Revenue / Revenue District Office 088

[illegible]

Must be duly executed under oath by all stockholders of the Ordinary Stock Corporation	
Situational Requirements	
Change of Corporate Name 1. Name Reservation Slip Remarks: Submit application here: Link to TACEO External Services 2. Undertaking of a Stockholder or Officers to Change Company Name Remarks: The Undertaking to Change Company Name to Change name only applies if the articles of incorporation or bylaws does not have a provision which prescribes a process to change its name.	Securities and Exchange Commission / Tacloban Extension Office
Corporation is supervised or regulated by the Bangko Sentral ng Pilipinas 1. Endorsement Letter from Bangko Sentral ng Pilipinas (1 electronic copy, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas / Financial Supervision Department
Corporation is supervised or regulated by the Insurance Commission 1. Endorsement Letter from Insurance Commission (1 electronic copy, 1 original copy and 1 photocopy)	Insurance Commission / Licensing Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Location: Apply through eamend.sec.gov.ph	1.1 Assign the application received in the system to processors for review and evaluation.	None	4 hours	SEC Director I, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Reviews and evaluate the application. If the documents are found in order as to form and substance, it will be forwarded to the Director for pre-approval; otherwise, the application will be returned to the client for corrections which will cause the toll of the processing time.	None	4 days	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	1.3 Instructs processor to pre-approve the application	None	2 hours	SEC Director I, Tacloban Extension Office
	1.4 Pre-approves the application	None	2 hours	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
2. Payment of fees upon pre-approval of the documents.	2.1 Issuance of Payment Assessment Form (PAF)	STANDARD FEE/s: Filing Fee for Amended Partnership -	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P2,000.00 FORMULA FEE/s: Name Reservation Fee - P100 per 30 days of reservation Legal Research Fee - 10% of the total filing fees paid. Documentary Stamp Tax - ₱30.00 per Certificate to be issued.		and II, Tacloban Extension Office
	2.2 Once payment is confirmed, the client is instructed to submit the hard copies of the documents to the SEC Tacloban Extension Office.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
3. Submits hard copy documents	3.1 Pre-process submission. If the documents are lacking,	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	return to for compliance; otherwise, complete documents will be received and forwarded to the processor for post-audit			
	3.1 The processor post-audits the documents. It is further verified if the electronic copies previously submitted are the same with the hard copies. If there are material changes in the hard copies, the client shall be instructed via email to rectify the deficiencies.	None	1 day	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	3.2 Print Certificate	None	1 hour	SEC Administrative Assistant II, Tacloban Extension Office
	3.3 Sign certificate	None	1 hour	SEC Director I, Tacloban Extension Office
4. Receives certificate	4.1 Email client that certificate is ready for pick-up	None	1 hour	SEC Information Officer II, Tacloban Extension Office
TOTAL PROCESSING TIME			7 workings days	
TOTAL PROCESSING FEE			TOTAL STANDARD FEE:	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			₱2,000.00 Plus Legal Research Fee = 10% of the total filing fee Documentary Stamp Tax = ₱30.00 per Certificate	

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

This service highlights the process on how a One Person Corporation is converted into an Ordinary Stock Corporation.

Division / Office	Tacloban Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Corporations registered with SEC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet (1 electronic copy and 2 original copies)	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
2. Notice of Conversion of an Ordinary Stock Corporation (OSC) to One Person Corporation (OPC) Remarks: 1. Must be signed by the holder of shares of the outstanding shares of the capital 2. Must be countersigned by the corporate secretary 3. Must be in the form prescribed by the Commission	Client
3. Proof of Transfer of Ownership (1 electronic copy, 1 original and 1 photocopy) Remarks: Any legal document that sufficiently proves transfer of ownership such deed of sale, deed of assignment, donation, etc.	Client
4. Certificate Authorizing Registration / Tax Clearance (1 electronic copy, 1 original and 1 photocopy)	Bureau of Internal Revenue / Revenue District Office 088

5. Articles of Incorporation of an OPC (1 electronic, and 2 original copies) Remarks: 1. Must be duly prepared, signed and acknowledged or authenticated by the single stockholder and by the corporation's treasurer 2. Provision indicating the names and addresses of the original incorporators of the ordinary stock corporation 3. Provision on the number of directors' their payment details were modified to reflect the name, address, subscription and payment details of the single stockholder in the form prescribed by the Commission 4. Must contain the following as a new Article in the Articles of the One Person Corporation: “Upon issuance by the Securities and Exchange Commission of the Certificate of Filing of Amended Articles of Incorporation, reflecting its conversion into a One Person Corporation, the attached Articles of Incorporation of the Ordinary Stock Corporation shall be deemed superseded.”	Client
6. Notarized Secretary's Certificate of No Intra corporate Dispute	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
7. Monitoring Clearance (1 electronic copy and 2 photocopies) 7.1 Monitoring Clearance, or 7.2 Affidavit of Undertaking	Securities and Exchange Commission / Extension Offices or Company Monitoring Division System-generated form through eAMEND Portal

Remarks: The Affidavit of Undertaking is a temporary substitute requirement in lieu of the Monitoring Clearance. This is only to accommodate the amendment application pending monitoring.	
8. Undertaking to Assume all Liabilities of the Ordinary Stock Corporation Remarks: Must be duly executed under oath by the single stockholder of the OPC	Client
Situational Requirements	
Change of Corporate Name 1. Name Reservation Slip 2. Undertaking of a Stockholder or Officers to Change Company Name Remarks: The Undertaking to Change Company Name to Change name only applies if the articles of incorporation or bylaws does not have a provision which prescribes a process to change its name.	Securities and Exchange Commission / Tacloban Extension Office
Corporation is supervised or regulated by the Bangko Sentral ng Pilipinas 1. Endorsement Letter from Bangko Sentral ng Pilipinas (1 electronic copy, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas / Financial Supervision Department
Corporation is supervised or regulated by the Insurance Commission 1. Endorsement Letter from Insurance Commission (1 electronic copy, 1 original copy and 1 photocopy)	Insurance Commission / Licensing Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Location: Apply through eamend.sec.gov.ph	1.1 Assign the application received in the system to processors for review and evaluation.	None	4 hours	SEC Director I, Tacloban Extension Office
	1.2 Reviews and evaluate the application. If the documents are found in order as to form and substance, it will be forwarded to the Director for pre-approval; otherwise, the application will be returned to the client for corrections which will cause the toll of the processing time.	None	4 days	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	1.3 Instructs processor to pre-approve the application	None	2 hours	SEC Director I, Tacloban Extension Office
	1.4 Pre-approves the application	None	2 hours	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Payment of fees upon pre-approval of the documents.	2.1 Issuance of Payment Assessment Form (PAF)	STANDARD FEE/s: Filing Fee for Amended Articles of Incorporation - P2,000.00 FORMULA FEE/s: Name Reservation Fee - P100 per 30 days of reservation Legal Research Fee - 10% of the total filing fees paid. Documentary Stamp Tax - ₱30.00 per Certificate to be issued.	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	2.2 Once payment is confirmed, the client is instructed to submit the hard copies of the documents to the SEC Tacloban Extension Office.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submits hard copy documents	3.1 Pre-process submission. If the documents are lacking, return to for compliance; otherwise, complete documents will be received and forwarded to the processor for post-audit	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office
	3.1 The processor post-audits the documents. It is further verified if the electronic copies previously submitted are the same with the hard copies. If there are material changes in the hard copies, the client shall be instructed via email to rectify the deficiencies.	None	1 day	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	3.2 Print Certificate	None	1 hour	SEC Administrative Assistant II, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Sign certificate	None	1 hour	SEC Director I, Tacloban Extension Office
4. Receives certificate	4.1 Email client that certificate is ready for pick-up	None	1 hour	SEC Information Officer II, Tacloban Extension Office
TOTAL PROCESSING TIME			7 working days	
TOTAL PROCESSING FEE			TOTAL STANDARD FEE: ₱2,000.00 Plus Legal Research Fee = 10% of the total filing fee Documentary Stamp Tax = ₱30.00 per Certificate	

7. Application for Dissolution of Partnerships

This service details the procedure on how a SEC registered partnership amends its articles of partnership in recorded with the Commission.

Division / Office	Tacloban Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)Government to Business (G2B)
Type of Service	External Service
Who may avail:	All partnerships registered with SEC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet (1 electronic copy and 2 original copies) Remarks: 1. Company contact information must be consistent with its compliance with SEC Memo Circular No. 28 series of 2020	Client records Download template here: [1] TACEO Forms and Checklist - Google Drive
2. Articles of Dissolution or Affidavit of Dissolution (1 electronic copy, and 2 original copies)	Client records
3. BIR Tax Clearance (1 electronic, 1 original and 1 photocopy)	Bureau of Internal Revenue / Revenue District Office 088
Situational Requirements	
Change of Corporate Name 1. Name Reservation Slip Remarks: Submit application here: Link to TACEO External Services 2. Undertaking of a Stockholder or Officers to Change Company Name	Securities and Exchange Commission / Tacloban Extension Office Client

Remarks: The Undertaking to Change Company Name to Change name only applies if the articles of incorporation or bylaws does not have a provision which prescribes a process to change its name.	
Corporation is supervised or regulated by the Bangko Sentral ng Pilipinas 1. Endorsement Letter from Bangko Sentral ng Pilipinas (1 electronic copy, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas / Financial Supervision Department
Corporation is supervised or regulated by the Insurance Commission 1. Endorsement Letter from Insurance Commission (1 electronic copy, 1 original copy and 1 photocopy)	Insurance Commission / Licensing Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Location: Apply through eamend.sec.gov.ph	1.1 Assign the application received in the system to processors for review and evaluation.	None	4 hours	SEC Director I, Tacloban Extension Office
	1.2 Reviews and evaluate the application. If the documents are found in order as to form and substance, it will be forwarded to the Director for pre-approval; otherwise, the application will be returned to the client for corrections which	None	4 days	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	will cause the toll of the processing time.			
	1.3 Instructs processor to pre-approve the application	None	2 hours	SEC Director I, Tacloban Extension Office
	1.4 Pre-approves the application	None	2 hours	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
2. Payment of fees upon pre-approval of the documents.	2.1 Issuance of Payment Assessment Form (PAF)	STANDARD FEE/s: Filing Fee for Amended Partnership - P2,000.00 FORMULA FEE/s: Name Reservation Fee - P100 per 30 days of reservation Legal Research Fee - 10% of the total filing fees paid. Documentary Stamp Tax -	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		₱30.00 per Certificate to be issued.		
	2.2 Once payment is confirmed, the client is instructed to submit the hard copies of the documents to the SEC Tacloban Extension Office.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
3. Submits hard copy documents	3.1 Pre-process submission. If the documents are lacking, return to for compliance; otherwise, complete documents will be received and forwarded to the processor for post-audit	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office
	3.1 The processor post-audits the documents. It is further verified if the electronic copies previously submitted are the same	None	1 day	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	with the hard copies. If there are material changes in the hard copies, the client shall be instructed via email to rectify the deficiencies.			Assistant I and II, Tacloban Extension Office
	3.2 Print Certificate	None	1 hour	SEC Administrative Assistant II, Tacloban Extension Office
	3.3 Sign certificate	None	1 hour	SEC Director I, Tacloban Extension Office
4. Receives certificate	4.1 Email client that certificate is ready for pick-up	None	1 hour	SEC Information Officer II, Tacloban Extension Office
TOTAL PROCESSING TIME			6 days, 6 hours	
TOTAL PROCESSING FEE			TOTAL STANDARD FEE: ₱2,000.00 Plus Legal Research Fee = 10% of the total filing fee Documentary Stamp Tax = ₱30.00 per Certificate	

8. Application for License to Operate of Lending or Financing Companies (Head Office)

This service details the procedure on how a registered domestic Company amending its purpose to include lending and financing activities, can apply for license to operate a lending or financing company.

Division / Office	Tacloban Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic Companies amending its purpose to include lending and financing activities.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet (1 electronic copy and 2 original copies)	Client records Download template here: [1] TACEO Forms and Checklist - Google Drive
2. Notarized Application Form Remarks 1. Signed by the president under oath 2. Address must be the same with the latest GIS, or articles of incorporation, whichever is applicable. 3. Contact number must be the official number of the corporation per compliance SEC Memorandum Circular No. 28 series of 2020 4. Address of proposed branch must be the same with the Information Sheet	Client records Download template here: [1] TACEO Forms and Checklist - Google Drive
3. Information Sheet Remarks: 1. Signed by the President under oath	Client Download template here: [1] TACEO Forms and Checklist - Google Drive

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Fully accomplished, including dates and place of signing. 3. If the information does not apply to the applicant, simply write "N/A" 4. Assigned capital must be based on official record such as the latest financial statement 5. Address of proposed branch must be the same as indicated in the Application Form 6. Residential addresses of the Branch Manager, Administrative Officer and Cashier should be the same with their submitted NBI clearances.	
4. Valid NBI Clearance of the Branch Manager, Administrative Officer and Cashier	National Bureau of Investigation / Information and Communications Technology Division
5. Monitoring Clearance	Securities and Exchange Commission / Extension Offices, Compliance Monitoring Division
6. Notarized Personal Information Sheet Remarks: 1. Must secure and use the prescribed format of the Commission 2. The form must be fully accomplished. Make use of "N/A" accordingly.	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
7. Sworn Certification required under SEC Memo Circular No. 29 series of 2020 Remarks: 1. Shall include an undertaking that the applicant shall submit hard and soft copies of its Money Laundering and Terrorist Financing Prevention Program (MTPP) to the Anti-Money Laundering Division of the SEC Enforcement and Investor Protection Department	Client records Download template here: [1] TACEO Forms and Checklist - Google Drive

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(AMLD-EIPD) within 10 days from receipt of its Certificate of Registration and/or Secondary License from the Commission 2. Stamped received by the AMLD-EIPD or with attached confirmation sent by the AMLD-EIPD stating that the Sworn Certification was duly received.	
8. Format of Disclosure Statement on Loan/Credit Transactions	Client
9. Notarized Bank Certificate of Deposit (1 electronic copy, 1 original copy and 1 photocopy)	Client
Situational Requirements	
Corporation is supervised or regulated by the Bangko Sentral ng Pilipinas 1. Endorsement Letter from Bangko Sentral ng Pilipinas (1 electronic copy, 1 original copy and 1 photocopy)	Bangko Sentral ng Pilipinas / Financial Supervision Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assign the application received in the system to processors for review and evaluation.	None	4 hours	SEC Director I, Tacloban Extension Office
	1.2 Reviews and evaluate the application. If the documents are found in	None	4 days	SEC Administrative Assistant II, and

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	order as to form and substance, it will be forwarded to the Director for pre-approval; otherwise, the application will be returned to the client for corrections which will cause the toll of the processing time.			Securities Specialist II, Tacloban Extension Office
	1.3 Instructs processor to pre-approve the application	None	2 hours	SEC Director I, Tacloban Extension Office
	1.4 Pre-approves the application	None	2 hours	SEC Administrative Assistant II, and Securities Specialist II, Tacloban Extension Office
2. Payment of fees upon pre-approval of the documents.	2.1 Issuance of Payment Assessment Form (PAF)	FORMULA FEE/s:: Application for License to Operate of Lending and Financing Companies - 1/10 of 1% of the paid-up capital	1 hour	SEC Administrative Assistant II, and Securities Specialist II, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee - 10% of the total filing fees paid. Documentary Stamp Tax - ₱30.00 per Certificate to be issued.		
	2.2 Once payment is confirmed, the client is instructed to submit the hard copies of the documents to the SEC Tacloban Extension Office.	None	1 hour	SEC Administrative Assistant II, and Securities Specialist II, Tacloban Extension Office
3. Submits hard copy documents	3.1 Pre-process submission. If the documents are lacking, return to for compliance; otherwise, complete documents will be received and forwarded to the processor for post-audit	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office
	3.1 The processor post-audits the documents. It is further	None	1 day	SEC Administrative Assistant II, and

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	verified if the electronic copies previously submitted are the same with the hard copies. If there are material changes in the hard copies, the client shall be instructed via email to rectify the deficiencies.			Securities Specialist II, Tacloban Extension Office
	3.2 Print Certificate	None	1 hour	SEC Administrative Assistant II, Tacloban Extension Office
	3.3 Sign certificate	None	1 hour	SEC Director I, Tacloban Extension Office
4. Receives certificate	4.1 Email client that certificate is ready for pick-up	None	1 hour	SEC Information Officer II, Tacloban Extension Office
TOTAL PROCESSING TIME			6 days, 6 hours	
TOTAL PROCESSING FEE			TOTAL STANDARD FEE: ₱2,000.00 Plus Legal Research Fee = 10% of the total	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			filing fee Documentary Stamp Tax = ₱30.00 per Certificate	

9. Application to do Business Under the Foreign Investments Act of 1991

This details the application for corporations which foreign equity increases to more than 40 % and must apply for authority to do business under the Foreign Investments Act of 1991 (R.A. 7042)

Division / Office	Tacloban Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	For registered corporation increasing its foreign equity to more than 40%

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
2. SEC Form No. F-101	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
3. Notarized Secretary's Certificate of no pending case of intra-corporate dispute Remarks: 1. Certifying that no intra-corporate case/action has been filed or is pending before any court of tribunal against or among the directors, officers, or stockholders of the corporation 2. Must be notarized.	Client Download template here: [1] TACEO Forms and Checklist - Google Drive

4. Monitoring Clearance

Submit application here: [Link to TACEO External Services](https://forms.gle/ZiFWcKZra9zx2ZQJ7)

SEC Headquarters - Compliance Monitoring Division or SEC Extension Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II
	1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the	None	2 days	Securities Specialist I / Securities Specialist II/ Securities Counsel/ Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	client. Then, the applicant proceeds to step 2.			
	1.3 Director/Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.	None	2 days	Director/ Officer-in-Charge
	1.4 Pre-approval of the application and issuance of Payment Assessment Form (PAF). Client to Proceed to Step 3	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Tacloban Extension Office
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report and approval of Officer-in-Charge.	None	1 hour	Securities Specialist I /Securities Specialist II/ Securities Counsel/ Administrative Assistant II
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receives and acknowledges payment .	FIA Application - P3,000.00 Legal Research Fee - P30.00 Documentary Stamps Tax - P30.00 Total : P3,060.00	1 hour	Financial Management Department
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
	4.2 Post-audit of documents and	None	1 day	Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	verification of the submitted actual documents versus the approved electronic copy.			/Securities Specialist II/ Securities Counsel/ Administrative Assistant II
	4.3 Preparation of the Certificates.	None	2 hours	Administrative Assistant II
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.	None	2 hours	Director/Officer-in-Charge
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant I and II
TOTAL PROCESSING TIME			7 working days	
TOTAL PROCESSING FEE			TOTAL STANDARD FEE: P3,060.00	

10. Cash or Stock Dividends (For shares that are not listed)

This service details the documentary requirements and procedure for acknowledgment of cash or stock dividends for unissued shares.

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Corporations duly registered with the SEC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
2. Audited Financial Statements Remarks: 1. As of the last fiscal year of the corporation 2. Must be received by the SEC and BIR	Client
3. Reconciliation of Retained Earnings Remarks: Must be compliant with SEC Memorandum Circular No. 16 series of 2023 and SEC Memorandum Circular No. 11 series of 2008	Client
4. Notarized Secretary's Certificate Remarks:	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Certifying the Board Resolution for the reversal of appropriated earnings to unappropriated retained earnings, if applicable	
5. Secretary's Certificate Remarks: 1. Certifying that no intra-corporate case/action has been filed or is pending before any court of tribunal against or among the directors, officers, or stockholders of the corporation 2. Must be notarized.	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
6. Monitoring Clearance Submit application here: Link to TACEO External Services	Securities and Exchange Commission / Extension Offices or Compliance Monitoring Division
Situational Requirements	
FOR CASH DIVIDEND 1. Certification under oath by the Corporate Secretary Remarks: Certify that the declaration of cash dividends is through a board resolution of the corporation's board of directors	Client
FOR STOCK DIVIDEND 1. Certification under oath by the Corporate Secretary Remarks: Certify that the declaration of stock dividends through the majority of the directors and the stockholders representing at least $\frac{2}{3}$ of the outstanding capital stock. 2. List of stockholders with their respective subscribed capital stock as of the date meeting approving the declaration of stock dividend	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
together with the allocation of stock dividend certified under oath by the Corporate Secretary 3. Notarized Secretary's Certificate certifying that on the basis of the computation of the Finance Officer, the allocation of stock dividend as indicated in the list of stockholders of record is in proportion to the shareholdings of stockholders as of date of declaration/record date and the treatment of resulting fractional shares (if any), are true and correct 4. Analysis of capital structure certified under oath by the Treasurer	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant
	1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will	None	10 days	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
	1.3 Director/Officer-in-Charge reviews and evaluates the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the	None	5 days	Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	client. Then, the applicant proceeds to step 2.			
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/Officer-in-Charge.	None	1 day	Securities Specialist I /Securities Specialist II
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receives and acknowledges payment .	If Cash /Stock dividend declared by Corporation whose securities are not listed is: Up to P50,000,000 – P500.00 Over P50,000,000 – PHP1,000 Legal Research Fee of P10.00	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant I and II
	4.2 Post-audit of documents and verification of the submitted actual documents versus the approved electronic copy.	None	1 day	Securities Specialist I and II
	4.3 Preparation of the Acknowledgement Letter.	None	1 day	Securities Specialist I and II
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.	None	1 day	Director/Officer-in-Charge
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant I and II
		If Cash /Stock dividend declared by Corporation whose securities are not listed is: Up to P50,000,000 – P500.00 Over P50,000,000 – PHP1,000 Legal Research Fee of P10.00	20 working days	

11. 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.

Division / Office	Tacloban Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered with the SEC and whose principal address is within Eastern Visayas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
2. List of Stockholders Remarks: Certified under oath by the Corporate Secretary showing the present capital structure of the Company including the following information: 1. Name of stockholders; 2. Nationality of each stockholder 3. No. of shares and amount subscribed 4. Amount of paid-up capital	Client
3. Notarized Secretary's Certificate on No Intra-Corporate Dispute (1 electronic copy, 1 original copy and 1 photocopy) Remarks:	Client Download template here: [1] TACEO Forms and Checklist - Google Drive

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Must indicate that no action has been filed or is pending before any court involving intra-corporate dispute from the date of approval of the amendment by the corporation up until from its filing before the Commission	
4. Audited Financial Statements Remarks: 1. As of the last fiscal year of the corporation 2. Must be received by the SEC and BIR	Client
5. If not reflected in the latest (AFS): Interim Audited Financial Statements, Latest approved Increase in Authorized Capital Stock, Latest approved Confirmation of Valuation,	
5. Monitoring Clearance	Securities and Exchange Commission / Extension Office, Compliance Monitoring Department
Situational Requirement/s	
Corporation is newly registered (not more than one year)	
1. Articles of Incorporation	
For partnerships	
1. Articles of Partnership or latest approved Amended Articles of Partnership	
FOR PERCENTAGE OF OWNERSHIP	
1. Photocopy Stock and Transfer Book Remarks: Certified true copy by the corporate secretary	Client

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II
	1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.	None	2 days	Securities Specialist I /Securities Specialist II
		None	2 days	Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Director/Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report and approval of Officer-in-Charge.	None	4 hours	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receives and acknowledges payment .	PHP 1,000 per copy issued Documentary Stamp Tax of PHP 30.00	1 hour	Financial Management Department
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
	4.2 Post-audit of documents and verification of the submitted actual documents versus the approved electronic copy.	None	1 day	Securities Specialist I /Securities Specialist II
	4.3 Preparation of the Certificates.	None	2 hours	Securities Specialist I /Securities Specialist II
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.	None	2 hours	Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
		PHP 1,000 per copy issued Documentary Stamp Tax of PHP 30.00	7 working days	

12. Confirmation/Notice of Exemption

This service details the procedure on application for confirmation/notice of exemption from the registration requirements of the Securities Regulation Code, for issuance of shares of stock to existing stockholders.

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Regular domestic corporations duly registered with SEC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. SEC Form 10.1	Client
2. Certification under oath by the Corporate Secretary on the board resolution approving the additional issuance of shares of stock	Client
3. List of Stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company including the following information: 1. Name of stockholders; 2. Nationality of each stockholder 3. No. of shares and amount subscribed 4. Amount of paid-up capital	Client
4. Notarized Secretary's Certificate <i>Remarks: Certifying that all non-subscribing stockholders waived their respective pre-emptive rights or attesting to the resolution by the stockholders representing at least 2/3 of the outstanding capital stock</i>	Client Download template here: [1] TACEO Forms and Checklist - Google Drive

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>approving issuance of shares in exchange for property or previously incurred indebtedness.</i>	
5. Audited Financial Statements Remarks: - Must be as of the last fiscal year prior to the application - Received by Securities and Exchange Commission and the Bureau of Internal Revenue	Client
6. Secretary's Certificate Remarks: <i>Certifying that no intra-corporate case/action has been filed or is pending before any court of tribunal against or among the directors, officers, or stockholders of the corporation</i> <i>Must be notarized.</i>	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
7. SEC Form No. F-101 or copy of registration with Foreign Investments Act <i>Remarks: Applicable only if the foreign equity increased to more than 40%</i>	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
8. Endorsement/Clearance, if applicable	SEC and other regulatory government agencies
9. Monitoring Clearance	SEC Extension Office. Send a formal request through: https://forms.gle/uLPHQvFhbEnw2S1b6
Situational Requirements	
If the applicant-corporation is a listed company, public company, company that offer or sell securities to the public, company with a secondary license or where the payment to the subscription to the increase is more than FIFTY MILLION PESOS (P50,000,000.00)	To be prepared by the Company in accordance with SEC Memorandum Circular No. 6 series of 2008 (Guidelines on On-site Verification of Financial Records Relative to Certain Applications filed with the Commission) - downloadable at SEC website through the following URL:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.1 Special Audit Report, or 1.2 Subscription Contract Remarks: The subscription contract must be executed under oath among subscribing stockholders, treasurer and president for the corporation, stating the number of additional shares subscribed and paid for.	https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/
If the applicant-corporation is a Rural Bank Remarks: - Notarized Certificate on payment for subscriptions Remarks: - To be signed by majority of the rural bank's Board of Directors in accordance with the form required by Bangko Sentral ng Pilipinas (BSP) - List of stockholders of record Remarks: - Must show the 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 / Financial Supervision Department

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II
	1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.	None	10 days	Securities Specialist I /Securities Specialist II
	1.3 Director/Officer-in-Charge	None	5 days	Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/Officer-in-Charge.	None	1 day	Securities Specialist I /Securities Specialist II
3. Pay the corresponding filing fees through Espaysec https://espaysec.sec.gov	3.1 Receive and acknowledge payment.	1. Confirmation/Notice of Exemption – 1/5 of 1% of the value of shares of	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.		stocks to be issued but not less than P3,000.00 2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00 For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
	4.2 Post-audit of documents and verification of the submitted actual documents versus the approved electronic copy.	None	1 day	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Preparation of the Certificates.	None	1 day	Administrative Assistant II
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.	None	1 day	Director/Officer-in-Charge
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
		1. Confirmation/Notice of Exemption – 1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00 2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00	20 working days	

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		

13. Confirmation of Valuation

This service details the procedure on application for confirmation of valuation of consideration for additional issuance of 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. Stocks dividends
3. Land, building / condominium units
4. Inventories / Furniture / Personal Properties
5. Heavy Equipment and Machinery
6. Shares of Stock
7. Motor Vehicle
8. Sea vessel or aircraft
9. Net assets

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail	Corporations duly registered with the SEC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request confirming the valuation	Client
2. Certification under oath by the Corporate Secretary on the board resolution approving the additional issuance of shares of stock	Client
3. List of Stockholders certified under oath by the Corporate Secretary showing the present capital structure of the Company including the following information:	Client

6. Name of stockholders; 7. Nationality of each stockholder 8. No. of shares and amount subscribed 9. Amount of paid-up capital	
4. Notarized Secretary's Certificate <i>Remarks: Certifying that all non-subscribing stockholders waived their respective pre-emptive rights or attesting to the resolution by the stockholders representing at least 2/3 of the outstanding capital stock approving issuance of shares in exchange for property or previously incurred indebtedness.</i>	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
5. Secretary's Certificate <i>Remarks:</i> 3. <i>Certifying that no intra-corporate case/action has been filed or is pending before any court of tribunal against or among the directors, officers, or stockholders of the corporation</i> 4. <i>Must be notarized.</i>	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
6. Compliance with Registration under Foreign Investments Act <i>Remarks: Applicable only if the foreign equity increased to more than 40%</i>	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
7. Monitoring Clearance	Securities and Exchange Commission / Extension Offices, Compliance Monitoring Division
Situational Requirements Depending on the Mode of Payment	
In case the applicant-corporation is a bank, banking and quasi-banking institution, preneed, insurance and trust companies, NSSLAs,	

pawnshops, corporations engaged in money service business, and other financial intermediaries 1. Endorsement from the Bangko Sentral ng Pilipinas <i>Remarks:</i> <i>For those regulated and supervised by the Bangko Sentral ng Pilipinas</i> 2. Endorsement from the Insurance Commission <i>Remarks: For those regulated and supervised by the Insurance Commission</i>	Bangko Sentral ng Pilipinas / Financial Supervision Department Insurance Commission / Licensing Division
Conversion of Advances or Liabilities to Equity 1. Report of an Independent CPA on the Verification of the Advances to be Converted to Equity <i>Remarks:</i> 1. Must be in accordance with the form provided in SEC Memo Circular No. 6 series of 2008 2. This requirement is not required if the same is already reflected in the latest financial statement 2. Deed of Assignment of Advances or Liabilities	Client
Land, Buildings or Condominium Units 1. Detailed Schedule of the Property showing the registered owner, location, area, TCT/OCT No., tax declaration number, and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant. 2. Copy of the TCT/OCT electronically certified and issued by the Register of Deeds and tax declaration sheet certified by the Assessor's Office	Client

3. Latest zonal valuation certified by the BIR, if transfer value is based on zonal value
4. Appraisal Report by a licensed real estate appraiser within the last 6-months, if transfer value is based on appraised value
5. Deed of Assignment
6. If property is mortgaged, submit mortgagee or creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property
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.
8. Certification from the transferor stating that the improvements are existing and in good condition
9. Proof of Transfer of Registration
 - 9.1 Affidavit of Undertaking

Remarks:
Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval in accordance

with SEC Memorandum Circular No. 14 series of 2013 9.2 Certificate of Registration of the Shares of Stock Remarks: Must be under name of the corporation Must be submitted within 120 days after approval of the application in accordance with SEC Memorandum Circular No. 14 series of 2013	
Inventories, Furniture or Other Personal Properties 1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant 2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value 3. Deed of Assignment	Client
Heavy Equipment and Machinery 1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant 2. Appraisal Report by a licensed appraiser within the last 6-months. If the property is imported, valuation report with description of the property by the Bangko Sentral ng Pilipinas.	Client

3. Deed of Assignment 4. Certified from the transfer stating that the properties are existing and in good condition	
Shares of Stock 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 2. Audited Financial Statement of the investee company as of the last fiscal year received by SEC and BIR. 3. Deed of Assignment 4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor 5. Photocopy of the stock certificate, must be able to show original when required. 6. Latest Market Price Quotation in the newspaper or certification from the stock exchange/broker as to the latest market price of the shares of stock, if listed in the Stock Exchange. 7. Proof of Transfer of Registration 7.1 Affidavit of Undertaking	Client

Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval in accordance with SEC Memorandum Circular No. 14 series of 2013 7.2 Certificate of Registration of the Shares of Stock Remarks: Must be under name of the corporation	
6.1 Motor Vehicles 1. Detailed Schedule of the Motor Vehicle, Remarks: Must show the following: a) Registered owner; b) Make/model; c) Plate Number d) Chassis number e) Motor number f) Certificate of Registration g) Market Value certified by the company accountant 2. Photocopy of Certificate of Registration and Official Receipt of Annual Registration Fee Remarks: Client must present the original for verification of the processor. 3. Appraisal Report by authorized appraiser, within the last 6-months	Client

Remarks: Must be within the last 6-months 4. Deed of Assignment 5. Proof of Transfer of Registration 5.1 Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval 5.2 Certificate of Registration of the Motor Vehicle Remarks: Must be under name of the corporation 6. Certification from the transferor stating that the motor vehicles are existing and in good running condition.	
Sea Vessel / Aircraft 1. Detailed Schedule of the vessel/aircraft Remarks: Must show the following: a) Registered owner b) Registered number c) Technical description d) Appraised value certified by the company accountant	Client

2. Certified true copy of the certificate of ownership 3. Appraisal Report within the last 6-months by an authorized appraiser 4. Certificate of seaworthiness/airworthiness issued by the appropriate government agency 5. Deed of Assignment 6. Proof of Transfer of Registration 6.1 Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval 6.2 Certificate of Registration of the Motor Vehicle Remarks: Must be under name of the corporation	
Intangibles 1. Photocopy of System Purchase Agreement or any proof of ownership (for software)	Client

2. Copy of Certificate of Registration in the Intellectual Property Office and Mining Permit for mining rights 3. Appraisal Report by an accredited appraisal company or by a licensed Filipino mining engineer for mining rights, within the last 6-months. 4. Deed of Assignment 5. Affidavit of Undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	
Net assets 1. Latest Annual Financial Statement of the applicant corporation Remarks: Must be received by the SEC and BIR of the applicant corporation of the last fiscal year received by SEC and BIR 2. Latest Audited Financial Statement of the assignor single proprietorship, partnership, or corporation 3. Long-form audit report of Item 9.1.2 4. Deed of Assignment of the assets and liabilities 5. List of creditors with the amount due to each creditor Remarks: As of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors	Client

6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant 7. Photocopy of the certificate of registration of the motor vehicles, must be able to furnish original when required 8. Copy of TCT/OCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively. 9. Photocopy of stock certificates, must be able to furnish original when required. 10. DTI Certificate of Registration, for single proprietorship 11. Proof of Transfer of Registration 11.1 Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval 11.2 Certificate of Registration of the Remarks: Must be under name of the corporation	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II
	1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.	None	10 days	Securities Specialist I /Securities Specialist II
	1.3 Director/Officer-in-Charge	None	5 days	Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/Officer-in-Charge.	None	1 day	Securities Specialist I /Securities Specialist II
3. Pay the corresponding filing fees through Espaysec https://espaysec.sec.gov	3.1 Receive and acknowledge payment.	1. Confirmation of Valuation – 1/5 of 1% of the value of shares of	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.		stocks to be issued but not less than P3,000.00 2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00 3. Documentary Stamp tax of P30.00 For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
	4.2 Post-audit of documents and verification of the	None	1 day	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	submitted actual documents versus the approved electronic copy.			
	4.3 Preparation of the Certificates.	None	1 day	Administrative Assistant II
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.	None	1 day	Director/Officer-in-Charge
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
		1. Confirmation of Valuation – 1/5 of 1% of the value of shares of stocks to be issued but not less than P3,000.00 2. LRF -equivalent to 1% of the computed filing fee Confirmation of valuation but not less than P10.00	20 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		3. Documentary Stamp tax of P30.00 For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		

14. Creation of Additional Paid-in Capital (APIC)

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

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

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Corporations duly registered with the SEC.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
BASIC REQUIREMENTS	
1. Letter request for creation of additional paid-in capital (APIC) Remarks: Must be signed by any corporate 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	To be provided by the Company.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Remarks: 1. Must be as of date of Board of Directors meeting approving the creation of APIC 2. Must indicate the names, nationalities and respective subscribed and paid-up capital of each stockholder 3. Must be certified under oath by the corporate secretary	
4. Notarized Secretary's Certificate (1 electronic copy, 1 original copy and 1 photocopy) Remarks: Must indicate that no action has been filed or is pending before any court involving intra-corporate dispute from the date of approval of the amendment by the corporation up until from its filing before the Commission	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
5. Monitoring Clearance	Securities and Exchange Commission / Extension Offices, Compliance Monitoring Division
Situational Requirements Depending on the Mode of Payment	
Conversion of Advances or Liabilities to Equity 1. Report of an Independent CPA on the Verification of the Advances to be Converted to Equity Remarks: 3. Must be in accordance with the form provided in SEC Memo Circular No. 6 series of 2008 4. This requirement is not required if the same is already reflected in the latest financial statement 2. Deed of Assignment of Advances or Liabilities	Client
Land, Buildings or Condominium Units	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Detailed Schedule of the Property showing the registered owner, location, area, TCT/OCT No., tax declaration number, and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant. 2. Copy of the TCT/OCT electronically certified and issued by the Register of Deeds and tax declaration sheet certified by the Assessor's Office 3. Latest zonal valuation certified by the BIR, if transfer value is based on zonal value 4. Appraisal Report by a licensed real estate appraiser within the last 6-months, if transfer value is based on appraised value 5. Deed of Assignment 6. If property is mortgaged, submit mortgagee or creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property 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. 8. Certification from the transferor stating that the improvements are existing and in good condition	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9. Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval in accordance with SEC Memorandum Circular No. 14 series of 2013	
Inventories, Furniture or Other Personal Properties 1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant 2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value 3. Deed of Assignment	
Heavy Equipment and Machinery 1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Appraisal Report by a licensed appraiser within the last 6-months. If the property is imported, valuation report with description of the property by the Bangko Sentral ng Pilipinas. 3. Deed of Assignment 4. Certified from the transfer stating that the properties are existing and in good condition	
Shares of Stock 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 2. Audited Financial Statement of the investee company as of the last fiscal year received by SEC and BIR. 3. Deed of Assignment 4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor 5. Photocopy of the stock certificate, must be able to show original when required. 6. Latest Market Price Quotation in the newspaper or certification from the stock exchange/broker as to the latest	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
market price of the shares of stock, if listed in the Stock Exchange. 7. Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval in accordance with SEC Memorandum Circular No. 14 series of 2013	
Motor Vehicles 1. Detailed Schedule of the Motor Vehicle, Remarks: Must show the following: h) Registered owner; i) Make/model; j) Plate Number k) Chassis number l) Motor number m) Certificate of Registration n) Market Value certified by the company accountant 2. Photocopy of Certificate of Registration and Official Receipt of Annual Registration Fee Remarks: Client must present the original for verification of the processor.	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Appraisal Report by authorized appraiser, within the last 6-months Remarks: Must be within the last 6-months 4. Deed of Assignment 5. Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval Must be under name of the corporation 6. Certification from the transferor stating that the motor vehicles are existing and in good running condition.	
Sea Vessel / Aircraft 1. Detailed Schedule of the vessel/aircraft Remarks: Must show the following: e) Registered owner f) Registered number g) Technical description h) Appraised value certified by the company accountant 2. Certified true copy of the certificate of ownership	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Appraisal Report within the last 6-months by an authorized appraiser 4. Certificate of seaworthiness/airworthiness issued by the appropriate government agency 5. Deed of Assignment 6. Proof of Transfer of Registration 6.1 Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval 6.2 Certificate of Registration of the Motor Vehicle Remarks: Must be under name of the corporation	
Intangibles 1. Photocopy of System Purchase Agreement or any proof of ownership (for software)	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Copy of Certificate of Registration in the Intellectual Property Office and Mining Permit for mining rights 3. Appraisal Report by an accredited appraisal company or by a licensed Filipino mining engineer for mining rights, within the last 6-months. 4. Deed of Assignment 5. Affidavit of Undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	
Net Assets 1. Latest Annual Financial Statement of the applicant corporation Remarks: Must be received by the SEC and BIR of the applicant corporation of the last fiscal year received by SEC and BIR 2. Latest Audited Financial Statement of the assignor single proprietorship, partnership, or corporation 3. Long-form audit report of Item 9.1.2 4. Deed of Assignment of the assets and liabilities 5. List of creditors with the amount due to each creditor Remarks:	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
As of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors 6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant 7. Photocopy of the certificate of registration of the motor vehicles, must be able to furnish original when required 8. Copy of TCT/OCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively. 9. Photocopy of stock certificates, must be able to furnish original when required. 10. DTI Certificate of Registration, for single proprietorship 11. Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II
	1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.	None	10 days	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Director/Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.	None	5 days	Director/Officer-in-Charge
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of the Director/Officer-in-Charge.	None	1 day	Securities Specialist I / Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	1. Creation of APIC – 1/5 of 1% of the amount infused but not less than P5,000.00 2. LRF -equivalent to 1% of the computed filing fee 3. Documentary Stamp tax of P30.00	1 hour	Financial Management Department
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
	4.2 Post-audit of documents and verification of the submitted actual documents versus the approved electronic copy.	None	1 day	Securities Specialist I /Securities Specialist II
	4.3 Preparation of the Certificates.	None	1 day	Administrative Assistant II
	4.4 Director/ Officer-in-Charge for final	None	1 day	Director/ Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	review and signing of the certificates.			
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL		1. Creation of APIC – 1/5 of 1% of the amount infused but not less than P5,000.00 2. LRF -equivalent to 1% of the computed filing fee 3. Documentary Stamp tax of P30.00	20 working days	

15. Decrease of Capital Stock

This service details the procedure and documentary requirements 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.

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Corporations duly registered with the SEC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet (1 electronic copy and 2 original copies)	Client records Download template here: [1] TACEO Forms and Checklist
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 (1 electronic copy, 1 original copy and 1 photocopy) Remarks: Notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying: (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members,	Client Download template here: [1] TACEO Forms and Checklist - Google Drive

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names	
4. Amended Articles of Incorporation and/or Bylaws (1 electronic copy and 2 original copies) Remarks: 1. Amended provisions must be underscored by bolding and underlining in compliance with Section 15 of the Revised Corporation Code. 2. At the end of each line or paragraph of the amended provision, the date and year of the approval of its amendment must be indicated through proper citations. 3. Provisions not amended shall not be changed including the dates of signing and signatories.	Client records
6. Audited Financial Statements Remarks: 1. Must be as of the last fiscal year prior to the application 2. Received by Securities and Exchange Commission and the Bureau of Internal Revenue	Client
7. Long-form audit report of Item No. 6, if with return of capital	To be provided by the company
8. List of Creditors (if it involves return of capital) Remarks: 1. Certified by the auditor or certified under oath by the company accountant and written consent of each creditor 2. Only required if the transaction involves a return of capital	To be provided by the company
9. List of Stockholders	To be provided by the company

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Remarks: Showing the names, nationalities, and their subscribed and paid-up before and after the decrease certified under oath by the Corporate Secretary	
10. Publisher's Affidavit of the Publication of the Decrease of Capital Remarks: Once in a newspaper of general circulation	Publisher of a newspaper of general circulation.
11. Secretary's Certificate Remarks: 1. Certifying that no intra-corporate case/action has been filed or is pending before any court of tribunal against or among the directors, officers, or stockholders of the corporation 2. Must be notarized.	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
12. In case the applicant-corporation is a bank, banking and quasi-banking institution, preneed, insurance and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries 3. Endorsement from the Bangko Sentral ng Pilipinas Remarks: <i>For those regulated and supervised by the Bangko Sentral ng Pilipinas</i> 4. Endorsement from the Insurance Commission Remarks: <i>For those regulated and supervised by the Insurance Commission</i>	Bangko Sentral ng Pilipinas / FSS Operations Support Department (FOSD) Insurance Commission / Licensing Division
13. Monitoring Clearance	Compliance Monitoring Division or SEC Extension Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II
	1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.	None	10 days	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Director/ Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.	None	5 days	Director/ Officer-in-Charge
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/ Officer-in-Charge.	None	1 day	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	1. Decrease of Capital Stock * 1.1 if return of capital – P5,000.00 1.2 All others – P3,000.00 2. Amended Articles of Incorporation – P1,000.00* *plus Legal Research Fee (LRF) 1% of computed filing fee but not less than P10.00 and documentary stamp tax of P30	1 hour	Financial Management Department
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
	4.2 Post-audit of documents and verification of the submitted actual documents versus the approved electronic copy.	None	1 day	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Preparation of the Certificates.	None	1 day	Administrative Assistant II
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.	None	1 day	Director/Officer-in-Charge
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL		1. Decrease of Capital Stock * 1.1 if return of capital – P5,000.00 1.2 All others – P3,000.00	20 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2. Amended Articles of Incorporation – P1,000.00* *plus Legal Research Fee (LRF) 1% of computed filing fee but not less than P10.00 and documentary stamp tax of P30		

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

This service involves the process of when a corporation voluntarily dissolves its corporate existence by availing the mode prescribed in Section 134 of the Revised Corporation Code.

Division / Office	Tacloban Extension Office
Classification	Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. “Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned. Relatively, pertinent provisions under Title XVI of the Revised Corporation Code are quoted as follows: “Sec. 154. Investigations and Prosecution of Offenses. – The Commission may investigate an alleged violation of this Code, or of a rule, regulation, or order of the Commission. xxx xxx xxx Sec. 158. Administrative Sanctions. – If, after due notice and hearing, the Commission finds that any provision of this Code, rules or regulations, or any of the Commission’s orders has been violated, the

	Commission may impose any or all of the following sanctions, taking into consideration the extent of participation, nature, effects, frequency and seriousness of the violation: xxx xxx xxx.” Based on the foregoing provisions, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law. It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Verified Request for Voluntary Dissolution Remarks: a. A Verified Request for Voluntary Dissolution must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed;	To be provided by Applicant

- b. The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate (2 original copies);
- c. The Verified Petition must state:
 - i. The corporate name, SEC registration number, principal office of the corporation and email address of the corporation as required pursuant to SEC Memorandum Circular No. 28, Series of 2020;
 - ii. The complete name, position in the corporate structure of the corporation, and mailing address of the authorized representative of the corporation;
 - iii. The reason for dissolution;
 - iv. Form, Manner, and Time the notice was given:
 1. At least twenty (20) days prior to meeting;
 2. To each shareholder or member of record by any means authorized under its by-laws, regardless of whether they are entitled to vote at the meeting, pursuant to Section 50 of the Revised Corporation Code;
 3. Stating the time, place, and object of the meeting;
 4. Published once prior to date of meeting in a newspaper where the principal office is located, or if no newspaper is published in such place, in a newspaper of general circulation in the Philippines; and
 5. Purpose is to vote on the dissolution, accompanied by the following:
 - a. Agenda of the meeting;
 - b. Proxy form; and
 - c. Requirements and procedures to be followed for attendance, participation, and voting by

remote communication or in absentia, if applicable; v. Names of the stockholders and directors, or members and trustees, who approved the dissolution, provided: 1. That majority of the directors or trustees, and the stockholders owning or controlling at least a majority of the outstanding capital stock including the holders of non-voting shares or majority of the members voted for the dissolution; vi. The above-mentioned stockholders and directors, or members and trustees are the duly elected directors or trustees, and the stockholders or members of record as of the date of the meeting; vii. No pending intra-corporate dispute; viii. The date, place, and time of the meeting in which the vote was made; and ix. Details of publication, such as: 1. Name of the newspaper; 2. Complete name of the publisher; 3. Principal office of the publisher; 4. Area of circulation of the newspaper; 5. Date when the notice was published; and 6. Contents of the notice as published	
2. Verification and Certification Against Forum Shopping Remarks: Signed by the Petitioner's duly Authorized Representative	To be provided by the Applicant
3. Directors'/Trustees' Certificate Remarks: Authorizing the dissolution and designating an authorized representative to file the verified request for dissolution,	Client Download template here: [1] TACEO Forms and Checklist - Google Drive

signed by majority of the board and countersigned by the corporate secretary This is not required if the applicant corporation is a one person corporation.	
4. Publisher's affidavit of publication of the notice of meeting	To be provided by the Applicant
5. Latest due General Information Sheet	Company's Records
6. Latest Audited Financial Statements (AFS) Remarks: Received by the SEC and BIR	Company's Records
7. Affidavit executed under oath by President and Treasurer i. The dissolution is not prejudicial to the interest of the creditors; and ii. There is no opposition from any creditors from the time of publication of notice of dissolution up to the filing of the dissolution;	To be provided by the Applicant
8. BIR Tax Clearance	Bureau of Internal Revenue
9. Notarized Secretary's Certificate (1 electronic copy, 1 original copy and 1 photocopy) Remarks: Must indicate that no action has been filed or is pending before any court involving intra-corporate dispute from the date of approval of the amendment by the corporation up until from its filing before the Commission	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
10. In case the applicant-corporation is a bank, banking and quasi-banking institution, preneed, insurance and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries 5. Endorsement from the Bangko Sentral ng Pilipinas <i>Remarks:</i>	Bangko Sentral ng Pilipinas / FSS Operations Support Department (FOSD)

<i>For those regulated and supervised by the Bangko Sentral ng Pilipinas</i> 6. Endorsement from the Insurance Commission <i>Remarks: For those regulated and supervised by the Insurance Commission</i>	Insurance Commission / Licensing Division
Situational Requirements	
Applicant corporation ceased operation of at least one (1) year 1. Affidavit of Non-Operation certified under oath by the President and Treasurer	Company's Records
Applicant corporation did not operate 1. Affidavit of Non-Operation certified under oath by the President and Treasurer 2. Certificate of Non-Registration issued by the Bureau of Internal Revenue 3. Balance Sheet certified under oath by the President and Treasurer	To be provided by the Applicant
Applicant corporation's total assets or liabilities is less than six hundred thousand (P600,000.00) 1. Balance Sheet as of the last fiscal year certified under oath by the President and Treasurer.	Company's Records
Applicant corporation is a One Person Corporation 1. Notarized One Person Corporation Resolution of the single stockholder Remarks: Authorizing the dissolution and designating an authorized representative to file the verified request for dissolution and countersigned by the corporate secretary.	To be provided by the Applicant

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Acknowledge the receipt of the verified petition with supporting documents.	None	2 hours	SEC Administrative Assistant II
	1.2 Record the case to the case management system and assign to a Processor.	None	2 hours	SEC Administrative Assistant II
	1.3 Assess the completeness of the verified petition with its supporting documents If documents are NOT COMPLETE, the same are returned together with the Checklist of Requirements. If the documents are COMPLETE, accept the documents for review and draft Order and submit to the EO Director/ Officer-in-Charge for review.	None	10 working days	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Review of the draft Order and the documents submitted. If the petition is recommended to be granted and the Order is sufficient, the EO Director/OIC orders the Securities Counsel to prepare the Payment Assessment Form. Securities Counsel informs the client that the application can be paid. If the petition is not compliant, return the application to the Securities Counsel.	None	10 working days	Director/ Officer-in-Charge
	1.5 Issuance of Payment Assessment Form (PAF) to the applicant through email.	None	1 hour	Securities Counsel
	1.6 Request clearance from the Office of the General Counsel and	None	10 working days	Office of the General Counsel and Enforcement

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Enforcement and Investor Protection Department			and Investor Protection Department
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	1 hour	Financial Management Department
3. Submission of the physical copies of the original verified petition with supporting documents at the Tacloban Extension Office	4.1 Docketing and raffling of the Order. The Client shall receive an update on the requested petition.	None	1 working day	Administrative Assistant II
	4.2. Notation of the Petition	None	1 working day	Administrative Assistant II
	4.3 Forward the verified Petition and its attachments with proof of payment of the filing fees and penalties to the handling lawyer.	None	1 hour	Securities Counsel
	4.4 The handling lawyer to prepare the Order for submission to the	None	1 working day	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Extension Office' Supervising Commissioner.			
	4.4 Evaluation of the application by the Office of the Commissioner on behalf of the Commission En Banc.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Office of the Commissioners
	4.5. Issuance of the Order.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Securities Counsel
TOTAL		Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	Exempt from the 3-7-20 rule since the service	

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

This service involves the procedural process of when a corporation voluntarily dissolves its corporate existence in accordance with Section 136 of the Revised Corporation Code.

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet (1 electronic copy and 2 original copies)	Client records Download template here: [1] TACEO Forms and Checklist Google Drive
2. Amended Articles of Incorporation (1 electronic copy and 2 original copies)	Client
3. Directors' or Trustees' Certificate (1 electronic copy, 1 original copy and 1 photocopy) Remarks: Notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying: (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders' or members' meeting; and	Client

(iv) the tax identification number of the signatories which shall be placed below their printed names	
4. Notarized Secretary's Certificate on No Intra-Corporate Dispute (1 electronic copy, 1 original copy and 1 photocopy) Remarks: Must indicate that no action has been filed or is pending before any court involving intra-corporate dispute from the date of approval of the amendment by the corporation up until from its filing before the Commission	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
7. In case the applicant-corporation is a bank, banking and quasi-banking institution, preneed, insurance and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries 7.1 Endorsement from the Bangko Sentral ng Pilipinas <i>Remarks:</i> <i>For those regulated and supervised by the Bangko Sentral ng Pilipinas</i> 7.2 Endorsement from the Insurance Commission <i>Remarks: For those regulated and supervised by the Insurance Commission</i>	Bangko Sentral ng Pilipinas / FSS Operations Support Department (FOSD) Insurance Commission / Licensing Division
6. Monitoring Clearance	Securities and Exchange Commission / Extension Offices, Compliance Monitoring Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Location: Apply through eamend.sec.gov.ph	1.1 Assign the application received in the system to processors for review and evaluation.	None	1 hour	SEC Director I, Tacloban Extension Office
	1.2 Reviews and evaluate the application. If the documents are found in order as to form and substance, it will be forwarded to the Director for pre-approval; otherwise, the application will be returned to the client for corrections.	None	2 days	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	1.3 Director/ Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to pre-approve the application. If upon review of the Director/Officer-in-Charge,	None	2 days	SEC Director I, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
	1.4 Pre-approval of the application and issuance of Payment Assessment Form (PAF).	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
5. For incomplete and non-compliant applications: Re-submits complete and corrected documents through the eAmend portal.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/ Officer-in-Charge.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
6. Pay the corresponding filing fees through Espaysec	3.1 Receive and acknowledge payment.	STANDARD FEE/s:	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
https://espaysec.sec.gov.ph/payment-portal/home or at any Land Bank of the Philippines branch nationwide.		Filing Fee for Amended Articles of Incorporation - ₱1,000.00 Filing Fee for Amended Bylaws - ₱1,000.00 FORMULA FEE/s: Name Reservation Fee - P100 per 30 days of reservation Legal Research Fee - 10% of the total filing fees paid. Documentary Stamp Tax - ₱30.00 per Certificate to be issued.		
7. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Pre-process submission. If the documents are lacking, return to for compliance; otherwise, complete documents will be received and forwarded to the processor for post-audit	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2 The processor post-audits the documents. It is further verified if the electronic copies previously submitted are the same with the hard copies. If there are material changes in the hard copies, the client shall be instructed via email to rectify the deficiencies.	None	1 day	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	4.3 Preparation of Certificate	None	3 hours	SEC Administrative Assistant II, Tacloban Extension Office
	4.4 Director/ Officer-in-Charge for final review and signing of the certificates.	None	3 hours	SEC Director I, Tacloban Extension Office
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL PROCESSING TIME			7 working days	
TOTAL PROCESSING FEE			TOTAL STANDARD FEE: ₱2,000.00 Plus Name Reservation Fee = P100 per 30 days of reservation, Legal Research Fee = 10% of the total filing fee Documentary Stamp Tax = ₱30.00 per Certificate	

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

This service outlines the procedure on how a corporation voluntarily shortens its corporate term and upon expiration thereof effectively dissolves itself by operation of law.

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet (1 electronic copy and 2 original copies)	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
2. Amended Articles of Incorporation (1 electronic copy and 2 original copies)	Client
3. Directors' or Trustees' Certificate (1 electronic copy, 1 original copy and 1 photocopy) Remarks: Notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying: (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members,	Client Download template here: [1] TACEO Forms and Checklist - Google Drive

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(iii) the date and place of the stockholders` or members` meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names	
4. Latest Audited Financial Statements (AFS) Remarks: Received by the SEC and BIR	Client's Records
5. Affidavit executed under oath by President and Treasurer iii. The dissolution is not prejudicial to the interest of the creditors; and iv. There is no opposition from any creditors from the time of publication of notice of dissolution up to the filing of the dissolution;	
6. BIR Tax Clearance	
7. Notarized Secretary's Certificate (1 electronic copy, 1 original copy and 1 photocopy) Remarks: Must indicate that no action has been filed or is pending before any court involving intra-corporate dispute from the date of approval of the amendment by the corporation up until from its filing before the Commission	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
8. In case the applicant-corporation is a bank, banking and quasi-banking institution, preneed, insurance and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries 8.1 Endorsement from the Bangko Sentral ng Pilipinas <i>Remarks:</i>	Bangko Sentral ng Pilipinas / FSS Operations Support Department (FOSD) Insurance Commission / Licensing Division

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>For those regulated and supervised by the Bangko Sentral ng Pilipinas</i> 8.2 Endorsement from the Insurance Commission <i>Remarks: For those regulated and supervised by the Insurance Commission</i>	
Situational Requirements	
Applicant corporation ceased operation of at least one (1) year 1. Affidavit of Non-Operation certified under oath by the President and Treasurer	Client
Applicant corporation did not operate 1. Affidavit of Non-Operation certified under oath by the President and Treasurer 2. Certificate of Non-Registration issued by the Bureau of Internal Revenue 3. Balance Sheet certified under oath by the President and Treasurer	Client
Applicant corporation's total assets or liabilities is less than six hundred thousand (P600,000.00) 1. Balance Sheet as of the last fiscal year certified under oath by the President and Treasurer.	Client
Applicant corporation is a One Person Corporation 1. Notarized One Person Corporation Resolution of the single stockholder Remarks: Authorizing the dissolution and designating an authorized representative to file the verified request for dissolution and countersigned by the corporate secretary.	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II
	1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.	None	10 days	Securities Specialist I /Securities Specialist II
	1.3 Director/Officer-in-Charge to	None	5 days	Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/Officer-in-Charge.	None	1 day	Securities Specialist I /Securities Specialist II
3. Pay the corresponding filing fees through Espaysec https://espaysec.sec.gov	3.1 Receive and acknowledge payment.	Amended Articles of Incorporation – P1,000.00 b. LRF P 10.00	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.		c. Documentary Stamp Tax P 30.00		
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
	4.2 Post-audit of documents and verification of the submitted actual documents versus the approved electronic copy.	None	1 day	Securities Specialist I /Securities Specialist II
	4.3 Preparation of the Certificates.	None	1 day	Administrative Assistant II
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.	None	1 day	Director/ Officer-in-Charge
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL		a. Amended Articles of Incorporation – P1,000.00 b. LRF P 10.00 c. Documentary Stamp Tax P 30.00	20 working days	

19. Equity Restructuring

This service details the procedure and documentary requirements on application for equity restructuring.

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered with the SEC and whose principal address is within Eastern Visayas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request to undergo equity restructuring <i>Remarks:</i> <i>Must be signed by the corporate officers</i>	Client
2. Certification under oath by the Corporate Secretary on the board resolution approving the equity restructuring plan	Client
3. Audited Financial Statement <i>Remarks:</i> Received by the SEC and BIR	Client
4. Secretary's Certificate <i>Remarks:</i> 1. <i>Certifying that no intra-corporate case/action has been filed or is pending before any court of tribunal against or among the directors, officers, or stockholders of the corporation</i> 2. <i>Must be notarized.</i>	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
5. In case the applicant-corporation is a bank, banking and quasi-banking institution, preneed, insurance and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries	Respective SEC Department/s or other regulatory Government Agencies

5.1 Endorsement from the Bangko Sentral ng Pilipinas <i>Remarks:</i> <i>For those regulated and supervised by the Bangko Sentral ng Pilipinas</i> 5.2 Endorsement from the Insurance Commission <i>Remarks: For those regulated and supervised by the Insurance Commission</i>	
6. Monitoring Clearance	Securities and Exchange Commission / Extension Offices, Compliance Monitoring Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II
	1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the	None	10 days	Securities Specialist I / Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
	1.3 Director/ Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor	None	5 days	Director/ Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report and approval of Officer-in-Charge.	None	1 day	Securities Specialist I /Securities Specialist II
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receives and acknowledges payment .	Equity Restructuring – P5,000.00 Legal Research Fee - P50.00 Documentary Stamps Tax - P30.00	1 hour	Financial Management Department
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
	4.2 Post-audit of documents and	None	1 day	Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	verification of the submitted actual documents versus the approved electronic copy.			/Securities Specialist II
	4.3 Preparation of the Certificates.	None	1 day	Administrative Assistant II
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.	None	1 day	Director/Officer-in-Charge
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL		Equity Restructuring – P5,000.00 Legal Research Fee - P50.00	20 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamps Tax - P30.00		

20. Increase of Capital Stock (ICS) – by way of Cash

This service details the procedure and documentary requirements for application for increase of Authorized Capital Stock by way of Cash.

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered with the SEC and whose principal address is within Eastern Visayas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet (2 original copies)	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
2. Certificate of Increase of Capital Stock (1 electronic copy, 1 original copy and 1 photocopy) Remarks: - No prescribed format. - Must be in accordance with the requirement provided under Section 15 and 37 of the Revised Corporation Code	Client
3. Treasurer's Affidavit (1 electronic copy, 1 original copy and 1 photocopy) Remarks: No prescribed format.	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Must be in accordance with the requirement provided under Section 37 of the Revised Corporation Code	
4. Directors' Certificate Remarks: Notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying: (i) the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, (ii) the vote of the directors or trustees and stockholders or members, (iii) the date and place of the stockholders' or members' meeting; and (iv) the tax identification number of the signatories which shall be placed below their printed names	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
5. Amended Articles of Incorporation Remarks: 1. Amended provisions must be underscored by bolding and underlining in compliance with Section 15 of the Revised Corporation Code. 2. At the end of each line or paragraph of the amended provision, the date and year of the approval of its amendment must be indicated through proper citations. 3. Provisions not amended shall not be changed including the dates of signing and signatories.	Client
6. List of Stockholders of Record Remarks: 1. As of date of meeting approving the increase, indicating their nationalities and their respective	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary.	
7. Notarized Secretary's Certificate on no pending case of intra-corporate dispute Remarks: 1. Certifying that no intra-corporate case/action has been filed or is pending before any court of tribunal against or among the directors, officers, or stockholders of the corporation 2. Must be notarized.	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
8. Notarized Secretary's Certificate attesting that non-subscribing stockholders have waived their pre-emptive rights or attesting the resolution of the stockholders representing at least 2/3 of the outstanding capital stock approving the issuance of shares in exchange for a property or previously incurred indebtedness of the corporation Remarks: 1. Certifies that all non-subscribing stockholders have waived their pre-emptive right to subscribe to the increase of capital	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
9. Audited Financial Statements of the last fiscal year received by SEC and BIR	Client
10. Monitoring Clearance	Securities and Exchange Commission / Extension Offices
Situational Requirements	
If the applicant-corporation is a listed company, public company, company that offer or sell securities to the public, company with a secondary license or where the payment to the subscription to the increase is more than FIFTY MILLION PESOS (P50,000,000.00)	To be prepared by the Company in accordance with SEC Memorandum Circular No. 6 series of 2008 (Guidelines on On-site Verification of Financial Records Relative to Certain Applications filed with the Commission) - downloadable at SEC website through the following URL:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1.1 Special Audit Report, or 1.2 Subscription Contract Remarks: 2. The subscription contract must be executed under oath among subscribing stockholders, treasurer and president for the corporation, stating the number of additional shares subscribed and paid for.	https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/
If the applicant-corporation is a Rural Bank Remarks: 3. Notarized Certificate on payment for subscriptions Remarks: 2. To be signed by majority of the rural bank's Board of Directors in accordance with the form required by Bangko Sentral ng Pilipinas (BSP) 4. List of stockholders of record Remarks: 2. Must show the 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 / Financial Supervision Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assign the application received in the system to processors for review and evaluation.	None	2 hours	Administrative Assistant II
	1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.	None	10 days	Securities Specialist I /Securities Specialist II
	1.3 Director/Officer-in-Charge to	None	5 days	Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/Officer-in-Charge.	None	1 day	Securities Specialist I /Securities Specialist II
3. Pay the corresponding filing fees through Espaysec https://espaysec.sec.go	3.1 Receive and acknowledge payment.	1. For the amendment: a. Amended Articles of Incorporation – P1,000.00 b. LRF P 10.00	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
v.ph/payment-portal/home or at any Land Bank of the Philippines branch nationwide.		c. Documentary Stamp Tax P 30.00 2. For the increase: 1. For corporation with par value a. 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 2. For corporation without par value a. 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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax P 60.00 For Corporations with FIA Application - P3,000, Legal Research Fee - P30.00 Documentary Stamp Tax P 30.00		
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
	4.2 Post-audit of documents and verification of the submitted actual documents versus the approved electronic copy.	None	1 day	Securities Specialist I /Securities Specialist II
	4.3 Preparation of the Certificates.	None	1 day	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.	None	1 day	Director/ Officer-in-Charge
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL		3. For the amendment: a. Amended Articles of Incorporation – P1,000.00 b. LRF P 10.00 c. Documentary Stamp Tax P 30.00 4. For the increase: 3. For corporation with par value a. 1/5 of 1% of the increase in capital stock but not less than	20 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher 4. For corporation without par value a. 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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax P 60.00 For Corporations with FIA Application - P3,000, Legal Research Fee - P30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax P 30.00		

21. Increase of Capital Stock (ICS) – through payment other than Cash

NOTE: This service pertains to the increase of authorized capital stock by way of the following:

1. Conversion of advances/liabilities to equity
2. Stock dividends
3. Land, building or condominium units
4. Untitled lands
5. Inventories, furniture, other personal properties
6. Heavy equipment and machinery
7. Shares of stock
8. Motor vehicle
9. Sea vessel or aircraft
10. Net assets

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered with the SEC and whose principal address is within Eastern Visayas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet (2 original copies)	Download template here: [1] TACEO Forms and Checklist - Google Drive
2. Certificate of Increase of Capital Stock (1 electronic copy, 1 original copy and 1 photocopy) Remarks: 3. No prescribed format. 4. Must be in accordance with the requirement provided under Section 15 and 37 of the Revised Corporation Code	No prescribed format. To be prepared by the Company in accordance with Section 15 and 37 of the Revised Corporation Code.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Treasurer's Affidavit (1 electronic copy, 1 original copy and 1 photocopy) Remarks: - No prescribed format. - Must be in accordance with the requirement provided under Section 37 of the Revised Corporation Code	No prescribed format. To be prepared by the Company in accordance with Section 37 of the Revised Corporation Code.
4. Directors' Certificate Remarks: Notarized and signed by majority of the directors or trustees and the Corporate Secretary, certifying: - the amendment of the Articles of Incorporation and/or By-Laws and indicating the amended provisions, - the vote of the directors or trustees and stockholders or members, - the date and place of the stockholders' or members' meeting; and - the tax identification number of the signatories which shall be placed below their printed names	Download template here: [1] TACEO Forms and Checklist - Google Drive
5. Amended Articles of Incorporation Remarks: - Amended provisions must be underscored by bolding and underlining in compliance with Section 15 of the Revised Corporation Code. - At the end of each line or paragraph of the amended provision, the date and year of the approval of its amendment must be indicated through proper citations. - Provisions not amended shall not be changed including the dates of signing and signatories.	To be prepared by the Company
6. List of Stockholders of Record Remarks:	To be prepared by the Company's Corporate Secretary

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. 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.	
7. Secretary's Certificate Remarks: 1. Certifying that no intra-corporate case/action has been filed or is pending before any court of tribunal against or among the directors, officers, or stockholders of the corporation 2. Must be notarized.	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
8. Secretary's Certificate Remarks: 1. That certifies no action or proceeding has been filed or is pending before any Court involving an intra-corporate dispute 2. Certifies that that all non-subscribing stockholders have waived their pre-emptive right to subscribe to the increase of capital	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
9. Audited Financial Statements Remarks: 1. Must be as of the last fiscal year prior to the application 2. Received by Securities and Exchange Commission and the Bureau of Internal Revenue	Client's Records
10. Monitoring Clearance	SEC Department/s or other regulatory government agencies
Situational Requirements Depending on the Mode of Payment	
Conversion of Advances or Liabilities to Equity 1. Report of an Independent CPA on the Verification of the Advances to be Converted to Equity	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Remarks: 1. Must be in accordance with the form provided in SEC Memo Circular No. 6 series of 2008 2. This requirement is not required if the same is already reflected in the latest financial statement 2. Deed of Assignment of Advances or Liabilities	
Stock Dividends 1. List of stockholders entitled to stock dividend with their respective outstanding shares and the allocation of stock dividend certified by the corporate secretary 2. Audited Financial Statements as of the last fiscal year received by BIR and SEC 3. Secretary's Certificate on the allocation of the stock dividends Remarks: 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 4. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings 5. Reconciliation of Retained Earnings	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Land, Buildings or Condominium Units 1. Detailed Schedule of the Property showing the registered owner, location, area, TCT/OCT No., tax declaration number, and the basis of transfer value (market value, assessed value or zonal value) certified by the company accountant. 2. Copy of the TCT/OCT electronically certified and issued by the Register of Deeds and tax declaration sheet certified by the Assessor's Office 3. Latest zonal valuation certified by the BIR, if transfer value is based on zonal value 4. Appraisal Report by a licensed real estate appraiser within the last 6-months, if transfer value is based on appraised value 5. Deed of Assignment 6. If property is mortgaged, submit mortgagee or creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property 7. For assignment of buildings where the assignor is not the owner of the land, submit the lease contract on the land and consent of the land owner to the transfer. 8. Certification from the transferor stating that the improvements are existing and in good condition	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Affidavit of undertaking to submit the required proof of transfer within the prescribed period Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval in accordance with SEC Memorandum Circular No. 14 series of 2013	
Inventories, Furniture or Other Personal Properties 1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant 2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value 3. Deed of Assignment	Client
Heavy Equipment and Machinery 1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant 2. Appraisal Report by a licensed appraiser within the last 6-months. If the property is imported, valuation report with description of the property by the Bangko Sentral ng Pilipinas. 3. Deed of Assignment	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Certified from the transferor stating that the properties are existing and in good condition	
Shares of Stock - 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 - Audited Financial Statement of the investee company as of the last fiscal year received by SEC and BIR. - Deed of Assignment - Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor - Photocopy of the stock certificate, must be able to show original when required. - Latest Market Price Quotation in the newspaper or certification from the stock exchange/broker as to the latest market price of the shares of stock, if listed in the Stock Exchange. - Affidavit of undertaking to submit the required proof of transfer within the prescribed period	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval in accordance with SEC Memorandum Circular No. 14 series of 2013	
6.1 Motor Vehicles 1. Detailed Schedule of the Motor Vehicle, Remarks: Must show the following: o) Registered owner; p) Make/model; q) Plate Number r) Chassis number s) Motor number t) Certificate of Registration u) Market Value certified by the company accountant 2. Photocopy of Certificate of Registration and Official Receipt of Annual Registration Fee Remarks: Client must present the original for verification of the processor. 3. Appraisal Report by authorized appraiser, within the last 6-months Remarks:	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Must be within the last 6-months 4. Deed of Assignment 5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval 6. Certification from the transferor stating that the motor vehicles are existing and in good running condition.	
See Vessel / Aircraft 1. Detailed schedule of vessel/aircraft showing registered Owner, registry number, technical description and appraised value certified by the company accountant Remarks: Must show the following: i) Registered owner j) Registered number k) Technical description l) Appraised value 2. Certified true copy of the certificate of ownership	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Appraisal Report within the last 6-months by an authorized appraiser 4. Certificate of seaworthiness/airworthiness issued by the appropriate government agency 5. Deed of Assignment 6. Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval	
Intangibles 1. Photocopy of System Purchase Agreement or any proof of ownership (for software) 2. Copy of Certificate of Registration in the Intellectual Property Office and Mining Permit for mining rights 3. Appraisal Report by an accredited appraisal company or by a licensed Filipino mining engineer for mining rights, within the last 6-months. 4. Deed of Assignment	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Affidavit of Undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	
Net assets (way of conversion of single proprietorship/partnership into corporation or by spin off) 1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC 2. Latest Audited Financial Statement of the assignor single proprietorship, partnership, or corporation 3. Long-form audit report of the Latest Audited Financial Statement of the assignor single proprietorship, partnership, or corporation 4. Deed of Assignment of the assets and liabilities 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 6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant 7. Photocopy of the certificate of registration of the motor vehicles, must be able to furnish original when required	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Copy of TCT/OCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively. 9. Photocopy of stock certificates, must be able to furnish original when required. 10. DTI Certificate of Registration, for single proprietorship 11. Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II
	1.2 Examination of documents' form and substance. Inform the	None	10 days	Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			/Securities Specialist II
	1.3 Director/ Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF).	None	5 days	Director/ Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
	1.4 Issuance of Payment Assessment Form (PAF).	None	1 hour	Securities Specialist I /Securities Specialist II
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/Officer-in-Charge.	None	1 day	Securities Specialist I /Securities Specialist II
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	5. For the amendment: a. Amended Articles of Incorporation – P1,000.00 b. LRF P 10.00 c. Documentary Stamp Tax P 30.00 6. For the increase:	1 hour	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		6. For corporation with par value a. 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 7. For corporation without par value a. 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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax P 60.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		For Corporations with FIA Application - P3,000, Legal Research Fee - P30.00 Documentary Stamp Tax P 30.00		
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
	4.2 Post-audit of documents and verification of the submitted actual documents versus the approved electronic copy.	None	1 day	Securities Specialist I /Securities Specialist II
	4.3 Preparation of the Certificates.	None	1 day	Administrative Assistant II
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.	None	1 day	Director/ Officer-in-Charge
	4.5 The applicant will be informed of the availability of the certificate via email.	None	1 hour	Administrative Assistant II /Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL		7. For the amendment: a. Amended Articles of Incorporation – P1,000.00 b. LRF P 10.00 c. Documentary Stamp Tax P 30.00 8. For the increase: 8. For corporation with par value a. 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 9. For corporation without par value a. 1/5 of 1% of the increase in capital stock	20 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax P 60.00 For Corporations with FIA Application - P3,000, Legal Research Fee - P30.00 Documentary Stamp Tax P 30.00		

22. Increase of Capital Stock for One Person Corporation via Cash

This service details the procedure and documentary requirements for application for increase of Authorized Capital Stock for One Person Corporation by way of Cash.

Division / Office	Tacloban Extension Office
Classification	Highly technical
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered with the SEC and whose principal address is within Eastern Visayas

Prior to requesting or applying for an amendment, each client must secure the following documentary requirements:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
2.1 OPC Resolution Certificate a) Signed by the single stockholder and corporate secretary b) Amended provisions c) Date and place of meeting e) Must be notarized	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
4. Amended Articles of Incorporation a) Amended provisions – should be underlined for emphasis	To be prepared by the Company.
5. Certificate of Increase of Authorized Capital Stock	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
6. Subscription Contract	Client

	Download template here: [1] TACEO Forms and Checklist - Google Drive
7. Treasurer's Affidavit	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
8. Form for Appointment of Officers received by SEC	Client
9. Monitoring Clearance	Securities and Exchange Commission / Extension Offices, Compliance Monitoring Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of Application Location: Apply through eamend.sec.gov.ph	1.1 Assignment of the application to the processor. 1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for	None	2 hours 10 days	Administrative Assistant II Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2. 1.3 Director/Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.		5 days	Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report and approval of Officer-in-Charge.	None	1 day	Securities Specialist I /Securities Specialist II
2. Payment of filing fees and submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	3.1 Receive the hard copies of documents and forward the application to the assigned processor.	For the amendment: a. Amended Articles of Incorporation – P1,000.00 b. LRF P 10.00 c. Documentary Stamp Tax P 30.00	1 hour	Administrative Assistant II /Frontline Services Assistant
	3.2 Post-audit of documents and verification of the submitted actual documents versus the approved electronic copy.	For the increase:	1 day	Securities Specialist I /Securities Specialist II
	3.3 Preparation of the Certificates.	For corporation with par value a. 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	1 day	Administrative Assistant II
	3.4 Director/Officer-in-Charge for final review and signing of the certificates.	For corporation without par value	1 day	Director/Officer-in-Charge
			2 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5 The applicant will be informed of the availability of the certificate via email. 3.6 Forwards the approved application to the Releasing Unit.	a. 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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax P 60.00 For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00	2 hours	Administrative Assistant II /Information Officer Administrative Assistant II
4. Pick-up the certificate at SEC Tacloban Extension Office	Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL		For the amendment: a. Amended Articles of Incorporation – P1,000.00	20 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		b. LRF P 10.00 c. Documentary Stamp Tax P 30.00 For the increase: For corporation with par value a. 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription price of the subscribed capital stock, whichever is higher For corporation without par value a. 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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax P 60.00 For Corporations with FIA Application - Additional P3,060, inclusive of LRF of P30.00 and DST of P30.00		

23. Issuance of Certificate as to the Status of a Registered Corporation

This service details the procedure on Issuance of Certificates of Corporate Filing/Information.

Division / Office	Tacloban Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	All

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Name of the Corporation or Partnership	Client's Records
2. SEC Registration Number of the Corporation or Partnership	Client's Records

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II
	1.2 Verifies the status of corporation through CIS-URDB and ODRS. If the Corporation is registered and cleared in the CIS-URDB, a digitally signed Payment Assessment Form (PAF) is emailed to the applicant. If	None	1 working day	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	not registered, email and inform applicant.			
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receives and acknowledges payment .	Certification Fee – P500.00 Documentary Stamp Tax - P30.00	1 hour	Financial Management Division
3. Submits the validated Deposit Slip or electronic Official Receipt	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment.	None	1 hour	Administrative Assistant II
	3.2 Print the Certificate.	None	2 hours	Administrative Assistant II
	3.3 Review the application and sign the Certificate of Corporate Filing/ Information.	None	1 working day	Director or Officer-in-Charge
	3.4. Send email for releasing appointment	None	2 hours	Information Officer/Administrative Assistant
	3.5. Transmit the certificate to the Releasing Unit and seals the	None	1 hour	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Certificate of Corporate Filing/ Information with the SEC logo			
4. Pick-up the certificate at SEC Tacloban Extension Office	4.1 Release the Certificate of Corporate Filing/ Information to the applicant.	None	1 hour	Administrative Assistant II
TOTAL		Certification Fee – P500.00 Documentary Stamp Tax - P30.00	3 working days	

24. Issuance of Certified True Copy or Plain Copy of Documents

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

Division / Office	Tacloban Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	All

Prior to requesting or applying for an amendment, each client must secure the following details:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Name of the Corporation	Client's Records
2. SEC Registration Number of the corporation.	Client's Records
3. Type of documents requested and number of copies	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II
	1.2 Check availability of the documents requested. If documents requested are available, a digitally signed	None	1 working day	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Payment Assessment Form (PAF) is emailed to the applicant with instructions to pay at the nearest LBP branch or through the SEC Payment Portal. If not available, email and inform the client.			
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment .	Plain Copy: Articles of Incorporation and By-Laws - P1,500.00 Amended Articles of Incorporation and By-Laws - P 1,500.00 General Information Sheet - P 1,500.00 Increase in Capital Stock - P 1,500.00 Resolution - P1,500.00 Secretary's Certificate - P1,500.00	1 hour	Financial Management Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Registration Data Sheet - P1,500.00 Deed of Assignment - P1,500.00 Other Documents aside from the above - P50.00/page Authenticated Copy: Articles of Incorporation and By-Laws - P2,000.00 Amended Articles of Incorporation and By-Laws - P2,000.00 General Information Sheet - P2,000.00 Increase in Capital Stock - P2,000.00 Resolution - P2,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Secretary's Certificate - P2,000.00 Registration Data Sheet - P2,000.00 Deed of Assignment - P2,000.00 Other Documents aside from the above - P100.00/page		
3. Submits the validated Deposit Slip or electronic Official Receipt	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment.	None	1 hour	Administrative Assistant II
	3.2 Prepare the requested documents. If plain copy, prints the documents If authenticated copy, prints and stamps the documents	None	1 working day	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3 Checks, verifies completeness and clarity of document, stamps and initials and sign the authenticated documents	None	3 hours	Securities Specialist I/ Securities Specialist II
	3.4. Send email for releasing appointment	None	2 hours	Information Officer/Administrative Assistant
4. Pick-up the certificate at SEC Tacloban Extension Office	4.1 Release the documents requested.	None	1 hour	Administrative Assistant II
TOTAL		Plain Copy: Articles of Incorporation and By-Laws - P1,500.00 Amended Articles of Incorporation and By-Laws - P 1,500.00 General Information Sheet - P 1,500.00 Increase in Capital Stock - P 1,500.00	3 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Resolution - P1,500.00 Secretary's Certificate - P1,500.00 Registration Data Sheet - P1,500.00 Deed of Assignment - P1,500.00 Other Documents aside from the above - P50.00/page Authenticated Copy: Articles of Incorporation and By-Laws - P2,000.00 Amended Articles of Incorporation and By-Laws - P2,000.00 General Information Sheet - P2,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Increase in Capital Stock - P2,000.00 Resolution - P2,000.00 Secretary's Certificate - P2,000.00 Registration Data Sheet - P2,000.00 Deed of Assignment - P2,000.00 Other Documents aside from the above - P100.00/page		

25. Issuance of Negative Certification

This service details the procedure on issuance of Certificate of Non-Registration

Division / Office	Tacloban Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Name of the Corporation or Partnership	Corporation's Records
2. SEC Registration Number of the Corporation or Partnership	Corporation's Records

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	1 hours	Administrative Assistant II
	1.2 Verifies the status of the corporation through the ODRS and CIS-URDB. If the Corporation is not registered, a digitally signed Payment Assessment Form (PAF) is emailed to the applicant . If	None	1 working day	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the Corporation is registered, email and inform the client.			
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment .	Certification Fee – P500.00 Documentary Stamp Tax - P30.00	1 hour	Financial Management Division
3. Submits the validated Deposit Slip or electronic Official Receipt	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment.	None	1 hour	Administrative Assistant II
	3.2 Print the Certificate of Non-Registration.	None	1 hours	Administrative Assistant II
	3.3 Review the application and sign the Certificate of Non-Registration.	None	1 working day	Director or Officer-in-Charge
	3.4. Send email for releasing appointment	None	1 hour	Information Officer/Administrative Assistant
	3.5. Transmit the certificate to the Releasing Unit and seal the	None	1 hour	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Certificate of Non-Registration with the SEC logo.			
4. Pick-up the certificate at SEC Tacloban Extension Office.	4.1 Release the Certificate of Non-Registration.	None	1 hour	Administrative Assistant II
TOTAL		Certification Fee – P500.00 Documentary Stamp Tax - P30.00	3 working days	

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

The Electronic Simplified Processing of Application for Registration of Company (SEC – ESPARC) is a facility to cater applications for fo. The system allows the applicant or his duly appointed representative to submit the proposed company names and input details of the application for license to do business in the Philippines for review of the Commission.

The following are the various company type to choose form:

- Foreign Stock Corporation
 - o Branch Office o Representative Office
 - o Regional Operating Headquarters
- Foreign Non-stock Corporation
 - o Branch Office
 - o Representative Office
 - o Regional or Area Headquarters o Foundation

Division / Office	Tacloban Extension Office
Classification	Complex
Type of Transaction	G2B and G2C
Type of Service	External
Who may avail:	All foreign corporations duly incorporated outside the Philippines

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Foreign Branch and Representative Office	

1. Cover Sheet for Registration	System-generated
2. Signed & notarized Application Form • F-103 for stock branch office; • F-104 for stock representative office; • F-108 for non-stock branch/representative office, including foundations	Client
3. Authenticated/Apostilled copy of the Board Resolution • Authorizing the establishment of Branch/Representative Office in the Philippines • Designating the Resident Agent to whom summons and other legal processes may be served in behalf of the foreign corporation; and • Stipulating that in the absence of such Agent or upon cessation of its business in the Philippines, any summons or legal processes may be served to SEC as if the same is made upon the corporation at its home office	Parent Company
4. Authenticated/Apostilled copy of the Articles of Incorporation/Partnership/Association with an English translation thereof if in foreign language other than English	Parent Company/ Philippine Embassy/Consulate
5. Authenticated/Apostilled Financial Statements (FS) • For those whose home country REQUIRES Audited FS (AFS), the applicant shall submit financial statements compliant with the following: ○ For the immediately preceding year at the time of filing of application, audited by an independent Certified Public Accountant of the home country *Authenticated before the Philippine Consulate/Embassy ○ If the date of the AFS exceeds the one-year requirement, the applicant shall submit	Client

B. Stock Representative Office/ Non-Stock Branch Office/ Non-Stock Representative Office			
Ratio	Formula	Benchmark Value	
Solvency	Total assets/total liabilities	1:1	
Additional Requirements			
1. Affidavit of Undertaking to change corporate name, if not stated in the Application Form			Client
2. If Resident Agent is not the signatory in the Application Form, Resident's Agent Acceptance of Appointment			Client
3. Clearance from other SEC departments, if applicable • For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies; - o Peer-to-peer Lending Companies; - o AI/Big Data Companies; o InsurTech Companies (InsurTech Service Providers);			Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

- o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers	
4. If applicable, Endorsement/Clearance from other government agencies, if applicable	Bangko Sentral ng Pilipinas - Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services Insurance Commission - Insurance/Mutual Benefit Association/ Health Maintenance Organization
For Stock Branch/Representative Office	
1. Notarized proof of Inward Remittance such as bank certificate of inward remittance or credit advances	Banks
For Non-Stock Branch/Representative Office Foundation	
1. Notarized Certificate of Bank Deposit of the amount of not less than P1,000,000.00	Banks
2. Statement of Willingness to allow the Commission to conduct an audit	Client
For Regional/Area Headquarters (RHQ)/ Regional Operating Headquarters (ROHQ)	
1. Basic Requirements	
2. Cover Sheet for Registration	System-generated

3. Signed & Notarized Application Form	System-generated
4. Certification from the Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI in the applicant's home country that said foreign firm is an entity engaged in international trade with affiliates, subsidiaries, or branch offices in the Asia Pacific Region and other foreign markets; In case the Certification is issued by the equivalent office of the DTI, the same shall be authenticated by the Philippine Consulate/Embassy	Philippine Consulate/Embassy or the Philippine Commercial Office or from the equivalent office of the Philippine DTI
5. Authenticated Certification from principal officer of the foreign entity to the effect that the said foreign entity has been authorized by its board of directors or governing body to establish its RHQ/ROHQ	Principal Officer
Additional Requirements	
1. Affidavit of Undertaking to change corporate name, if not stated in the Application Form	
2. Endorsement	Board of Investments
3. Clearance from other SEC departments, if applicable • For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities - o Operators of payment systems; - o Payment Service Providers; - o Electronic Money Issuers (EMI); - o Non-bank EMIs; - o Alternative Credit Scoring Companies; - o Online Lending Companies;	Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) PhiliFintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

- o Peer-to-peer Lending Companies; - o AI/Big Data Companies; o InsurTech Companies (InsurTech Service Providers); - o KYC/Security Companies (KYC Service Providers); - o Digital Banks; - o Digital Asset Exchanges; - o Virtual Asset Service Providers; - o Play-to-Earn Platforms; - o E-Commerce Companies; - o Crowdfunding Platforms; - o RegTech Companies (RegTech Service Providers); - o SupTech Companies (SupTech Service Providers); and - o Digital Advisers/Robo-Advisers	
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complete the application through https://esparc.sec.gov.ph/application	1.1 Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 If name is approved, assigned to the processor and for evaluation of application and proceed to step 1.2	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If company name and/or trade name is evaluated as non-compliant, application is disapproved. Applicant to proceed to step 2.			
	1.2 Reviews and evaluate the application. If the Processor finds the documents' form and substance in order, it will be submitted to the reviewing Securities Counsel for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 3.	None	2 days	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	1.3 Reviewing Securities Counsel to review and evaluate the final memo	None	2 days	Securities Counsel, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	report and submitted documents If deemed compliant, orders the Processor to pre-approve the application. If upon review of the Reviewing Securities Counsel, the application is NOT complete or for compliance, the processor will disapprove the application with remarks for compliance. Then, the applicant proceeds to step 3.			
	1.4 Pre-approval of the application and issuance of Payment Assessment Form (PAF).	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
2. If the company name and/or trade name is	2.1 Name verifier to review to review the	None	1 hour	Securities Counsel I and II,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
disapproved, the applicant may change the name or file an appeal.	proposed name and back to step 1.			Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
3. For incomplete and non-compliant applications: Re-submits complete and corrected documents through the eAmend portal.	3.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/ Officer-in-Charge.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
4. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	A. Application of Stock Foreign Corporations a. Branch Office - 1% of the actual inward remittance of the corporation converted into Philippine currency but not less than P3,000.00	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		b. Representative Office - 1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency but not less than P2,000.00 B. Applications of Non-Stock Foreign Corporations (both Branch Office and Representative Office) - P3,000.00 FORMULA FEE/s: Name Reservation Fee - P100 per 30 days of reservation Legal Research Fee - 10% of the total filing fees paid.		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax - ₱30.00 per Certificate to be issued.		
5. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Pre-process submission. If the documents are lacking, return to for compliance; otherwise, complete documents will be received and forwarded to the processor for post-audit	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office
	4.2 The processor post-audits the documents. It is further verified if the electronic copies previously submitted are the same with the hard copies. If there are material changes in the hard copies, the client shall be instructed via email to rectify the deficiencies.	None	1 day	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	4.3 Preparation of Certificate	None	3 hours	SEC Administrative Assistant II,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Tacloban Extension Office
	4.4 Director/ Officer-in-Charge for final review and signing of the certificates.	None	3 hours	SEC Director I, Tacloban Extension Office
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
6. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL			7 working days	
TOTAL			TOTAL STANDARD FEE: ₱2,000.00 Plus Name Reservation Fee = P100 per 30 days of reservation, Legal Research Fee = 10% of the total filing fee	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			Documentary Stamp Tax = ₱30.00 per Certificate	

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

This service processes applications for petition for cancellation or substitution of payment in relation to the use of properties that require ownership registration as Paid Up Capital.

Division / Office	Tacloban Extension Office
Classification	Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. “Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned. Relatively, pertinent provisions under Title XVI of the Revised Corporation Code are quoted as follows: “Sec. 154. Investigations and Prosecution of Offenses. – The Commission may investigate an alleged violation of this Code, or of a rule, regulation, or order of the Commission. xxx xxx xxx

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

xxx xxx xxx.”

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

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

Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Verified Petition for Cancellation or Substitution of Payment in relation to the Use of Properties that require Ownership Registration as Paid-Up Capital <i>Remarks:</i> 1. <i>Contents of the petition must be in accordance with 2016 SEC Rules of Procedure, or any of its amendments.</i> 2. <i>Evidentiary documents supporting the petition must be attached and properly annexed.</i>	Client
2. Resolution issued by the Corporation 2.1 Board Resolution - For Ordinary Stock Corporations 2.2 OPC Resolution - For One Person Corporations <i>Remarks: The OPC Resolution is required to be published and submitted.</i>	Client

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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Acknowledge the receipt of the verified petition with supporting documents.	None	2 hours	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Record the case to the case management system and assign to a Processor.	None	2 hours	SEC Administrative Assistant II
	1.3 Assess the completeness of the verified petition with its supporting documents If documents are NOT COMPLETE, the same are returned together with the Checklist of Requirements. If the documents are COMPLETE, accept the documents for review and draft Order and submit to the EO Director/ Officer-in-Charge for review.	None	10 working days	Securities Counsel
	1.4 Review of the draft Order and the documents submitted.	None	10 working days	Director/ Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If the petition is recommended to be granted and the Order is sufficient, the EO Director/OIC orders the Securities Counsel to prepare the Payment Assessment Form. Securities Counsel informs the client that the application can be paid. If the petition is not compliant, return the application to the Securities Counsel.			
	1.5 Issuance of Payment Assessment Form (PAF) to the applicant through email.	None	1 hour	Securities Counsel I and II
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Receive and acknowledge payment.	Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Filing Fee) - P30.00		
3. Submission of the physical copies of the original verified petition with supporting documents at the Tacloban Extension Office	3.1 Docketing and raffling of the Order. The Client shall receive an update on the requested petition.	None	1 working day	Administrative Assistant II
	3.2. Notation of the Petition	None	1 working day	Administrative Assistant II
	3.3 Forward the verified Petition and its attachments with proof of payment of the filing fees and penalties to the handling lawyer.	None	1 hour	Securities Counsel
	3.4 The handling lawyer to prepare the Order for submission to the Extension Office' Supervising Commissioner.	None	1 working day	Securities Counsel
	3.5 Evaluation of the application by the Office of the Commissioner on behalf of the Commission En Banc.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Office of the Commissioners

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6. Issuance of the Order.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Securities Counsel
TOTAL		P3,060.00	Exempt from the 3-7-20 rule falls as an adjudicative process	

28. Petition for Correction of Entries of Company Registration Documents

This service details the procedures in the filing of the Verified Petition.

Division / Office	Tacloban Extension Office
Classification	Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. “Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned. Relatively, pertinent provisions under Title XVI of the Revised Corporation Code are quoted as follows: “Sec. 154. Investigations and Prosecution of Offenses. – The Commission may investigate an alleged violation of this Code, or of a rule, regulation, or order of the Commission. xxx xxx xxx

	Sec. 158. Administrative Sanctions. – If, after due notice and hearing, the Commission finds that any provision of this Code, rules or regulations, or any of the Commission’s orders has been violated, the Commission may impose any or all of the following sanctions, taking into consideration the extent of participation, nature, effects, frequency and seriousness of the violation: xxx xxx xxx.” Based on the foregoing provisions, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law. It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements (STOCK OR NON-STOCK CORPORATIONS)	
1. Verified Petition for Correction of Entries of the Articles of Incorporation and/or By-Laws	To be provided by the petitioner.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Remarks: 1. Must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed 2. Must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate 3. The Verified Petition must state: i. The date, name of the corporation, SEC registration number, and name of the duly authorized representative; ii. The date, time, and place of the meeting; iii. That the proposed correction/s was/were approved by the majority of the members of the Board of Directors/Trustees in the presence of a valid quorum; iv. Errors specified (Cite articles/provisions affected); v. Corrections specified; vi. That the typographical error/s was/were made due to inadvertence; and vii. The petitioner has no intention to violate any laws and SEC Rules and Regulations.	
2. Verification and Certification Against Forum Shopping <i>Remarks:</i>	To be provided by the petitioner.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>1. Duly executed by the authorized representative of the corporation evidenced by a Secretary's Certificate or Board Resolution.</i> <i>2. Must also be executed in accordance with Section 3-4, Rule 3, Part III of the 2016 SEC Rules of Procedure.</i>	
3. Notarized Secretary's Certificate stating therein the following: i. Name of the Corporation, SEC Registration number, and name of the duly authorized representative; ii. Meeting held at principal office; iii. Date and time of the meeting; iv. Approved by at least majority of Directors/Trustees in the presence of a valid quorum; v. Errors specified (Cite articles/provisions affected) vi. Corrections specified; and vii. Name of the Authorized Representative designated to file the Petition.	To be provided by the petitioner.
4. Updated Monitoring Clearance (only if any of the following reportorial requirements are already due:) a. Latest Audited Financial Statements (stamped received by SEC); b. Latest General Information Sheet (stamped received by SEC);	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
c. Articles of Incorporation and By-Laws (with latest approved amendment, if any); and d. Proof of Registration of Stock and Transfer/Membership Book (page with SEC stamp).	
5. Corrected Articles of Incorporation and/or By-laws and/or Corrected Amended Articles of Incorporation and/or Amended By-laws <i>Remarks:</i> a. <i>The name/heading/title of the documents must be “CORRECTED ARTICLES OF INCORPORATION”, “CORRECTED BY-LAWS”, or “CORRECTED ARTICLES OF INCORPORATION AND BY-LAWS”, as applicable;</i> b. <i>Amended provisions must be underscored by bolding and underlining;</i> c. <i>At the end of each line or paragraph of the corrected provision, the date and year of the approval of its amendment must be indicated through proper citations (ex. “As corrected on [date of meeting]”); and</i> d. <i>Provisions not amended shall not be changed including the dates of signing and signatories. No other changes must be made.</i>	
6. Substantial evidence to support the Petition <i>Remarks: For errors committed due to inadvertence, an Affidavit executed by the person who committed the error must be submitted.</i>	
Situational Requirements	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For a One Person Corporation (OPC) , in lieu of the submission of the notarized Secretary's Certificate, a SOLE DIRECTOR CERTIFICATE shall be required to be submitted.	
For newly-registered corporations that are not yet required to undergo monitoring, submit the following instead of the updated monitoring clearance: - Certificate of Incorporation; - Proof of submission of MC28 report; and - Proof of Registration of Stock and Transfer/Membership Book (page with SEC stamp).	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Acknowledge the receipt of the verified petition with supporting documents.	None	2 hours	SEC Administrative Assistant II
	1.2 Record the case to the case management system and assign to a Processor.	None	2 hours	SEC Administrative Assistant II
	1.3 Assess the completeness of the	None	10 working days	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	verified petition with its supporting documents If documents are NOT COMPLETE, the same are returned together with the Checklist of Requirements. If the documents are COMPLETE, accept the documents for review and draft Order and submit to the EO Director/ Officer-in-Charge for review.			
	1.4 Review of the draft Order and the documents submitted. If the petition is recommended to be granted and the Order is sufficient, the EO Director/OIC orders the Securities Counsel to prepare the Payment Assessment Form.	None	10 working days	Director/ Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Securities Counsel informs the client that the application can be paid. If the petition is not compliant, return the application to the Securities Counsel.			
	1.5 Issuance of Payment Assessment Form (PAF) to the applicant through email.	None	1 hour	Securities Counsel
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	1 hour	Financial Management Department
3. Submission of the physical copies of the original verified petition with supporting documents at the Tacloban Extension Office	4.1 Docketing and raffling of the Order. The Client shall receive an update on the requested petition.	None	1 working day	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2. Notation of the Petition	None	1 working day	Administrative Assistant II
	4.3 Forward the verified Petition and its attachments with proof of payment of the filing fees and penalties to the handling lawyer.	None	1 hour	Securities Counsel
	4.4 The handling lawyer to prepare the Order for submission to the Extension Office' Supervising Commissioner.	None	1 working day	Securities Counsel
	4.4 Evaluation of the application by the Office of the Commissioner on behalf of the Commission En Banc.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Office of the Commissioners
	4.5. Issuance of the Order.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	Exempt from the 3-7-20 rule falls as an adjudicative process	

29. Petition for Revival of Corporate Existence

This service pertains to the revival of a corporation whose corporate existence expired in accordance with its term of existence with its Articles of Incorporation. The process is done through filing a verified petition for revival of corporate existence under the 2016 SEC Rules of Procedure and all the documentary requirements mentioned in the SEC Memorandum Circular No. 23, series of 2019.

Division / Office	Tacloban Extension Office
Classification	Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure.
	Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act.
	“Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned.
	Relatively, pertinent provisions under Title XVI of the Revised Corporation Code are quoted as follows: “Sec. 154. Investigations and Prosecution of Offenses. – The Commission may investigate an alleged violation of this Code, or of a rule, regulation, or order of the Commission.

	XXX XXX XXX Sec. 158. Administrative Sanctions. – If, after due notice and hearing, the Commission finds that any provision of this Code, rules or regulations, or any of the Commission’s orders has been violated, the Commission may impose any or all of the following sanctions, taking into consideration the extent of participation, nature, effects, frequency and seriousness of the violation: xxx xxx xxx.” Based on the foregoing provisions, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law. It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements (STOCK OR NON-STOCK CORPORATIONS)	
1. Verified Petition for Revival of Corporate Existence Remarks: 1. The petition must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed; 2. Must be signed and verified by the corporation's duly authorized representative designated in a Board Resolution. The Board Resolution must be attached. 3. The Petition must state: i. The date, name of the corporation, SEC registration number, and name of the duly authorized representative; ii. That the meeting was held in the principal office address of the corporation; iii. That the revival of the Petitioner's corporate term was approved by a vote of at least majority of the members of the Board of Directors/Trustees, and ratified by the stockholders owning or controlling at least the majority of the outstanding capital stock, or by at least majority of the members in the case of a nonstock corporation, in the presence of a valid quorum; iv. If there has been a change in the composition of the stockholders or members since the expiration of Petitioner's corporate term, a reconciliation of the changes in the composition of the stockholders or members from the date of expiration of its corporate term up to the date of stockholders' or members' approval of the resolution to file the Petition for Revival of Corporate Existence, or the date of approval by the board of	To be provided by the petitioner.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
directors or trustees in the case of a nonstock corporation, of the filing of said Petition, whichever is later, which shall provide for, and refer to, the supporting evidence (e.g. Deed of Sale, Deed of Assignment, Death Certificate of a stockholder/member, and Extrajudicial Settlement of the Estate of a stockholder/member) of the changes in the composition of the stockholders or members; v. That the undersigned are the duly elected directors or trustees, and officers of Petitioner; vi. That, as of the date of filing of the Petition for Revival, no action or proceeding has been filed or is pending before any court or tribunal involving an intra-corporate dispute or claim by any person or group against the directors, officers, or stockholders of the Corporation; vii. That the revival of Petitioner's corporate term shall not cause damage, loss, or injury to any third person or any government agency; viii. If Petitioner's corporate name has already been validly reused, and is currently being used, by another existing corporation duly registered with the Commission, that Petitioner shall change its corporate name within thirty (30) days from the issuance of its Certificate of Revival of Corporate Existence (Petitioner must also state in its Petition its proposed new corporate name, which must be duly reserved with the Commission); and ix. If Petitioner is an expired corporation which already availed of re-registration, in accordance with Memorandum Circular No. 13, Series of 2019 (Amended Guidelines and Procedures on the Use of Corporate and Partnership Names), or other memorandum circulars issued by the Commission pertaining to re-registration, that:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to undergo voluntary dissolution immediately after the issuance of the Petitioner's Certificate of Revival; or 2. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival; x. Petitioner has not undergone a liquidation proceeding prior to the filing of the Petition	
2. Verification and Certification Against Forum Shopping <i>Remarks:</i> 1. <i>Duly executed by the authorized representative of the corporation evidenced by a Secretary's Certificate or Board Resolution.</i> 2. <i>Must also be executed in accordance with Section 3-4, Rule 3, Part III of the 2016 SEC Rules of Procedure.</i>	To be provided by the petitioner.
3. Notarized Secretary's Certificate stating therein the following: i. Name of the Corporation, SEC Registration number, and name of the duly authorized representative; ii. Meeting held at principal office; iii. Date and time of the Meeting; iv. Approved by at least majority of Directors/Trustees in the presence of a valid quorum;	To be provided by the petitioner.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
v. Errors specified (Cite articles/provisions affected) vi. Corrections specified; and vii. Name of the Authorized Representative designated to file the Petition For a One Person Corporation (OPC), in lieu of the submission of the notarized Secretary's Certificate, a SOLE DIRECTOR CERTIFICATE shall be required to be submitted.	
4. Updated Monitoring Clearance Apply through https://forms.gle/uLPHQvFhbEnw2S1b6	Securities and Exchange Commission / Extension Offices and Compliance Monitoring Division
5. Revived Articles of Incorporation <i>Remarks:</i> <i>1. Must be consistent with the latest approved Amended Articles of Incorporation, if any.</i> <i>2. The revival must at the same time amend the term of existence of the corporation. Such provision shall be underscored by bolding and underlining in compliance with Section 15 of the Revised Corporation Code. At the end of each line or paragraph of the amended provision, the date and year of the approval of its amendment must be indicated through proper citations.</i> <i>3. Any additional amendments shall be underscored accordingly.</i>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Petition corporation's General Information Sheet as of the date of expiration of its corporate term, or 6.1 Secretary's Certificate Remarks: 1. Executed under oath 2. Indicating the list of stockholders with their corresponding stockholdings, the members of the Board of Directors or Trustees, and the corporate officers at the time the corporate existence has expired.	
7. Notarized list of stockholders or members Remarks: <i>As of the date of approval of the revival, stating their names, their nationalities, and number of shares subscribed, amount subscribed and paid, or the respective members' contributions for nonstock corporations, certified by the Corporate Secretary</i>	
9. Audited Financial Statement Remarks: 1. As of the date of expiration of the corporate term, and for the year immediately preceding 2. Must be audited by an independent Certified Public Accountant.	
9. Directors'/Trustees' Certificate or OPC Resolution Remarks: <i>Attesting that Petitioner has not undergone a liquidation proceeding prior to the filing of the Petition for Revival of Corporate Existence.</i>	
10. Proof of Payment of Petition Fee and other fees.	
11. Articles of Incorporation and Latest Amended Articles of Incorporation, if any	
Situational Requirement	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
If there has been a change in the composition of the stockholders or members since the expiration of Petitioner's corporate term 1. General Information Sheet <i>Remarks:</i> <i>As of the date of stockholders' or members' approval of the resolution to file the Petition for Revival of its corporate existence, or the date of the board of directors' or trustees' approval of the filing of the said Petition, whichever is later</i> 2. Any documents that refers to in the Reconciliation of the changes in the composition of the stockholders or members <i>Remarks:</i> <i>Example of such documents are but not limited to:</i> <i>Deed of Sale with the Certificate Authorizing Registration,</i> <i>Deed of Assignment,</i> <i>Death Certificate of a stockholder/member, and Extrajudicial Settlement of the Estate of a stockholder or member</i>	
If Petitioner is a bank, banking and quasi-banking institution, preneed, insurance and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries 1. Endorsement from the Bangko Sentral ng Pilipinas <i>Remarks:</i> <i>For those regulated and supervised by the Bangko Sentral ng Pilipinas</i> 2. Endorsement from the Insurance Commission <i>Remarks: For those regulated and supervised by the Insurance Commission</i>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
If Petitioner's corporate name has already been validly reused, and is currently being used, by another existing corporation duly registered with the Commission 1. Name Reservation <i>Remarks:</i> <i>For its new proposed corporate name</i>	
If Petitioner is an expired corporation which already availed of re-registration, in accordance with Memorandum Circular No. 13, Series of 2019 or any of its amendment 1. Notarized Secretary's Certificate from the Re-registered Corporation <i>Remarks:</i> <i>Must state the following:</i> <i>a. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to undergo voluntary dissolution immediately after the issuance of the Petitioner's Certificate of Revival; or</i> <i>b. The re-registered corporation has given its consent to the Petitioner to use its corporate name, and has undertaken to change its corporate name immediately after the issuance of the Petitioner's Certificate of Revival.</i>	

*Pertinent provisions for the Revival of Expired Corporation are provided under SEC Memorandum Circular No. 23, Series of 2019:

<https://www.sec.gov.ph/rcc-mc/mc-no-23-s-2019-guidelines-on-the-revival-of-expired-corporations-pursuant-to-section-11-of-the-revised-corporation-code-of-the-philippines>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Acknowledge the receipt of the verified petition with supporting documents.	None	2 hours	SEC Administrative Assistant II
	1.2 Record the case to the case management system and assign to Processor	None	2 hours	SEC Administrative Assistant II
	1.3 Assess the completeness of the verified petition with its supporting documents If documents are NOT COMPLETE, the same are returned together with the Checklist of Requirements. If the documents are COMPLETE, accept the documents for review and draft Order and submit to the EO Director/ Officer-in-Charge for review.	None	10 working days	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Review of the draft Order and the documents submitted. If the petition is recommended to be granted and the Order is sufficient, the EO Director/OIC orders the Securities Counsel to prepare the Payment Assessment Form. Securities Counsel informs the client that the application can be paid. If the petition is not compliant, return the application to the Securities Counsel.	None	10 working days	Director/ Officer-in-Charge
	1.5 Issuance of Payment Assessment Form (PAF) to the applicant through email.	None	1 hour	Securities Counsel
2. Pay the corresponding filing fees through Espaysec https://espaysec.sec.gov	3.1 Receive and acknowledge payment.	Petition Fee P3,000.00 Documentary	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.		Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00		
3. Submission of the physical copies of the original verified petition with supporting documents at the Tacloban Extension Office	4.1 Docketing and raffling of the Order. The Client shall receive an update on the requested petition.	None	1 working day	Administrative Assistant II
	4.2. Notation of the Petition	None	1 working day	Administrative Assistant II
	4.3 Forward the verified Petition and its attachments with proof of payment of the filing fees and penalties to the handling lawyer.	None	1 hour	Securities Counsel
	4.4 The handling lawyer to prepare the Order for submission to the Extension Office' Supervising Commissioner.	None	1 working day	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.4 Evaluation of the application by the Office of the Commissioner on behalf of the Commission En Banc.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Office of the Commissioners
	4.5. Issuance of the Order.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Securities Counsel
TOTAL		Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	Exempt from the 3-7-20 rule falls as an adjudicative process	

30. Petition to Lift Order of Revocation/Suspension

Division / Office	Tacloban Extension Office
Classification	Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. “Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned. Relatively, pertinent provisions under Title XVII of the Revised Corporation Code are quoted as follows: “Sec. 179. (j) Suspend or revoke the certificate of incorporation after proper notice and hearing.” Based on the foregoing provision, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law.

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

Prior to requesting or applying for an amendment, each client must secure the following documentary requirements:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Verified Petition to Lift Order of Delinquency or Revocation <i>Remarks:</i> <i>The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Director's/Trustees Certificate;</i> <i>The Verified Petition must state:</i>	To be prepared by the company/client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>i. The date, name of the corporation, SEC registration number, principal office address, name and position of the duly authorized representative;</i> <i>ii. The grounds for reconsideration;</i> <i>iii. That the filing of Petition was approved by at least majority of the Directors'/Trustees' and by majority of the outstanding capital stock/members;</i> <i>iv. The date of the Directors'/Trustees' Certificate; v. The certification pursuant to SEC Memorandum Circular No. 3 Series of 2014:</i> <i>“The company, through its authorized representative, hereby certifies that the latest financial statements that are submitted with this Petition are accurate and compliant with the applicable financial reporting framework and are supported by sufficient and valid source documents and schedules. This sworn certification extends to all beginning balances of the accounts from previous years during which the company failed to submit audited financial statements. In relation to this, attached to the Petition is a sworn certification from the company’s external auditor.”</i> <i>c. In case of foreign corporations, the Verified Petition must be signed by the Resident Agent.</i>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Verification/Certification Against Forum Shopping <i>Remarks:</i> <i>Must be signed by the corporation's duly authorized representative designated in the Directors'/Trustees' Certificate to sign and file the Petition (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure). In case of foreign corporation, this certification must be signed by the Resident Agent.</i>	
3. Directors' or Trustees' Certificate or OPC Resolution <i>Remarks: Stating therein the following:</i> <i>a. The date, place, and classification of meeting, whether regular/special;</i> <i>b. The date of SEC Order of Revocation/Suspension;</i> <i>c. That the Petition was approved by at least majority of the Directors'/Trustees' and by majority of the outstanding capital stock/members, or by the single stockholder for One Person Corporations;</i> <i>d. The name of the authorized person to sign and execute the Petition and to file the same with the Commission.</i> <i>Note: Not applicable to foreign corporations</i>	
4. Sworn Certification by the External Auditor	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>Remarks:</i> <i>Pursuant to SEC Memorandum Circular No. 3 series of 2014, which shall state the following:</i> <i>“I, _____, the external auditor of _____ hereby certify that the beginning balances of the company’s financial statements as of _____ are based on valid and sufficient source documents and schedules of the company, and I have conducted adequate audit procedures to attest to the correctness and accuracy of the said balances. ”</i> <i>In case the corporation’s Financial Statements is unaudited, the President and Treasurer will issue the above certification.</i>	
5. Secretary’s Certificate <i>Remarks: Stating therein the following:</i> <i>a. That there is no no-intra corporate dispute filed or is pending before any Court , including third party whether administrative or criminal cases;</i> <i>b. That the corporation’s latest due Audited/Financial Statements (AFS/FS) and Income Tax Returns, were received by the Commission and Bureau of Internal Revenue,</i>	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<i>respectively. In case the corporation's Financial Statement is unaudited, this certification may be dispensed.</i> <i>c. In case of foreign corporations, the above certification must be signed by the Resident Agent.</i>	
6. Latest due Mayor's/Business Permit <i>Remarks: Must be a certified true copy</i>	
7. Certificate of Registration issued by Bureau of Internal Revenue <i>Remarks: Must be a certified true copy</i>	
8. Certified True Copy of the Certificate of Incorporation and latest Certificate of Filing of Amended Articles of Incorporation and/or Bylaws, if any, together with the latest Articles of Incorporation and/or Bylaws <i>Remarks: Petitioner-corporation may request such copies with the Commission after payment of appropriate fees.</i>	
9. Latest Audited Financial Statement received by SEC and BIR <i>Remarks: Provided, that if the total assets or total liabilities of the corporation are less than six hundred thousand pesos (P600,000.00) the financial statements shall be certified under oath by the corporation's treasurer and president</i>	To be prepared by the company/client
10. Latest due General Information Sheet (GIS), received by SEC	SEC Official Website For Stock Corporations: https://shorturl.at/ICLZ8 For Non-stock Corporations: https://shorturl.at/bDL59

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
11. Copy or proof of registration of stock transfer book or membership book (1 photocopy and electronic copy)	To be furnished by the client
12. Proof of Operation For Delinquent Corporations any two (2) of the following: 1. Income Tax Returns 2. Mayor's or Business Permits 3. Contracts 4. Receipts showing payment of Real Estate Tax 5. Certifications/Recognitions/Annual Conventions 6. Any similar or related documents Remarks: For the Delinquent Corporations, the proof of operation must be within two (2) years from Order of Delinquency up to the time of the filing of the petition For Revoked Corporations due to the non-use of its corporate charter, the proof of operation must be from the time of its incorporation up to the time of filing For Revoked Corporations due to its continuous non-operation or non-filing of reportorial requirements, the proof of operation must be from the date of the Order of Revocation	To be furnished by the client
13. Monitoring Clearance	
15. Director or Trustee Compensation Report or Director or Trustee Appraisal/Performance Report and the standards or criteria used to assess each director or trustee	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Remarks: Shall only be required for Corporations vested with Public Interest	
Latest Certificate of Securities Deposit Remarks: Only if applicable.	
Situational Requirements	
If Petitioner is a Foreign Corporation 1. Latest Certificate of Securities Deposit 2. Special Audit Purpose Income Statement or Special Audited Financial Statement Remarks: If with Foreign Direct Cost	
Foreign Branch Office 1. Cover Sheet 2. Notarized Covering Letter Requesting for the Acceptance of Securities Deposit 3. Confirmation of Sale / Original copy of Government Bonds/StockCertificates, or Summary of Transaction Remarks: In case of Treasury Bill	
For Regional Operating Headquarters (ROHQ) and Regional Area Headquarters (RHQ) 1. Proof of Inward Remittance	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Acknowledge the receipt of the verified petition with supporting documents.	None	2 hours	SEC Administrative Assistant II
	1.2 Record the case to the case management system and assign to Processor	None	2 hours	SEC Administrative Assistant II
	1.3 Assess the completeness of the verified petition with its supporting documents If documents are NOT COMPLETE, the same are returned together with the Checklist of Requirements. If the documents are COMPLETE, accept the documents for review and draft Order and submit to the EO Director/ Officer-in-Charge for review.	None	10 working days	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Review of the draft Order and the documents submitted. If the petition is recommended to be granted and the Order is sufficient, the EO Director/OIC orders the Securities Counsel to prepare the Payment Assessment Form. Securities Counsel informs the client that the application can be paid. If the petition is not compliant, return the application to the Securities Counsel.	None	10 working days	Director/ Officer-in-Charge
	1.5 Issuance of Payment Assessment Form (PAF) to the applicant through email.	None	1 hour	Securities Counsel
	1.6 Request clearance from the Office of the General Counsel and	None	10 working days	Office of the General Counsel and Enforcement and

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Enforcement and Investor Protection Department			Investor Protection Department
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	1 hour	Financial Management Department
3. Submission of the physical copies of the original verified petition with supporting documents at the Tacloban Extension Office	4.1 Docketing and raffling of the Petition for lifting the Order of Revocation/ Suspension. The Client shall receive an update on the requested petition.	None	1 working day	Administrative Assistant II
	4.2. Notation of the Petition	None	1 working day	Administrative Assistant II
	4.3 Forward the verified Petition and its attachments with proof of payment of the filing fees and penalties to the handling lawyer.	None	1 hour	Securities Counsel
	4.4 The handling lawyer to prepare the Order for submission to the Extension Office'	None	1 working day	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Supervising Commissioner.			
	4.4 Evaluation of the application by the Office of the Commissioner on behalf of the Commission En Banc.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Office of the Commissioners
	4.5. Issuance of the Order Lifting the Order of Revocation/Suspension.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Securities Counsel
TOTAL		Petition Fee P3,000.00	Exempt from the 3-7-20	

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	rule falls as an adjudicative process	

31. Property Dividend Declaration

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

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered with the SEC and whose principal address is within Eastern Visayas

Prior to requesting or applying for a Property Dividend Declaration, each client must secure the following documentary requirements:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet	Client records Download template here: [1] TACEO Forms and Checklist
2. Certification under oath by the Corporate Secretary Remarks: Certify that the declaration of property dividends is through a board resolution of the corporation's board of directors	Client
3. Audited Financial Statements Remarks: 1. As of the last fiscal year 2. Must be received by SEC and BIR	Client
7. List of Stockholders Remarks:	To be prepared by the Company's Corporate Secretary

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Must be with their respective subscribed capital stock as of the date of meeting approving the declaration of property dividend as the case may be, together with the allocation of property dividends certified under oath by the Corporate Secretary	
4. Detailed Schedule of the Property Remarks: Account must be appearing in the audited financial statements	Client
5. Certification from the President Remarks: Certifying that the properties for dividend declaration are no longer needed in the operation of the company	Client
6. Reconciliation of Retained Earnings Remarks: Must be compliant with SEC Memorandum Circular No. 16 series of 2023 and SEC Memorandum Circular No. 11 series of 2008	Client
7. Notarized Secretary's Certificate of the Board Resolution as to the reversal of appropriated earnings to unappropriated retained earnings, if applicable	To be prepared by the Company's Corporate Secretary
8. Secretary's Certificate a) Certifying that no intra-corporate case/action has been filed or is pending before any court of tribunal against or among the directors, officers, or stockholders of the corporation b) Must be notarized.	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
9. Secretary's Certificate issued by the Investee Company	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Remarks: This requirement only applies when in case the property declared is in the form of investment in shares of another corporation, and that such shares are outstanding in the name of the applicant corporation	
In case the applicant-corporation is a bank, banking and quasi-banking institution, preneed, insurance and trust companies, NSSLAs, pawnshops, corporations engaged in money service business, and other financial intermediaries 1. Endorsement from the Bangko Sentral ng Pilipinas <i>Remarks:</i> <i>For those regulated and supervised by the Bangko Sentral ng Pilipinas</i> 2. Endorsement from the Insurance Commission <i>Remarks: For those regulated and supervised by the Insurance Commission</i>	Bangko Sentral ng Pilipinas - Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services Insurance Commission - Insurance, Mutual Benefit Association, Health Maintenance Organization
9. Monitoring Clearance	Securities and Exchange Commission / Extension Office, Compliance Monitoring Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.	None	10 days	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Director/Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.	None	5 days	Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report and approval of Officer-in-Charge.	None	1 day	Securities Specialist I /Securities Specialist II
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receives and acknowledges payment .	Property Dividend Declaration - 1/5 of 1% of the value of the property being distributed as dividend but not less than Legal Research Fee - Research Fee – 1% of the amount computed in item 1 but not less than P10.00 Documentary Stamps Tax - P30.00	1 hour	Financial Management Department
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant II /Frontline Services Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2 Post-audit of documents and verification of the submitted actual documents versus the approved electronic copy.	None	1 day	Securities Specialist I /Securities Specialist II
	4.3 Preparation of the Certificates.	None	1 day	Administrative Assistant II
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.	None	1 day	Director/Officer-in-Charge
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL		Property Dividend Declaration - 1/5 of 1% of the value of the property	20 working days	

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		being distributed as dividend but not less than Legal Research Fee - Research Fee – 1% of the amount computed in item 1 but not less than P10.00 Documentary Stamps Tax - P30.00		

32. 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.

Division / Office	Tacloban Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
N/A	N/A

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 (PACD)	1.1 Frontline Staff calls the client's number	None	15 minutes	PACD Frontline Staff
2. Presents concern/s, query or complaint	2. Renders advice depending 2.1 On the nature of the concern/query; or Hands out the requested checklist of requirements,	None	1 working day	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	guidelines, or sample forms 2.2. Refers to the appropriate EO staff 2.3. Advise to present written complaint Endorses written complaint to the Office of the EO Director			
TOTAL			1 working day	

33. Public Received through Email

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

Division / Office	Tacloban Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Email inquiry or concern Remarks: The email should have the following details: 1. Name of the corporation or partnership concerned including its SEC registration number. 2. Name of the person sending the email	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the inquiry, concerns, and/or complaint through taceo@sec.gov.ph	1.1 Acknowledges the email and attachments 1.2 Validates the inquiry if there is any available information online/database, index cards and other records, if necessary, retrieves the corporate file 2.5. Attaches Routing Sheet and assigns the request to the appropriate personnel 2.6. Checks the request, corporate file, filing of reports and status of the corporation and all other information necessary for the request 2.7. Drafts the reply and forwards to the EO Director/Officer-in-Charge for approval	None	3 working days	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.8. Checks, reviews and approves the draft 2.9. Finalizes and print the reply letter 2.10. Signs the reply letter			
Total		NONE	3 working days	

34. Public Assistance for Letters Received Over the Counter

This service details the procedure on letters received over the counter.

Division / Office	Tacloban Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Official letter communication	Client

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 (PACD)	1.1 Calls the number through the system and assists the client	None	15 minutes	Administrative Assistant
2. Submits the Request Letter in 2 copies with the complete email address and telephone or mobile number.	2.1 Receives and evaluates the Request Letter and attachments if there are any 2.2. Stamps "Received" the Request Letter with date and time and signs	None	3 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Returns to the client 1 copy of the SEC "Received" Request Letter with an advice noted on the page to follow-up request within 3 working days 2.4. Validates the inquiry if there is any available information online/database, index cards and other records, if necessary, retrieves the corporate file 2.5. Attaches Routing Sheet and assigns the request to the appropriate personnel 2.6. Checks the request, corporate file, filing of reports and status of the corporation and all other information necessary for the request			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.7. Drafts the reply and forwards to the EO Director/Officer-in-Charge for approval 2.8. Checks, reviews and approves the draft 2.9. Finalizes and print the reply letter 2.10. Signs the reply letter			
TOTAL		None	3 working days	

35. Public Assistance for Letters Received thru Mail

This service details the procedure on letters received thru mail.

Division / Office	Tacloban Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1) Request Letter (1 copies)	To be provided by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Mails the request letter	1.1 Receives the mail and records on the logbook 1.2 Forwards to the Administrative Assistant for opening of the mail 1.3 Opens, checks the mail and forwards with instructions to Records Section for the retrieval of corporate files and for routing sheet	None	15 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Validates the inquiry if there is any available information online/database, index cards and other records, retrieves the corporate file 1.5 Assigns the request to the appropriate personnel 1.6 Checks the request, corporate file, filing of reports and status of the corporation and all other information necessary for the request 1.7 Drafts the reply and forwards to the EO Director for approval 1.8. Checks, reviews and approves the draft 1.9. Finalizes and print the reply letter 1.10. Signs the reply letter			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.11. Emails the reply letter to client If there is no email address available, contact the client thru telephone or mobile no. of client to secure the email address 2.2. Forwards the original copy with the corporate file to Mailing			
TOTAL		None	3 working days	

36. Quasi-Reorganization

This service details the procedure and documentary requirements on application for Quasi-Reorganization

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered with the SEC and whose principal address is within Eastern Visayas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Letter request to undergo quasi-reorganization 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.
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	Independent appraiser
4. Audited Financial Statements (AFS) as of the last fiscal year stamped received by BIR and SEC	Client's records
5. Schedule showing the details of appraised properties certified by the company accountant	To be provided by the Company.
6. Analysis of the revaluation increment certified by the company account	To be provided by the Company.
7. Projected Financial Statements for the next five (5) years certified by the Company Accountant	To be provided by the Company.
8. Certification by the President that the appraised properties are directly needed and actually used in business	To be provided by the Company.

9. Secretary's Certificate on non-existence of intra-corporate dispute	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
10. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
11. Monitoring Clearance	Compliance Monitoring Division and SEC Extension Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor. 1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and substance in order, it will be submitted to the Director/Officer-in-Charge for final review.	None	2 hours 10 days	Administrative Assistant II Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2. 1.3 Director/Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.		5 days	Director/Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report and approval of Officer-in-Charge.	None	1 day	Securities Specialist I /Securities Specialist II
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receives and acknowledges payment.	Quasi-Reorganization – P5,000.00 Legal Research Fee - P50.00 Documentary Stamps Tax - P30.00	1 hour	Financial Management Department
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor. 4.2 Post-audit of documents and verification of the submitted actual	None	1 hour 1 day	Administrative Assistant II /Frontline Services Assistant Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documents versus the approved electronic copy.		1 day	
	4.3 Preparation of the Certificates.		1 day	Administrative Assistant II
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.		2 hours	Director/Officer-in-Charge
	4.5 The applicant will be informed of the availability of the certificate via email.		1 hour	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.			Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL		Quasi-Reorganization – P5,000.00	20 working days	

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee - P50.00 Documentary Stamps Tax - P30.00		

37. Reclassification/Declassification/Conversion of Shares/Change in Par Value

This service details the procedure and documentary requirements on application for Reclassification, Declassification, Conversion of Shares, or Change in par value

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered with the SEC and whose principal address is within Eastern Visayas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
2. Directors' Certificate Remarks: Notarized and signed by majority of the directors certifying the (i) amendment of the articles of incorporation reclassifying/declassifying/converting the shares of stock (ii) votes of the directors and the stockholders, (iii) date and place of stockholders' meeting and (iv) the tax identification number of the signatories which shall be placed below their names.	Client Download template here: [1] TACEO Forms and Checklist - Google Drive
3. Amended Articles of Incorporation	To be prepared by the Company
4. List of stockholders showing the names, nationalities and stockholdings before and after the	To be prepared by the Company

reclassification/declassification/conversion/change in par value as certified by the corporate secretary	
5. 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 prepared by the Company
6. Secretary's Certificate re: treatment on resulting fractional shares, if there are any	To be prepared by the Company
7. Secretary's Certificate on non-existence of intra-corporate dispute	Downloadable at SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_NonExistence_Corp_Dispute.pdf
8. Endorsement/Clearance, if applicable	Respective SEC Department/s or other regulatory Government Agencies
9. Monitoring Clearance	Compliance Monitoring Division or SEC Extension Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through eamend.sec.gov.ph	1.1 Assignment of the application to the processor.	None	2 hours	Administrative Assistant II
	1.2 Examination of documents' form and substance. Inform the client the result of the examination and review. If the Processor finds the documents' form and	None	10 days	Securities Specialist I /Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	substance in order, it will be submitted to the Director/Officer-in-Charge for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
	1.3 Director/ Officer-in-Charge to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to issue a Payment Assessment Form (PAF). If upon review of the Director/Officer-in-Charge, the application is NOT	None	5 days	Director/ Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 2.			
2. For incomplete and non-compliant applications: Re-submits complete and corrected documents by replying to the examiner's email.	2.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/ Officer-in-Charge.	None	1 day	Securities Specialist I /Securities Specialist II
3. Pay the corresponding filing fees through Espaysec https://espaysec.sec.gov.ph/payment-portal/home or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	STANDARD FEE/s: Filing Fee for Amended Articles of Incorporation - ₱1,000.00 Filing Fee for Reclassification/Declassification/Conversion of Shares/Change in Par Value - P1,000.00 FORMULA FEE/s: Legal Research Fee - 10% of the total filing fees paid.	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax - ₱30.00 per Certificate to be issued.		
4. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Receive the hard copies of documents and forward the application to the assigned processor.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
	4.2 Post-audit of documents and verification of the submitted actual documents versus the approved electronic copy.	None	1 day	Securities Specialist I /Securities Specialist II
	4.3 Preparation of the Certificates.	None	1 day	Administrative Assistant II
	4.4 Director/Officer-in-Charge for final review and signing of the certificates.	None	1 day	Director/ Officer-in-Charge
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
5. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL		STANDARD FEE/s: Filing Fee for Amended Articles of Incorporation - ₱1,000.00 Filing Fee for Reclassification/Declassification/Conversion of Shares/Change in Par Value - P1,000.00 FORMULA FEE/s: Legal Research Fee - 10% of the total filing fees paid. Documentary Stamp Tax - ₱30.00 per Certificate to be issued.	20 working days	

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

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

The following are the various company type to choose form:

Stock Corporation

- All Filipino or with foreign equity participation
- One Person Corporation o Corporation with 2 to 15 incorporators
- Lending & Financing Companies

Non-stock Corporation

- All Filipino or with foreign equity participation
- Corporation Sole
- Foundation
- Federation
- Microfinance
- Religious Aggregate
- Condominium Corporation
- Non-stock/Non-profit

Division / Office	Tacloban Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Citizen (G2C)Government to Business (G2B)
Type of Service	External Service

Who may avail: All persons who are qualified to establish a corporation

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet for Registration	System-generated
2. Articles of Incorporation reflecting the: • corporate name; • business activity; • principal office address; • names, nationality, residences and Tax Identification Numbers (TIN) of Filipino or foreign incorporators, directors, stockholders including corporate subscribers, the foreign incorporators, directors and stockholders may also state their passport numbers; • capital structure (for-stock corporation); • name of treasurer and TIN; • Printed names and Signatures of incorporators; Notarization/Authentication	System-generated
3. By-Laws, for stock and non-stock corporation (except for Corporation Sole)	System-generated
Additional Requirements, if applicable	
1. For One Person Corporation • Letter of Acceptance of the Nominee and Alternate Nominee	System-generated
2. Foreign Investments Act (FIA) Application Form (F-100),if more than 40% foreign equity for stock corporation	Download template here: [1] TACEO Forms and Checklist - Google Drive
3. Affidavit of Relinquishment, in case the treasurer is a foreigner and the business activity of the registrant is a partly-nationalized activity	Foreign Treasurer/To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
4. Authenticated/Apostilled Articles of Incorporation and By-Laws and supporting documents, if the same were executed in a foreign jurisdiction	Parent Company of the Foreign Corporation and Philippine Embassy/Consulate
5. Endorsement/Clearance from other government agencies, if applicable	Bangko Sentral ng Pilipinas - Bank, Pawnshop and other Financial Intermediaries with Quasi-Banking Functions, Money Changer and Remittance Services Insurance Commission - Insurance/Mutual Benefit Association/ Health Maintenance Organization
6. Clearance from other SEC departments, if applicable • For Investment company, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundation • For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House • For Financial Technology (FinTech) related business activities ○ Operators of payment systems; ○ Payment Service Providers; ○ Electronic Money Issuers (EMI); ○ Non-bank EMIs; ○ Alternative Credit Scoring Companies; ○ Online Lending Companies; ○ Peer-to-peer Lending Companies; ○ AI/Big Data Companies; o InsurTech Companies (InsurTech Service Providers); ○ KYC/Security Companies (KYC Service Providers); ○ Digital Banks; ○ Digital Asset Exchanges; ○ Virtual Asset Service Providers; ○ Play-to-Earn Platforms;	Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) Philifintech Innovation Office (PIO) Enforcement and Investor Protection Department (EIPD)

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
○ E-Commerce Companies; ○ Crowdfunding Platforms; ○ RegTech Companies (RegTech Service Providers); ○ SupTech Companies (SupTech Service Providers); and ○ Digital Advisers/Robo-Advisers	
7. Authenticated/Apostilled (if executed in a foreign jurisdiction) Board Resolution/Directors'/Trustees' Certificate or Secretary's Certificate (if incorporator/s is/are juridical entity/ies)	Incorporator (Juridical Entity)/ Philippine Embassy/Consulate
8. Certification of Inward Remittance of Foreign Exchange showing compliance of the foreign retailer with the minimum paid-up capital requirement of Twenty-Five Million Pesos (P25,000,000.00) or other proof, such as Bank Certification, certifying that such capital investment is deposited and maintained in a bank in the Philippines;	Authorized Agent Bank / Bangko Sentral ng Pilipinas
9. For foreign retailers, apostilled/authenticated Certification that the Home State of the Foreign Retailer provides reciprocity to Filipinos	Proper official of the Home State of the Foreign Retailer or the Local Embassy/Consulate of the Home State of the Foreign Retailer
10. If the Incorporator is a Juridical Entity ● Board Resolution of the Juridical Entity allowing it to invest on the said Corporation ● Certificate of Incorporation and Articles of Incorporation or latest General Information Sheet (GIS) of Filipino corporate subscriber/s ● Proof of existence/registration of foreign corporate subscriber/s	Client Client's Records
11. For non-stock religious aggregate: ● Affidavit of Affirmation/Verification by the chief priest, rabbi, minister, or presiding elder, (not required if already part of the Articles of Incorporation)	System-generated

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
12. For foundation: - Notarized certificate of bank deposit of the contribution, which shall not be less than P1,000,000.00 - Statement of Willingness to allow the Commission to conduct an audit	Banks System-generated / Notary Public
13. For federation List of Member-Associations certified by the Corporate Secretary and attested by the President	President and Corporate Secretary
14. For confederation List of Member-Federations certified by the Corporate Secretary and attested by the President	President and Corporate Secretary
15. For condominium corporation/association - Notarized Copy of the Master Deed with primary entry of the Register of Deeds - Certification that there is no existing similar condominium association within the condominium project	Condominium Developer and Register of Deeds System-generated / Applicant Condominium Corporation/Association to be executed by the Corporate Secretary
16. For Lending and Financing Corporations: - Application Form - Information Sheet - Valid NBI Clearance of ALL Incorporators and Stockholders - With right thumbprint and signature - Reflecting the residential address as stated in the Information Sheet & Articles of Incorporation - Additional Requirements for FOREIGN Directors and Officers - Photocopy of Alien Certificate of Registration Card/Immigrant Certificate of Residence Card* - Photocopy of Passport Showing Valid Visa or Stay in the Philippines* - Clearance from the Bureau of Immigration	To be provided by the applicant

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Sworn Certification required under SEC Memorandum Circular No. 29, Series of 2020 • Shall include an undertaking that the applicant shall submit hard and soft copies of its Money Laundering and Terrorist Financing Prevention Program (MTPP) to the AMLD-EIPD within ten (10) days from receipt of its Certificate of Registration and/or secondary license from the Commission • Stamped received by the Anti-Money Laundering Division of the Enforcement and Investor Protection Department (AMLD-EIPD) or with attached email confirmation sent by the AMLD-EIPD stating that the Sworn Certification was duly received. 6. Notarized Bank Certificate of Deposit	
Additional requirements based on kind of payment for subscription (Other than Cash)	
Conversion of Advances or Liabilities to Equity 1. Report of an Independent CPA on the Verification of the Advances to be Converted to Equity Remarks: 3. Must be in accordance with the form provided in SEC Memo Circular No. 6 series of 2008 4. This requirement is not required if the same is already reflected in the latest financial statement 2. Deed of Assignment of Advances or Liabilities	Client
Land, Buildings or Condominium Units 1. Detailed Schedule of the Property showing the registered owner, location, area, TCT/OCT No., tax declaration number, and the basis of transfer value	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(market value, assessed value or zonal value) certified by the company accountant. 2. Copy of the TCT/OCT electronically certified and issued by the Register of Deeds and tax declaration sheet certified by the Assessor's Office 3. Latest zonal valuation certified by the BIR, if transfer value is based on zonal value 4. Appraisal Report by a licensed real estate appraiser within the last 6-months, if transfer value is based on appraised value 5. Deed of Assignment 6. If property is mortgaged, submit mortgagee or creditor's certification on the outstanding loan balance and his/her written consent to the transfer of property 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. 8. Certification from the transferor stating that the improvements are existing and in good condition 9. Proof of Transfer of Registration 9.1 Affidavit of Undertaking	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval in accordance with SEC Memorandum Circular No. 14 series of 2013 9.2 Certificate of Registration of the Shares of Stock Remarks: Must be under name of the corporation Must be submitted within 120 days after approval of the application in accordance with SEC Memorandum Circular No. 14 series of 2013	
Inventories, Furniture or Other Personal Properties 1. Detailed schedule of property showing the description and the basis of transfer value (market value or book value) certified by the company accountant. 2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value 3. Deed of Assignment	Client
Heavy Equipment and Machinery	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant 2. Appraisal Report by a licensed appraiser within the last 6-months. If the property is imported, valuation report with description of the property by the Bangko Sentral ng Pilipinas. 3. Deed of Assignment 4. Certified from the transfer stating that the properties are existing and in good condition	
Shares of Stock 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 2. Audited Financial Statement of the investee company as of the last fiscal year received by SEC and BIR. 3. Deed of Assignment 4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor 5. Photocopy of the stock certificate, must be able to show original when required.	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Latest Market Price Quotation in the newspaper or certification from the stock exchange/broker as to the latest market price of the shares of stock, if listed in the Stock Exchange. 7. Proof of Transfer of Registration 7.1 Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval in accordance with SEC Memorandum Circular No. 14 series of 2013 7.2 Certificate of Registration of the Shares of Stock Remarks: Must be under name of the corporation	
Motor Vehicles 1. Detailed Schedule of the Motor Vehicle, Remarks: Must show the following: v) Registered owner; w) Make/model; x) Plate Number y) Chassis number z) Motor number - aa) Certificate of Registration - bb) Market Value certified by the company accountant	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Photocopy of Certificate of Registration and Official Receipt of Annual Registration Fee Remarks: Client must present the original for verification of the processor. 3. Appraisal Report by authorized appraiser, within the last 6-months Remarks: Must be within the last 6-months 4. Deed of Assignment 5. Proof of Transfer of Registration 5.1 Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval 5.2 Certificate of Registration of the Motor Vehicle Remarks: Must be under name of the corporation 6. Certification from the transferor stating that the motor vehicles are existing and in good running condition.	
See Vessel / Aircraft	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Detailed Schedule of the vessel/aircraft Remarks: Must show the following: m) Registered owner n) Registered number o) Technical description p) Appraised value certified by the company accountant 2. Certified true copy of the certificate of ownership 3. Appraisal Report within the last 6-months by an authorized appraiser 4. Certificate of seaworthiness/airworthiness issued by the appropriate government agency 5. Deed of Assignment 6. Proof of Transfer of Registration 6.1 Affidavit of Undertaking Remarks: Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval 6.2 Certificate of Registration of the Motor Vehicle	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Remarks: Must be under name of the corporation	
Intangibles 1. Photocopy of System Purchase Agreement or any proof of ownership (for software) 2. Copy of Certificate of Registration in the Intellectual Property Office and Mining Permit for mining rights 3. Appraisal Report by an accredited appraisal company or by a licensed Filipino mining engineer for mining rights, within the last 6-months. 4. Deed of Assignment 5. Affidavit of Undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period	Client
Net assets 1. Latest Annual Financial Statement of the applicant corporation Remarks: Must be received by the SEC and BIR of the applicant corporation of the last fiscal year received by SEC and BIR 2. Latest Audited Financial Statement of the assignor single proprietorship, partnership, or corporation	Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Long-form audit report of the Latest Audited Financial Statement of the assignor single proprietorship, partnership, or corporation 4. Deed of Assignment of the assets and liabilities 5. List of creditors with the amount due to each creditor Remarks: As of date of the AFS certified by the auditor or certified under oath by the company accountant and written consent of creditors 6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant 7. Photocopy of the certificate of registration of the motor vehicles, must be able to furnish original when required 8. Copy of TCT/OCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively. 9. Photocopy of stock certificates, must be able to furnish original when required. 10. DTI Certificate of Registration, for single proprietorship 11. Affidavit of Undertaking Remarks:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Must be certified under oath by any corporate officer undertaking to submit to the Commission the proof of transfer of registration in the name of the corporation within 90 days from the approval by the Commission on its approval	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Complete the application through https://esparc.sec.gov.ph/application	1.1 Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019 If name is approved, assigned to the processor and for evaluation of application and proceed to step 1.2 If company name and/or trade name is evaluated as non-compliant, application is disapproved. Applicant to proceed to step 2.	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Reviews and evaluate the application. If the Processor finds the documents' form and substance in order, it will be submitted to the reviewing Securities Counsel for final review. If the application is NOT complete or for compliance, the processor prepares a checklist of deficiencies and email the client. Then, the applicant proceeds to step 3.	None	2 days	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
	1.3 Reviewing Securities Counsel to review and evaluate the final memo report and submitted documents If deemed compliant, orders the Processor to pre-approve the application.	None	2 days	Securities Counsel, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If upon review of the Reviewing Securities Counsel, the application is NOT complete or for compliance, the processor will disapprove the application with remarks for compliance. Then, the applicant proceeds to step 3.			
	1.4 Pre-approval of the application and issuance of Payment Assessment Form (PAF).	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
2. If the company name and/or trade name is disapproved, the applicant may change the name or file an appeal.	2.1 Name verifier to review to review the proposed name and back to step 1.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. For incomplete and non-compliant applications: Re-submits complete and corrected documents through the eAmend portal.	3.1 Processor to review resubmission and back to step 1.2 for preparation of final memo report, and final review and approval of Director/ Officer-in-Charge.	None	1 hour	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office
4. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	C. Stock Corporation with Par Value - $\frac{1}{8}$ of 1% of the authorized Capital Stock but not less than P2,000 or the stock subscription price of the subscribed capital stock whichever is higher D. Stock Corporation without Par Value - $\frac{1}{8}$ of 1% of the authorized Capital Stock computed at P100 per share but not less than P2,000 or the issue value of the subscribed capital	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		stock whichever is higher E. Articles of Incorporation of Non-Stock Corporation - P1,000.00 Filing Fee for the Bylaws - ₱1,000.00 FORMULA FEE/s: Name Reservation Fee - P100 per 30 days of reservation Legal Research Fee - 10% of the total filing fees paid. Documentary Stamp Tax - ₱30.00 per Certificate to be issued.		

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		
5. Submission of complete application requirements, 1 set of original copies and 1 set of photocopies, as reviewed and approved by the SEC.	4.1 Pre-process submission. If the documents are lacking, return to for compliance; otherwise, complete documents will be received and forwarded to the processor for post-audit	None	1 hour	SEC Administrative Assistant I, Tacloban Extension Office
	4.2 The processor post-audits the documents. It is further verified if the electronic copies previously submitted are the same with the hard copies. If there are material changes in the hard copies, the client shall be instructed via email to rectify the deficiencies.	None	1 day	Securities Counsel I and II, Securities Specialist I and II, and SEC Administrative Assistant I and II, Tacloban Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Preparation of Certificate	None	3 hours	SEC Administrative Assistant II, Tacloban Extension Office
	4.4 Director/ Officer-in-Charge for final review and signing of the certificates.	None	3 hours	SEC Director I, Tacloban Extension Office
	4.5 The applicant will be informed of the availability of the certificate via email.	None	2 hours	Administrative Assistant II /Information Officer
	4.6 Forwards the approved application to the Releasing Unit.	None	1 hour	Administrative Assistant II
6. Pick-up the certificate at SEC Tacloban Extension Office	5.1 Releases the Certificates to the applicant.	None	1 hour	Administrative Assistant II /Frontline Services Assistant
TOTAL			7 working days	
TOTAL			TOTAL STANDARD FEE: ₱2,000.00 Plus	

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Name Reservation Fee = P100 per 30 days of reservation, Legal Research Fee = 10% of the total filing fee Documentary Stamp Tax = ₱30.00 per Certificate

39. Request for Certificate of No Derogatory Information

This service details the procedure on request of the Corporations for Certificates of No Derogatory Information certifying that the Corporation has not been dissolved, and has no pending civil, administrative and criminal case filed with this Commission.

Division / Office	Tacloban Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Partnerships, Domestic Corporations, and Licensed Foreign Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Monitoring Clearance	Apply through https://forms.gle/uLPHQvFhbEnw2S1b6
2. For Partnership, attach the Articles of Partnership or latest Amended Articles of Partnership, if any	Corporate Secretary or at www.secexpress.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the processor.	None	1 hours	Administrative Assistant II
	1.2 Evaluate attachments and verifies the status of	None	1 working day	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	corporation through CIS-URDB. If application is cleared, a digitally signed Payment Assessment Form (PAF) is emailed to the applicant with instructions to pay at the nearest LBP branch or through the SEC Payment Portal. If not cleared in Certification Issuance System-Unified Reference Database (CIS-URDB), instructs the applicant to email the department who encoded the infraction. Assignment of the application to the processor.			
2. Pay the corresponding filing fees through Espaysec https://espaysec.sec.gov.ph/payment-portal/home or at any Land Bank of	3.1 Receive and acknowledge payment .	Certification Fee – P500.00 Documentary Stamp Tax - P30.00	1 hour	Financial Management Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
the Philippines branch nationwide.				
3. Submits the validated Deposit Slip or electronic Official Receipt	3.1. Acknowledge receipt of proof of payment with instruction to wait for the releasing appointment.	None	1 hour	Administrative Assistant II
	3.2 Print the Certificate.	None	1 hour	Administrative Assistant II
	3.3 Review the application and sign the Certificate of No Derogatory Information.	None	1 working day	Director or Officer-in-Charge
	3.4. Send email for releasing appointment	None	1 hour	Information Officer/Administrative Assistant
	3.5. Transmit the certificate to the Releasing Unit and seals the Certificate of No Derogatory Information.	None	1 hour	Administrative Assistant II
4. Pick-up the certificate at SEC Tacloban Extension Office	4.1 Release the Certificate of Certificate of No Derogatory Information.	None	1 hour	Administrative Assistant II
TOTAL		Certification Fee – P500.00	3 working days	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax - P30.00		

40. Request for Monitoring Clearance

This service details the request for the regular monitoring of Corporations, Ordinary Stock and Non-stock and One Person Corporations.

Division / Office	Tacloban Extension Office
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered with the SEC and whose principal address is within Eastern Visayas

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Latest due Financial Statements, or its amendment received by the SEC and BIR	Client records
2. Latest due General Information Sheet, or its amendment received by the SEC	Client records
3. Articles of Incorporation or its latest approved amendment, if applicable	Client records
4. Proof of Registration of Stock and Transfer Book or Membership Book	Client records

Remarks: <i>This does not apply to One Person Corporations</i>	
Situational Requirements	
Applicant is a One Person Corporation 1. Appointment of Officers for One Person Corporation Remarks: Duly received by SEC 2. Surety Bond Remarks: If the single stockholder is a self-appointed treasurer; otherwise, disregard this requirement.	Client records
If there has been a double filing of the latest General Information Sheet 1. Secretary's Certificate Remarks: The contents must stipulate the explanation of the cause of the double filing	Client records

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assign the application received in the system to processors for review and evaluation.	None	4 hours	Administrative Assistant II
	1.2 Determines compliance, deficiencies and violations; Prepares	None	10 working days	Administrative Assistant I /Administrative

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the Monitoring Sheet (MS) that is submitted to the Reviewing Specialist for review.			Assistant II /Securities Specialist I /Securities Specialist II/ Securities Counsel I/Securities Counsel II
	1.3 Final review of the tentative Monitoring Sheet. If there are no deficiencies, the Monitoring Sheet will be finalized and will be submitted to the Director for review and signing. Proceed to Step 4.2. If WITH PENALTY, send the tentative Monitoring Sheet subject for appeal of the applicant.	None	5 working days	Reviewing Securities Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. If the applicant receives a Monitoring Sheet without penalty – END OF TRANSACTION. If the applicant receives a Monitoring Sheet with penalty and agreeable to the findings presented, inform the examiner of no further objection and request for the Payment Assessment Form (PAF). If with objection to penalties, submit proof of submission/compliance of If the applicant receives a tentative assessment, the applicant shall comply with the findings indicated in the Monitoring Sheet. Applicant submits the required documents as advised in the Monitoring Sheet.	2.1 Evaluation of documents submitted. Back to Step 1.2.	None	2 hours	Administrative Assistant I /Administrative Assistant II /Securities Specialist I /Securities Specialist II/ Securities Counsel I/Securities Counsel II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.1 If no further appeal and objection from the Client, issuance of Payment Assessment Form (PAF).	None	3 hours	Administrative Assistant I /Administrative Assistant II /Securities Specialist I /Securities Specialist II/ Securities Counsel I/Securities Counsel II
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	Penalties and Fines shall be determined in the monitoring process.	1 hour	Financial Management Department
4. Submit proof of payment of penalties/fines.	4.1 Acknowledge receipt of email and proof of payment.	None	2 hours	Administrative Assistant I /Administrative Assistant II /Securities Specialist I /Securities Specialist II/ Securities

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Counsel I/Securities Counsel II
	4.2 Preparation of Final Monitoring Sheet for submission to the Director for review and signing.	None	1 working day	Administrative Assistant I /Administrative Assistant II /Securities Specialist I /Securities Specialist II/ Securities Counsel I/Securities Counsel II
	4.3 Director/Officer-in-Charge for final review and signing of the certificates.	None	2 working days	Director/Officer-in-Charge
	4.4 Final Monitoring Sheet/Confirmation of Payment will be scanned and emailed to the client.	None	2 hours	Administrative Assistant I /Administrative Assistant II /Securities Specialist I /Securities Specialist II/ Securities

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Counsel I/Securities Counsel II
4. Acknowledge the Final Monitoring Sheet/Confirmation of Payment	END of transaction	None	2 hours	Administrative Assistant I /Administrative Assistant II /Securities Specialist I /Securities Specialist II/ Securities Counsel I/Securities Counsel II
TOTAL		Penalties and Fines shall be determined in the monitoring process	20 working days	

41. Request for Name Reservation

This service details the procedure on how a person may reserve its proposed corporate name pending its amendment of the articles of incorporation and/or bylaws..

Division / Office	Tacloban Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Accomplished Form for Request for Certification	Securities and Exchange Commission / Extension Offices

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Approves or disapproves proposed company name and/or trade name/s in accordance with SEC Memorandum Circular No. 13, Series of 2019	None	1 working days	Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If name is approved, assigned to the processor and for evaluation of application and proceed to step 1.2 If company name and/or trade name is evaluated as non-compliant, application is disapproved. Applicant to proceed to step 2.			
	1.2 Issues name verification slip	P100.00 per 30 days or reservation of each proposed corporate/trade name/s	1 working day	Administrative Assistant I
2. If name is rejected, registrant may appeal for the proposed corporate name	2.1 Approves or denies appeal for the proposed name/s or trade name/s. And back to Step 1.1	None	1 working day	Administrative Assistant I
TOTAL		P100.00 per 30 days or reservation of each proposed corporate/trade name/s	3 working days	

42. Request for Payment Assessment Form for Payment of Annual Fees for Financing and Lending Companies

This service involves the process for which a corporation shall submit to the Commission its compliance of paying its annual fees in order to continue to operate either as a financing or lending company.

Division / Office	Tacloban Extension Office
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All SEC registered Lending and Financing Companies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. List of Branches with addresses certified by the Corporate Secretary	Client Records/Files

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assign the application received in the system to processors for review and evaluation.	None	2 hours	Administrative Assistant I/ Administrative II
	1.2 Evaluates/Assesses the request and documents submitted by the Client.	None	6 working days	Administrative Assistant I/ Administrative II/ Securities Specialist I/ Securities Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Generates and issues Payment Assessment Form (PAF).	None	2 hours	Administrative Assistant I/ Administrative II/ Securities Specialist I/ Securities Specialist II
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Receive and acknowledge payment.	Annual Fee: 1/8 of 1% of the required paid-up capital (head office and branches) + 1% LRF	1 hour	Financial Management Department
3. Submits an electronic copy of proof of payment through email.	3.1 Receive and acknowledge email and attachment.	None	1 hour	Administrative Assistant I/ Administrative II/ Securities Specialist I/ Securities Specialist II
TOTAL		Annual Fee: 1/8 of 1% of the required paid-up capital (head office and branches) + 1% LRF	7 working days	

43. Request for Payment in Installment or Reduction in Fines

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

Division / Office	Tacloban Extension Office
Classification	Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. “Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned. Relatively, pertinent provisions under Title XVII of the Revised Corporation Code are quoted as follows: “Sec. 179. (j) Suspend or revoke the certificate of incorporation after proper notice and hearing.” Based on the foregoing provision, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law.

	It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	For request for reduction of fines, general transacting public and business entities for: Non-stock corporations pursuing noble purposes, such as: i. religious corporations; ii. those engaged in educational, charitable, religious, literary, scientific, cultural and civic services, and; iii. those engaged in assisting, uplifting or promoting the welfare and interest of the physically handicapped, orphans, farmers and underprivileged. For request for payment in installment of fines, general transacting public and business entities for stock and non-stock registered corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Written Request for the reduction of fines or payment in installments Remarks: Must be substantiated with supporting documents attached as Annexes to the request.	Client

2. <i>Must be founded on meritorious grounds. The request must point out specifically each finding of the assessment and the reason why it should be reduced or allowed to pay in installment basis.</i>	
2. Copy of the Monitoring Assessment	Client
3. Latest due Annual Financial Statements	Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Assignment of the application to the handling lawyer.	None	1 hour	Administrative Assistant I
	1.2 Review the request if it may qualify for reduction or installment payment of fines on good cause and merito. If not qualified, inform the applicant. If qualified, draft a Memorandum to the Commission En Banc. For corporations with Petition to Lift Order of	None	10 working days	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Revocation/ Suspension and requesting for payment in installment, the Memorandum shall be through the Supervising Commissioner of the Department.			
	1.3 Director/ Officer-in-Charge to review the memorandum. If there are corrections, return the Memorandum to the processor for revision. If no corrections, review and sign the Memorandum.	None	10 working days	Director/ Officer-in-Charge
	1.4 Present the request to the Commission En Banc through the Supervising Commissioner as the case may be, for approval.	None	10 working days	Securities Counsel
	1.5 Evaluate the request for reduction or payment in installment of fines.	None	10 working days	Office of the Commissioner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.6 Secure a copy of the En Banc Resolution from the Commission Secretary	None	5 working days	Securities Counsel
	1.7 Prepare the draft letter informing the applicant about the decision of the Commission En Banc and/or Supervising Commissioner.	None	5 working days	Securities Counsel
	1.9 Forward the draft letter to the Director.	None	1 working day	Securities Counsel
	1.9 Approve and sign the Draft Letter.	None	5 working days	Director/ Officer-in-Charge
	1.10 Email the letter.	None	1 working day	Securities Counsel
2. If request is approved, may proceed for request for the Payment Assessment Form (PAF).	2.1 Prepare and issue the Payment Assessment Form (PAF).	None	1 working day	Securities Counsel
3. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receives and acknowledges payment .	TBD upon order or decision of the Commission En Banc	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Present the validated deposit slip and/or Electronic Official Receipt.	4.1 Acknowledge receipt of email and proof of payment.	None	1 working day	Securities Counsel
	Review and sign the COP/MS	None	1 working day	Director/ Officer-in-Charge
	Release the Confirmation of Payment/Monitoring Sheet.	None	1 working day	Securities Counsel
4. Receive the Confirmation of Payment (COP)/Monitoring Sheet (MS) in PDF Format.	END of transaction			
TOTAL		TBD	Exempt from the 3-7-20 rule falls as an adjudicative process	

44. Request for Resource Person

This service details the procedure for requests for an SEC personnel with topic and discussion related to the applications, updates and other matters under SEC's jurisdiction.

Division / Office	Tacloban Extension Office
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	General Public

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Email with attached letter request for resource person	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Emails letter request for resource person at taceo@secgov.ph	1.1 Acknowledges the email and the letter request.	None	4 hours	Information Officer
	1.2 Forwards letter request to Director.	None	4 hours	Information Officer
	1.3 Assess if the Extension Office can accommodate the request.	None	1 working day	
	1.4 Communicates with client the name and designation of resource person and other details via email, call, or text	None	1 working day	Information Officer
TOTAL		None	3 working days	

45. Two-Party Complaint/Petition for Disqualification, Investigation, and/or Removal of Directors/Trustees or Officers of Corporation

This service provides the process wherein an interest party files a petition or complaint for the removal of an officer or board member of a corporation for violation of their qualification requirements with the Revised Corporation Code and other pertinent laws, rules and regulations

Division / Office	Tacloban Extension Office
Classification	Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. “Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned. Relatively, pertinent provisions under Title XVI of the Revised Corporation Code are quoted as follows: “Sec. 154. Investigations and Prosecution of Offenses. – The Commission may investigate an alleged violation of this Code, or of a rule, regulation, or order of the Commission. xxx xxx xxx

	Sec. 158. Administrative Sanctions. – If, after due notice and hearing, the Commission finds that any provision of this Code, rules or regulations, or any of the Commission’s orders has been violated, the Commission may impose any or all of the following sanctions, taking into consideration the extent of participation, nature, effects, frequency and seriousness of the violation: xxx xxx xxx.” Based on the foregoing provisions, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law. It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Verified Petition Remarks:	Client

Must contain the following: - Names and addresses of the parties; - Legal basis for the disqualification/removal - Statement of material or relevant facts; - Issues to be resolved - Reliefs sought which must specifically include the prayer for removal - Proof of authority of the representative of the juridical person, if applicable; - Documentary evidence necessary to establish the prima facie truth of the factual allegations therein - Proof of payment of the filing fee; See SEC Memorandum Circular No. 4, Series of 2022, pursuant to Sections 26 and 27 of the Revised Corporation Code.	
2. Verification and Certification Against Forum Shopping Remarks: Must be signed by the complainant and/ or his/her duly authorized representative	
3. Evidentiary documents Remarks: - Must be relevant and necessary to support the claims relied upon - May include affidavits among others. - Attached as Annexes to the verified petition	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Acknowledge the receipt of the verified petition with supporting documents.	None	2 hours	SEC Administrative Assistant II
	1.2 Record the case to the case management system and assign to Processor	None	2 hours	SEC Administrative Assistant II
	1.3 Assess the completeness of the verified petition with its supporting documents If documents are NOT COMPLETE, the same are returned together with the Checklist of Requirements. If the documents are COMPLETE, accept the documents for review and draft Order and submit to the EO Director/ Officer-in-Charge for review.	None	10 working days	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Review of the draft Order and the documents submitted. If the petition is recommended to be granted and the Order is sufficient, the EO Director/OIC orders the Securities Counsel to prepare the Payment Assessment Form. Securities Counsel informs the client that the application can be paid. If the petition is not compliant, return the application to the Securities Counsel.	None	10 working days	Director/ Officer-in-Charge
	1.5 Issuance of Payment Assessment Form (PAF) to the applicant through email.	None	1 hour	Securities Counsel
2. Pay the corresponding filing fees through Espaysec https://espaysec.sec.gov	3.1 Receive and acknowledge payment.	Petition Fee P3,000.00 Documentary Stamp	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.		Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00		
3. Submission of the physical copies of the original verified petition with supporting documents at the Tacloban Extension Office	4.1 Docketing and raffling of the Order. The Client shall receive an update on the requested petition.	None	1 working day	Administrative Assistant II
	4.2. Notation of the Petition	None	1 working day	Administrative Assistant II
	4.3 Forward the verified Petition and its attachments with proof of payment of the filing fees and penalties to the handling lawyer.	None	1 hour	Securities Counsel
	4.4 The handling lawyer to prepare the Order for submission to the Extension Office' Supervising Commissioner.	None	1 working day	Securities Counsel
	4.4 Evaluation of the application by the Office of the Commissioner on	None	The case shall be decided or resolved for a	Office of the Commissioners

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	behalf of the Commission En Banc.		period not exceeding one (1) year from the date of Order submitting the same for Resolution.	
	4.5. Issuance of the Order.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Securities Counsel
TOTAL		Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	Exempt from the 3-7-20 rule falls as an adjudicative process	



46. Two-Party Complaint/Petition for Marking of General Information Sheet (GIS) as Disputed

This service generally pertains to an intra-corporate dispute within a corporation, and the process of submitting on record a second General Information Sheet.

Division / Office	Tacloban Extension Office
Classification	Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. “Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned. Relatively, pertinent provisions under Title XVI of the Revised Corporation Code are quoted as follows: “Sec. 154. Investigations and Prosecution of Offenses. – The Commission may investigate an alleged violation of this Code, or of a rule, regulation, or order of the Commission. xxx xxx xxx

	Sec. 158. Administrative Sanctions. – If, after due notice and hearing, the Commission finds that any provision of this Code, rules or regulations, or any of the Commission’s orders has been violated, the Commission may impose any or all of the following sanctions, taking into consideration the extent of participation, nature, effects, frequency and seriousness of the violation: xxx xxx xxx.” Based on the foregoing provisions, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law. It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Verified Petition Remarks:	Client

1. The Petition must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed; 2. The Petition must be signed and verified by the complainant and/or his/her/its duly authorized representative, and 3. Claims and allegations justifying the disputing of the General Information Sheet ("GIS") of the Corporation and the specific year/s of the GIS to be marked as "disputed"	
2. Verification and Certification Against Forum Shopping Remarks: Must be signed by the complainant and/ or his/her duly authorized representative	
3. General Information Sheet to be marked as disputed	
4. Evidentiary documents Remarks: 1. Must be relevant and necessary to support the claims relied upon 2. May include affidavits among others. 3. Attached as Annexes to the verified petition	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application:	1.1 Acknowledge the receipt of the verified petition with supporting documents.	None	2 hours	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
https://forms.gle/ZiFWcKZra9zx2ZQJ7				
	1.2 Record the case to the case management system and assign to Processor	None	2 hours	SEC Administrative Assistant II
	1.3 Assess the completeness of the verified petition with its supporting documents If documents are NOT COMPLETE, the same are returned together with the Checklist of Requirements. If the documents are COMPLETE, accept the documents for review and draft Order and submit to the EO Director/ Officer-in-Charge for review.	None	10 working days	Securities Counsel
	1.4 Review of the draft Order and the documents submitted.	None	10 working days	Director/ Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If the petition is recommended to be granted and the Order is sufficient, the EO Director/OIC orders the Securities Counsel to prepare the Payment Assessment Form. Securities Counsel informs the client that the application can be paid. If the petition is not compliant, return the application to the Securities Counsel.			
	1.5 Issuance of Payment Assessment Form (PAF) to the applicant through email.	None	1 hour	Securities Counsel
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submission of the physical copies of the original verified petition with supporting documents at the Tacloban Extension Office	4.1 Docketing and raffling of the Order. The Client shall receive an update on the requested petition.	None	1 working day	Administrative Assistant II
	4.2. Notation of the Petition	None	1 working day	Administrative Assistant II
	4.3 Forward the verified Petition and its attachments with proof of payment of the filing fees and penalties to the handling lawyer.	None	1 hour	Securities Counsel
	4.4 The handling lawyer to prepare the Order for submission to the Extension Office' Supervising Commissioner.	None	1 working day	Securities Counsel
	4.4 Evaluation of the application by the Office of the Commissioner on behalf of the Commission En Banc.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order	Office of the Commissioners

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
			submitting the same for Resolution.	
	4.5. Issuance of the Order.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Securities Counsel
TOTAL		Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	20 working days	

47. Two-Party Complaint/Petition for Revocation of Certificate of Registration

This service involves the process for which an interested person files a complaint or petition for the revocation of a corporation violating any circulars issued by the Commission, or such other laws that warrants its revocation.

Division / Office	Tacloban Extension Office
Classification	Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. “Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned. Relatively, pertinent provisions under Title XVI of the Revised Corporation Code are quoted as follows: “Sec. 154. Investigations and Prosecution of Offenses. – The Commission may investigate an alleged violation of this Code, or of a rule, regulation, or order of the Commission. xxx xxx xxx Sec. 158. Administrative Sanctions. – If, after due notice and hearing, the Commission finds that any provision of this Code, rules or regulations, or any of the Commission’s orders has been violated, the

	Commission may impose any or all of the following sanctions, taking into consideration the extent of participation, nature, effects, frequency and seriousness of the violation: xxx xxx xxx.” Based on the foregoing provisions, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law. It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Verified Petition Remarks:	Client

1. The Petition must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed; 2. The Petition must be signed and verified by the complainant and/or his/her/its duly authorized representative, and 3. Claims and allegations justifying the revocation of the corporation	
2. Verification and Certification Against Forum Shopping Remarks: Must be signed by the complainant and/ or his/her duly authorized representative	
3. Evidentiary documents Remarks: 1. Must be relevant and necessary to support the claims relied upon 2. May include affidavits among others. 3. Attached as Annexes to the verified petition	

See SEC Memorandum Circular No. 5, Series of 2022, pursuant to Section 138 of the Revised Corporation Code and Section 6 (i) of P.D. 902-A

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Acknowledge the receipt of the verified petition with supporting documents.	None	2 hours	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2 Record the case to the case management system and assign to Processor	None	2 hours	SEC Administrative Assistant II
	1.3 Assess the completeness of the verified petition with its supporting documents If documents are NOT COMPLETE, the same are returned together with the Checklist of Requirements. If the documents are COMPLETE, accept the documents for review and draft Order and submit to the EO Director/ Officer-in-Charge for review.	None	10 working days	Securities Counsel
	1.4 Review of the draft Order and the documents submitted.	None	10 working days	Director/ Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	If the petition is recommended to be granted and the Order is sufficient, the EO Director/OIC orders the Securities Counsel to prepare the Payment Assessment Form. Securities Counsel informs the client that the application can be paid. If the petition is not compliant, return the application to the Securities Counsel.			
	1.5 Issuance of Payment Assessment Form (PAF) to the applicant through email.	None	1 hour	Securities Counsel
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	3.1 Receive and acknowledge payment.	Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submission of the physical copies of the original verified petition with supporting documents at the Tacloban Extension Office	4.1 Docketing and raffling of the Order. The Client shall receive an update on the requested petition.	None	1 working day	Administrative Assistant II
	4.2. Notation of the Petition	None	1 working day	Administrative Assistant II
	4.3 Forward the verified Petition and its attachments with proof of payment of the filing fees and penalties to the handling lawyer.	None	1 hour	Securities Counsel
	4.4 The handling lawyer to prepare the Order for submission to the Extension Office' Supervising Commissioner.	None	1 working day	Securities Counsel
	4.4 Evaluation of the application by the Office of the Commissioner on behalf of the Commission En Banc.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Office of the Commissioners

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.5. Issuance of the Order.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Securities Counsel
TOTAL		Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	Exempt from the 3-7-20 rule falls as an adjudicative process	

48. Two-Party Complaint/Petition for Violation of Right for Inspection and/or Reproduction of Corporate Books and Records

This service process involves when a stockholder or officer of the corporation relies on the regulatory powers of the Commission to order a certain corporation for the inspection of its books and other corporate records.

Division / Office	Tacloban Extension Office
Classification	Highly Technical within the context of Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure. Historically, Section 3 of Republic Act (RA) No. 9485 (“Anti-Red Tape Act of 2007”) states that those performing judicial, quasi-judicial and legislative functions are excluded from its coverage. When RA No. 9485 was amended by RA No. 11032 (“Ease of Doing Business and Efficient Government Service Delivery Act of 2018”), quasi-judicial function is still deemed excluded because Section 3 of the latter Act provides that it shall apply to all government offices that provide services covering business and nonbusiness related transactions as defined in said Act. “Government Service” is defined in Section 4 of RA No. 11032 as the process or transaction between applicants or requesting parties and government offices or agencies involving applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests which are acted upon in the ordinary course of business of the agency or office concerned. Relatively, pertinent provisions under Title XVI of the Revised Corporation Code are quoted as follows: “Sec. 154. Investigations and Prosecution of Offenses. – The Commission may investigate an alleged violation of this Code, or of a rule, regulation, or order of the Commission. xxx xxx xxx

	Sec. 158. Administrative Sanctions. – If, after due notice and hearing, the Commission finds that any provision of this Code, rules or regulations, or any of the Commission’s orders has been violated, the Commission may impose any or all of the following sanctions, taking into consideration the extent of participation, nature, effects, frequency and seriousness of the violation: xxx xxx xxx.” Based on the foregoing provisions, the SEC has inherent quasi-judicial power which authorizes it to hear and decide cases in the performance of its duty and enforce its decisions in accordance with law. It must be noted that administrative adjudication, or the authority to hear and decide cases pursuant to the laws implemented by an administrative agency, DOES NOT involve approval of applications for any privilege, right, reward, license, clearance, permit or authorization, concession, or for any modification, renewal or extension of the enumerated applications or requests. As such, administrative adjudication DOES NOT fall within the ambit of Section 3 of RA No. 11032 because it is not the “Government Service” contemplated in Section 4 thereof and is therefore, not subject to the prescribed processing times for Government Services under Section 9 of the same Act. We note that Section 9 of RA No. 11032 is entitled “Accessing Government Services”, which clearly applies to “Government Service” as defined in Section 4 thereof (i.e. applications for any privilege, right, reward, license, clearance, etc.).
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All persons except those that are not a stockholder or member of record, director, officer, controlling stockholder, or other represents the interest of a compepitor, or is a competitor itself.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Verified Petition Remarks:	Client

a. The Petition must pertain to a single corporation only. The consolidation in one (1) petition involving two (2) or more corporations is not allowed b. The Petition must be signed and verified by the complainant and/or his/her/its duly authorized representative c. The Petition must indicate the ultimate facts for the unjust refusal to inspect and/or reproduce the corporate books and records	
2. Verification and Certification Against Forum Shopping Remarks: Must be signed by the complainant and/ or his/her duly authorized representative	
3. Affidavits and Other Documents Remarks: All necessary documents to support the claim or action of the complaint.	

***See Section 73 of the Revised Corporation Code and SEC Memorandum Circular No. 25, Series of 2020**

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submission of the documentary requirements through TACEO's official google form application: https://forms.gle/ZiFWcKZra9zx2ZQJ7	1.1 Acknowledge the receipt of the verified petition with supporting documents.	None	2 hours	SEC Administrative Assistant II
	1.2 Record the case to the case management system and forward the	None	2 hours	SEC Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documents to the handling lawyer.			
	1.3 Assess the completeness of the verified petition with its supporting documents Assess the completeness of the petition with its supporting documents. If the documents are INCOMPLETE as to the standard requirements, petitioner/complainant shall be informed of the lacking documents and require them to resubmit their petition/complaint through the form provided in the initial submission If the documents are COMPLETE, accept the documents for review and draft Order and submit to the EO Director/ Officer-in-Charge for review.	None	10 working days	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4 Review the petition and the draft Order. If the petition is found to be meritorious, and complete in form and substance, the Securities Counsel shall be ordered to: 1. Request clearance from the Office of the General Counsel and Enforcement and Investor Protection Department, and 2. Issue payment assessment form (PAF) Otherwise, the handling lawyer shall be ordered to inform the client of the reason for its denial and require him/her to refile her petition/complaint.	None	10 working days	Director/ Officer-in-Charge

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.5 Issuance of Payment Assessment Form (PAF) to the applicant through email.	None	1 hour	Securities Counsel
	1.6 Request clearance from the Office of the General Counsel and Enforcement and Investor Protection Department	None	10 working days	Office of the General Counsel and Enforcement and Investor Protection Department
2. Pay the corresponding filing fees through Espaysec (https://espaysec.sec.gov.ph/payment-portal/home) or at any Land Bank of the Philippines branch nationwide.	2.1 Confirmation of payment and issuance of electronic invoice.	Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	1 hour	Financial Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Inform the Extension Office of the confirmation of payment by sending the copy of the electronic invoice to the handling lawyer.	Acknowledge receipt of the payment. Inform client to submit the physical copies of the petition with its supporting documents.	None	1 day	Securities Counsel
4. Submission of the physical copies of the original verified petition with supporting documents at the Tacloban Extension Office	4.1 Docketing and raffling of the Order. The Client shall receive an update on the requested petition.	None	1 working day	Administrative Assistant II
	4.2. Notation of the Petition	None	1 working day	Administrative Assistant II
	4.3 Forward the verified Petition and its attachments with proof of payment of the filing fees and penalties to the handling lawyer.	None	1 hour	Securities Counsel
	4.4 The handling lawyer to prepare the Order for submission to the Extension Office'	None	1 working day	Securities Counsel

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Supervising Commissioner.			
	4.4 Evaluation of the application by the Office of the Commissioner on behalf of the Commission En Banc.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Office of the Commissioners
	4.5. Issuance of the Order.	None	The case shall be decided or resolved for a period not exceeding one (1) year from the date of Order submitting the same for Resolution.	Securities Counsel
TOTAL		Petition Fee P3,000.00 Documentary Stamp Taxes - P30.00 Legal Research Fee (1% of the Filing Fee) - P30.00	Exempt from the 3-7-20 rule falls as an adjudicative process	



TARLAC

SEC EXTENSION OFFICE

Citizen's Charter, FY 2025 | 1st Edition



secteo@sec.gov.ph



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

This service details the procedure for applying for amendments to the Articles of Incorporation and/or By-laws of Domestic Corporations. The purpose of amending articles of incorporation and bylaws is to update the information about a corporation to reflect its current structure, operations, and needs.

Division / Office	Securities and Exchange Commission – Tarlac Extension Office (SEC – TAREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
For Regular Stock or Non-Stock Corporations- 1 original copy and 1 photocopy of the following requirements:	
1. Amended Articles of Incorporation/ By-laws- 2 original copies (Remarks: If the request is an amendment of corporate name, submit additional 2 original copies)	Applicant / Client
2. Directors` or Trustees` Certificate- 1 original copy and 1 photocopy - notarized and signed by the 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. (Remarks: If the request is an amendment of corporate name, submit an additional 1 original copy and 1 photocopy)	Applicant / Client
3. Notarized Secretary's Certificate on no pending case of intra-corporate dispute- 1 original copy and 1 photocopy	Applicant / Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
(Remarks: If the request is an amendment of corporate name, submit an additional 1 original copy and 1 photocopy)	
4. Monitoring Clearance- 1 original copy and 1 photocopy (Remarks: If the request is an amendment of corporate name, submit an additional 1 original copy and 1 photocopy and the client will request their monitoring clearance to the SEC office covering their location or address.)	Securities and Exchange Commission - Compliance Monitoring Division (CMD) or Extension Offices
5. Additional Requirements	
5.1. Clearance from other SEC departments, if applicable	
5.1.1. -For an Investment company, Financing and Lending companies, issuers of proprietary or non-proprietary membership (i.e. golf clubs), listed and public companies and foundations - 1 original copy and 1 photocopy (Remarks: If the request is an amendment of corporate name, submit an additional 1 original copy and 1 photocopy)	Securities and Exchange Commission - Corporate Governance and Finance Department (CGFD)
5.1.2. -For Capital Market Institutions (i.e. Exchange, Broker, Dealer, Investment House) - 1 original copy and 1 photocopy (Remarks: If the request is an amendment of corporate name, submit an additional 1 original copy and 1 photocopy)	Securities and Exchange Commission - Markets and Securities Regulation Department (MSRD)
6. Endorsement from other government agencies, if applicable - 1 original copy and 1 photocopy (Remarks: If the request is an amendment of corporate name, submit an additional 1 original copy and 1 photocopy)	For business activities requiring endorsements from other government agencies A. Banks, Pawnshops 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
7. If the provision to be amended is the corporate name, submit:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
7.1. Name Verification Slip - 2 original copies and 2 photocopies	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk (Name verification slip may be requested from the name verification officer via email at secteo@sec.gov.ph)
7.2. Affidavit of a director, trustees or officer undertaking to change the corporate name- 2 original copies and 2 photocopies (Not required if already stated in the Articles of Incorporation)	Securities and Exchange Commission - Tarlac Extension Office- Public Assistance and Complaint Desk (Can be requested via email at secteo@sec.gov.ph)
8. If the provision to be amended is for registered corporations increasing their foreign equity to more than 40%, submit: F-101 form - 1 original copy and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office- Public Assistance and Complaint Desk (Can be requested via email at secteo@sec.gov.ph)
9. If the provision to be amended is for registered corporations with more than 40% increasing further the percentage of such equity, submit: F-102 form- 1 original copy and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office- Public Assistance and Complaint Desk (Can be requested via email at secteo@sec.gov.ph)
For Corporation Sole (Non-Stock)	
1. Cover Sheet – 2 original copies	Applicant / Client
2. Amended Articles of Incorporation- 2 original copies	Applicant / Client
3. Affirmation-2 original copies	Applicant / Client
4. Letter of Appointment (If a change of Sole Member/ Administrator)-2 original copies	Applicant / Client
For eAmend users	
1. Cover Sheet- 1 original copy and 1 photocopy (Remarks: If the request is an amendment of corporate name, submit an additional 1 original copy and 1 photocopy)	Applicant / Client
2. Monitoring Sheet-1 original copy and 1 photocopy (Remarks: If the request is an amendment of corporate name, submit an additional 1 original copy and 1 photocopy)	Securities and Exchange Commission - Compliance and Monitoring Division or Extension Offices email addresses

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Directors' Certificate (Stock Corporation), OPC Resolution (OPC), Trustees' Certificate (Non-Stock Corporation)-1 original copy and 1 photocopy (Remarks: If the request is an amendment of corporate name, submit an additional 1 original copy and 1 photocopy)	Applicant / Client
4. Secretary's Certificate of no intra-corporate dispute-1 original copy and 1 photocopy (Remarks: If the request is an amendment of corporate name, submit an additional 1 original copy and 1 photocopy)	Applicant / Client
5. Amended Articles of Incorporation and By-laws-1 original copy and 1 photocopy (Remarks: If the request is an amendment of corporate name, submit additional 2 original copies)	Applicant / Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. If the corporate name is for amendment, fill out Name Verification Forms (Verifies, reserves for company name with or without trade name/s)	1. Verifies the proposed name on the name verification portal	P100.00 per proposed corporate/trade name/s	15 minutes	Administrative Officer IV, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. For pre-processing, secures number from the guard on duty and proceeds to office counter to present the documentary requirements	2.1. Verifies completeness of amendment requirements	None	15 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office
	2.2. Processes and evaluates applications for amendment and issues Payment Assessment Form	None	2 days and 5 hours	Securities Counsel II Securities Specialist II Securities Specialist I Confidential Assistant III, Tarlac Extension Office
3. Pays the filing fee Via online www.sec.gov.ph online services-ESPAYSEC or Landbank	3.1. Confirms the payment thru the ESPAYSEC portal	Amendment of Articles of Inc. or By-laws: a. Filing Fee: P1,000.00 b. Legal Research Fee-1% of the Filing Fee :P10.00 c. Documentary Stamp Taxes - P30.00 Amendment by increasing foreign equity Foreign Investment Act (FIA) forms (P3,000.00 with	5 minutes	Assistant Director, Information Systems Development and Management Division, SEC Headquarters

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Legal Research Fee of PHP 30.00)		
	3.2. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws for Director's signature	None	10 minutes	Administrative Officer II, Tarlac Extension Office
	3.3. Reviews and signs the Certificate of Amended Articles of Incorporation and/or By-laws	None	1 hour	Director, Tarlac Extension Office
	3.4. Records the signed	None	5 minutes	Administrative Officer II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Certificate of Amended Articles of Incorporation and/or By-laws			
4. Proceeds to office counter and receives the signed Certificate of Amended Articles of Incorporation and/or By-laws	4. Releases signed Certificates of Amended Articles of Incorporation and/or By-laws	None	5 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office
TOTAL		Amendment of Articles of Inc. or By-laws- P 1,040.00 Amendment of Articles of Inc. or By-laws (amendment of corporate name)- P 1,140.00 Amendment by increasing foreign equity Foreign Investment Act (FIA) forms – P 3,030	2 days, 6 hours, 55 minutes (if there is a request for amendment of corporate name) 2 days, 6 hours, 40 minutes (if there is no request for amendment of corporate name)	

2. Application for Amendment of Partnership

This service details the procedure for applying for an amendment to the Articles of Partnership. The purpose of amending articles of partnership is to update the information about a partnership to reflect its current structure, operations, and needs.

Division / Office	Securities and Exchange Commission – Tarlac Extension Office (SEC – TAREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic partnerships through their authorized representatives

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet- 2 original copies	Applicant/ Client
2. Amended Articles of Partnership-1 original copy and 1 photocopy	Applicant/ Client
3. Additional Requirements Endorsement from other government agencies, if applicable- 1 original copy and 1 photocopy	A. Banks, Pawnshops 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
4. If the provision to be amended is the partnership name, submit:	
4.1.Name Verification Slip-1 original copy and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk (Name verification slip may be requested from the name verification officer via email at secteo@sec.gov.ph)
4.2.Affidavit of a partner to change partnership name. (Not required if already stated in the Articles of Partnership)- 2 original and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk (Can be requested via email at secteo@sec.gov.ph)
5. If the provision to be amended is the change of partners, submit:	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5.1. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner -1 original and 3 photocopies	Applicant/ Client
5.2. If the provision for amendment is to have foreign equity of a registered partnership, submit: F-106 form- 1 original copy and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk (Can be requested via email at secteo@sec.gov.ph)
6. If the provision for amendment is to further increase the foreign equity of a registered partnership, submit: F-107 form- 1 original copy and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk (Can be requested via email at secteo@sec.gov.ph)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. If the partnership name is for amendment, fill out Name Verification Forms (Verifies, reserves for partnership name with or without trade name/s)	1. Verifies the proposed name on the name verification portal	P100.00 per proposed name	15 minutes	Administrative Officer IV, Tarlac Extension Office
2. For pre-processing, secures number from the guard on duty and proceeds to office counter for presentment of documentary requirements	2.1. Verifies completeness of amendment requirements	None	10 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office
	2.2. Processes and evaluates application for amendment and issues Payment	None	2 days and 5 hours	Securities Counsel II Securities Counsel I Securities Specialist II Securities Specialist I, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Assessment Form (PAF)			
3. Pays the filing fee via online www.sec.gov.ph online services-ESPAYSEC or Landbank	3.1. Confirms the payment thru the ESPAYSEC portal	Amendment of Articles Partnership: PHP 2,050.00, which includes Documentary Stamp Taxes (PHP 30.00) and Legal Research Fee - 1% of the Filing Fee for amendment (PHP 20.00) Amendment with partnership/trade names, with an additional PHP 100.00 per reserved trade name/s Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership's Capital but not less than PHP 2,000.00	5 minutes	Assistant Director, Information Systems Development and Management Division, SEC Headquarters

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amendment by increasing foreign equity Foreign Investment Act (FIA) forms -PHP 3,000.00 with Legal Research Fee of PHP 30.00		
	3.2. Prepares the Certificate of Amended Articles of Incorporation and/or By-laws for Director's signature	None	10 minutes	Administrative Officer II, Tarlac Extension Office
	3.3. Reviews and signs the Certificate of Amended Articles of Incorporation and/or By-laws	None	1 hour	Director, Tarlac Extension Office
	3.4. Records the signed Certificate of	None	5 minutes	Administrative Officer II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Amended Articles of Partnership			
4. Proceeds to the office counter and receives signed Certificate of Amended Articles of Partnership	4. Releases signed Certificate of Amended Articles of Partnership	None	5 minutes	Data Analyst, Tarlac Extension Office
TOTAL		Amendment of Articles Partnership: PHP 2,050.00, which includes Documentary Stamp Taxes (PHP 30.00) and Legal Research Fee - 1% of the Filing Fee for amendment (PHP 20.00) Amendment with partnership/trade names, with an additional PHP 100.00 per reserved trade name/s Amendment with Deed of Assignment of Partner's Interest – PHP 2,000.00 per Deed	2 days, 6 hours and 50 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Amendment of Partnership with Increase in Capital – 1/5 of 1% of the Partnership’s Capital but not less than PHP 2,000.00 Amendment by increasing foreign equity Foreign Investment Act (FIA) forms -PHP 3,000.00 with Legal Research Fee of PHP 30.00		

3. Certificate of Paid-up Capital/ Capital Structure/ Percentage of Ownership

This service details the procedure for the request to issue Certification of Paid-up Capital, Capital Structure, or Percentage of Ownership. The said certification is requested for accreditation, renewal, and transactions with other government agencies and other entities, among others.

Division / Office	Securities and Exchange Commission – Tarlac Extension Office (SEC – TAREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	SEC Registered Corporations All Corporations duly recorded and registered at the Securities and Exchange Commission through their authorized representatives respectively.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished Freedom of Information (FOI) Request Form- 1 original copy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk (Can be requested via email at secteo@sec.gov.ph)
2. Any of the following duly received by the SEC • Latest General Information Sheet- (1) Original Copy Or (1) Electronic Copy • Latest Annual Financial Statements- (1) Original Copy Or (1) Electronic Copy • Latest Certificate of Approval of Increase of Capital Stock-(1) Photocopy Or (1) Electronic Copy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk (The client may at his/her option, request any of the listed requirements through the SEC Express System (https://secexpress.ph/))

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	Data Analyst, Tarlac Extension Office
2. Submit the requirements to the office counter for pre-processing	2.1. Check the completeness of the documentary requirements and assign the application to the processor	None	10 minutes	Data Analyst, Tarlac Extension Office
	2.2. Processes and evaluates the request for issuance of Certification of Paid-up Capital, Capital Structure or Percentage of Ownership and issues Payment Assessment Form (PAF)	None	1 day	Administrative Officer IV Securities Counsel I, Tarlac Extension Office
3. Pays the filing fee via online www.sec.gov.ph	3.1. Confirms the payment thru	PHP 1,030 per copy	5 minutes	Assistant Director,

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
online services-ESPAYSEC or Landbank	the ESPAYSEC portal	* Inclusive of Legal Research Fee of PHP 10.00 and Documentary Stamp Tax of PHP 30.00		Information Systems Development and Management Division, SEC Headquarters
	3.2. Prepares the certification of Paid-up Capital, Capital Structure or Percentage of Ownership	None	10 minutes	Administrative Officer IV, Tarlac Extension Office
	3.3. Reviews and signs the Certificate	None	15 minutes	Director, Tarlac Extension Office
	3.4. Records the signed certification	None	5 minutes	Administrative Officer II, Tarlac Extension Office
4. Proceed to the office counter and receive the signed certification	4. Releases the signed Certification	None	5 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office
TOTAL		PHP 1,030.00	1 day and 55 minutes	

4. Increase of Capital Stock by way of Cash

This service details the procedure for applying for an increase in capital stock through cash. The purpose of these steps is to supply corporation's needs through raising funds.

Division / Office	Securities and Exchange Commission – Tarlac Extension Office (SEC – TAREO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at the Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet - 1 original and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk. Downloadable at the SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf
2. Certificate of Increase of Capital Stock - 1 original and 1 photocopy	Applicant/ Client. The certificate shall be in accordance with the Revised Corporation Code (Sections 15 and 37). For One Person Corporations, the certificate is downloadable at the SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECFORM_CERTIFICATE-OF-INCREASE-OF-AUTHORIZED-CAPITAL-STOCK-OF-OPC.docx
3. Treasurer's Affidavit - 1 original and 1 photocopy	Applicant/ Client. Downloadable at SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECFORM_TREASURERS-AFFIDAVIT.docx
4. Amended Articles of Incorporation – 2 original copies	Applicant/ Client
5. List of stockholders of record as of date of meeting approving the increase, indicating their nationalities and their respective	Applicant/ Client

subscribed and paid-up capital on the present authorized capital stock certified under oath by the corporate secretary - 2 original copies	
6. Directors' Certificate - notarized and signed by the 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 - 1 original and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk. Downloadable at SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Directors_Certificate.pdf
7. Secretary's Certificate on non-existence of intra-corporate dispute -1 original and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk. Downloadable at SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders - 1 original and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk. Downloadable at SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre_emptive_Rights.pdf
9. AUDITED FINANCIAL STATEMENTS as of the last fiscal year stamped received by BIR and SEC, if payment for subscription is already reflected therein - 1 original and 1 photocopy 9.1. SPECIAL AUDIT REPORT - 1 original and 1 photocopy, if: a) listed companies; b) public companies defined in the Securities Regulation Code;	Applicant/ Client Applicant/ Client. For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gs_c.tab=0

c) companies that offer or sell securities to the public; d) companies with secondary license; e) Where payment to subscription to the increase is more than P50,000,000.00 <i>otherwise</i>, 9.2. 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. - 1 original and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk. For guidance, refer to Memorandum Circular No. 11 series of 2016 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2016/mc-no-11-s-2016subscription-contracts/#gsc.tab=0
10. Endorsement/Clearance, if applicable, from SEC Department/s or other regulatory Government Agencies (i.e. Bangko Sentral ng Pilipinas or Insurance Commission) - 1 original and 1 photocopy	Applicant/ Client
11. Monitoring Clearance- 1 original copy and 1 photocopy (Remarks: The client will request their monitoring clearance to the SEC office covering their location or address.)	Securities and Exchange Commission - Compliance Monitoring Division (CMD) or Extension Offices
12. Registration under Foreign Investment Act (FIA), if the foreign equity is increased to more than 40%, or if corporation has more than 40% foreign ownership and as a result of the additional subscription, foreign ownership increases. - 1 original and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk. Downloadable at SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc or https://www.sec.gov.ph/wp-content/uploads/2019/11/F-102.doc
13. For RURAL BANKS: 13.1. 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 Bangko Sentral ng Pilipinas (BSP) - 1 original and 1 photocopy 13.2. 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	Applicant/ Client Applicant/ Client

their respective subscription and payment as presented and approved by BSP annexed to the notarized certification - 1 original and 1 photocopy

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 assist the client	None	5 minutes	Data Analyst, Tarlac Extension Office
2. Submits the requirements to the Counter Officer for pre-processing	2.1. Checks the completeness of the documentary requirements and assigns the application to the processor	None	15 minutes	Data Analyst, Tarlac Extension Office
	2.2. Process and evaluates the application for increase of capital stock and issues Payment Assessment Form (PAF)	None	7 days	Securities Specialist II Securities Specialist I, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pays the filing fee via online www.sec.gov.ph online services-ESPAYSEC or Landbank	3.1. Confirms the payment thru the ESPAYSEC portal	1. Amended Articles of Incorporation – PHP 1,010 inclusive of Legal Research Fee (LRF) of PHP 10.00 Plus 2. Increase of Capital Stock – For corporation with par value, 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher For corporation without par value, 1/5 of 1% of the increase in capital stock computed at	5 minutes	Assistant Director, Information Systems Development and Management Division, SEC Headquarters

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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 3. Legal Research Fee (LRF) – equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00 4. Documentary Stamp tax of PHP 60.00 *For Corporations with Foreign Investment Act (FIA) Application -Additional PHP 3,060, inclusive of Legal Research Fee (LRF) of PHP 30.00 and Document Stamp of PHP 30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Prepares the Certificate of Amendment and Certificate of increase in Capital Stock	None	5 minutes	Administrative Officer II, Tarlac Extension Office
	3.3. Review, evaluate, and sign the certification	None	5 days	Director, Tarlac Extension Office
	3.4. Encodes the signed certification	None	5 minutes	Administrative Officer II, Tarlac Extension Office
4. Proceed to office counter and receives the signed Certificate of Amendment and Certificate of Increase in Capital Stock	4. Releases the signed certification	None	5 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office
TOTAL		1. Amended Articles of Incorporation – PHP 1,010 inclusive of Legal Research	12 days and 1 hour and 10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Fee (LRF) of PHP 10.00 Plus 2. Increase of Capital Stock — For corporation with par value, 1/5 of 1% of the increase in capital stock but not less than PHP 3,000.00 or the subscription price of the subscribed capital stock, whichever is higher For corporation without par value, 1/5 of 1% of the increase in capital stock computed at PHP 100.00 per share but not less than PHP 3,000.00 or the issue value of the subscribed capital		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		stock, whichever is higher 3. Legal Research Fee (LRF) – equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00 4. Documentary Stamp tax of PHP 60.00 *For Corporations with Foreign Investment Act (FIA) Application -Additional PHP 3,060, inclusive of Legal Research Fee (LRF) of PHP 30.00 and Document Stamp of PHP 30.00		

5. Increase of Capital Stock through Payment other than Cash

The purpose of this service is to give the company flexibility to raise funds or acquired assets with non-monetary process. It 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 the procedure for Merger / Consolidation

Division / Office	Securities and Exchange Commission – Tarlac Extension Office (SEC – TAREO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at the Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover sheet - 1 original copy and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk. Downloadable at SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Amendment.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
2. Certificate of Increase of Capital Stock - 1 original copy and 1 photocopy	Applicant/ Client. The certification shall be in accordance with the Revised Corporation Code (Sections 15 and 37). For One Person Corporations: Downloadable at SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_CERTIFICATE-OF-INCREASE-OF-AUTHORIZED-CAPITAL-STOCK-OF-OPC.docx
3. Treasurer's Affidavit - 1 original copy and 1 photocopy	Applicant/ Client. Downloadable at SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2022/03/2022SECForm_TREASURERS-AFFIDAVIT.docx
4. Directors' Certificate - notarized and signed by the majority of the directors and the corporate secretary, certifying (i) the amendment of the Articles of Incorporation and indicating the amended provisions, (ii) the vote of the directors and stockholders, (iii) the date and place of the stockholders' meeting; and (iv) the tax identification number of the signatories which shall be placed below their names - 1 original copy and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk. Downloadable at SEC website through the following URL: Directors' Certificate - http://www.sec.gov.ph/wp-content/uploads/2015/07/Directors_Certificate.pdf
5. Amended Articles of Incorporation – 2 original copies	Applicant/ Client
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 – 2 original copies	Applicant/ Client
7. Secretary's Certificate on non-existence of intra-corporate dispute - 1 original copy and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk. Downloadable at SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2024/04/2024Forms_Revised-Secretarys-Certificate-of-No-Intracorporate-Dispute.docx
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders - 1 original copy and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk. Downloadable at SEC website through

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/Secretarys_Certificate_Waiver_Pre-emptive_Rights.pdf
9. Registration under Foreign Investment Act (FIA), if the foreign equity is increased to more than 40%, or if corporation has more than 40% foreign ownership and as a result of the additional subscription, foreign ownership increases. - 1 original copy and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk. Downloadable at SEC website through the following URL: https://www.sec.gov.ph/wp-content/uploads/2019/11/F-101.doc or https://www.sec.gov.ph/wp-content/uploads/2019/11/F-102.doc
10. Endorsement/Clearance, if applicable, from SEC Department/s or other regulatory Government Agencies (i.e. Bangko Sentral ng Pilipinas or Insurance Commission) - 1 original and 1 photocopy	Applicant/ Client
11. Monitoring Clearance - 1 original copy and 1 photocopy (Remarks: The client will request their monitoring clearance to the SEC office covering their location or address.)	Securities and Exchange Commission - Compliance Monitoring Division (CMD) or Extension Offices
12. For Conversion of Advances / Liabilities to Equity	
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) – 2 photocopies	Applicant/ Client
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 – 1 original and 1 photocopy	Applicant/ Client. For guidance, refer to Memorandum Circular No. 6 series of 2008 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2008/sec-memorandum-circular-no-06-7/#gsc.tab=0
12.3. Deed of Assignment of advances / liabilities – 1 original and 1 photocopy	Applicant/ Client
13. For Stock Dividends	
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 – 2 photocopies	Applicant/ Client
13.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC – 2 photocopies	Applicant/ Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 – 1 original and 1 photocopy	Applicant/ Client
13.4. Secretary's Certificate on the Board's resolution to reverse the appropriated retained earnings – 1 original and 1 photocopy	Applicant/ Client
13.5. Reconciliation of Retained Earnings – 1 original and 1 photocopy	Securities and Exchange Commission - Tarlac Extension Office Public Assistance and Complaint Desk. Refer to Memorandum Circular No. 16 Series of 2023 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2023/sec-mc-no-16-series-of-2023/#gsc.tab=0
14. For Land, buildings / condominium units	
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 – 1 original and 1 photocopy	Applicant/ Client
14.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively – 1 original and 1 photocopy	Applicant/ Client
14.3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value – 1 original and 1 photocopy	Applicant/ Client
14.4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old) – 1 original and 1 photocopy	Applicant/ Client
14.5. Deed of Assignment – 1 original and 1 photocopy	Applicant/ Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 – 1 original and 1 photocopy	Applicant/ Client
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 landowner to the transfer – 2 photocopies	Applicant/ Client
14.8. Certification from the transferor stating that the improvements are existing and in good condition – 1 original and 1 photocopy	Applicant/ Client
14.9. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period – 1 original and 1 photocopy	Applicant/ Client. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no-14-s2013.pdf
15. For Untitled Lands	
15.1. Certification of the Barangay Chairperson 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 – 1 original and 1 photocopy	Applicant/ Client
15.2. Duplicate original or certified true copies of the tax declaration sheets – 1 original and 1 photocopy	Applicant/ Client
15.3. Latest realty tax receipts (Certified true copy) - 1 original and 1 photocopy	Applicant/ Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
15.4. Affidavit by the transferor attesting continuous and open possession of the property is located – 1 original and 1 photocopy	Applicant/ Client
15.5. Affidavit of non-tenancy executed by Barangay Chairman of place where the property is located – 1 original and 1 photocopy	Applicant/ Client
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 – 1 original and 1 photocopy	Applicant/ Client
15.7. Affidavit executed by the transferor attesting to the: - add additional requirements (ARTA) 15.7.1. Existence (or non-existence) of easements over the untitled property – 1 original and 1 photocopy – sub requirements (ARTA) 15.7.2. Kind/description of the easement and its location Whether the transferor is the dominant estate or the servient estate, by virtue of such easements – 1 original and 1 photocopy	Applicant/ Client
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 – 1 original and 1 photocopy	Applicant/ Client
15.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: 15.9.1. There is no other claimant to the untitled land – 1 original and 1 photocopy	Applicant/ Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
15.9.2. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party – 1 original and 1 photocopy	
15.9.3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP) – 1 original and 1 photocopy	
15.10. Blueprint Survey of the Plan as approved by the Bureau of Lands – 1 original and 1 photocopy	Applicant/ Client
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) – 1 original and 1 photocopy	Applicant/ Client
15.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value – 1 original and 1 photocopy	Applicant/ Client
15.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old) – 1 original and 1 photocopy	Applicant/ Client
15.14. Deed of Assignment – 1 original and 1 photocopy	Applicant/ Client
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 – 1 original and 1 photocopy	Applicant/ Client
16. For Inventories / Furniture / Personal Properties	
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 – 1 original and 1 photocopy	Applicant/ Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
16.2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value – 1 original and 1 photocopy	Applicant/ Client
16.3. Deed of Assignment – 1 original and 1 photocopy	Applicant/ Client
17. For Heavy equipment and machinery	
17.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant – 1 original and 1 photocopy	Applicant/ Client
17.2. Appraisal report by authorized appraiser (not more than 6 months old). If the property is imported, valuation report with description of the property) by the Bangko Sentral Ng Pilipinas – 1 original and 1 photocopy	Applicant/ Client
17.3. Deed of Assignment – 1 original and 1 photocopy	Applicant/ Client
17.4. Certification from the transferor stating that the properties are existing and in good condition – 1 original and 1 photocopy	Applicant/ Client
18. For Shares of Stock	
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 – 1 original and 1 photocopy	Applicant/ Client
18.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC – 2 photocopies	Applicant/ Client
18.3. Deed of Assignment – 1 original and 1 photocopy	Applicant/ Client
18.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor – 1 original and 1 photocopy	Applicant/ Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
18.5. Photocopy of the stock certificate (present original for verification) – 2 photocopies	Applicant/ Client
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) – 1 original and 1 photocopy	Applicant/ Client
18.7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period – 1 original and 1 photocopy	Applicant/ Client. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no-14-s2013.pdf
19. For Motor Vehicles	
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 – 1 original and 1 photocopy	Applicant/ Client
19.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification) – 2 photocopies	Applicant/ Client
19.3. Appraisal report by authorized appraiser (not more than 6 month old) – 1 original and 1 photocopy	Applicant/ Client
19.4. Deed of Assignment – 1 original and 1 photocopy	Applicant/ Client.
19.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period – 1 original and 1 photocopy	Applicant/ Client. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no-14-s2013.pdf

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
19.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition – 1 original and 1 photocopy	Applicant/ Client
20. For 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 – 1 original and 1 photocopy	Applicant/ Client
20.2. Certified true copy of the certificate of ownership – 1 original and 1 photocopy	Applicant/ Client
20.3. Appraisal report by authorized appraiser (not more than 6 month old) – 1 original and 1 photocopy	Applicant/ Client
20.4. Certificate of seaworthiness/airworthiness issued by appropriate government agency – 1 original and 1 photocopy	Applicant/ Client
20.5. Deed of Assignment – 1 original and 1 photocopy	Applicant/ Client
20.6. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period – 1 original and 1 photocopy	Applicant/ Client. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-14-2/#gsc.tab=0
21. For Intangibles	
21.1. Photocopy of System Purchase Agreement or any proof of ownership (for software) – 2 photocopies	Applicant/ Client
21.2. Copy of Certificate of Registration of Intellectual Property Rights and mining permit for mining claims/rights – 2 photocopies	Applicant/ Client
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) – 1 original and 1 photocopy	Applicant/ Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
21.4. Deed of Assignment – 1 original and 1 photocopy	Applicant/ Client
21.5. Affidavit of undertaking by an officer of the company to submit proof of transfer of ownership within the prescribed period – 1 original and 1 photocopy	Applicant/ Client. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no.14-s2013.pdf
22. For Net Assets	
22.1. Audited financial statements (AFS) of the applicant corporation as of the last fiscal year received by BIR and SEC – 2 photocopies	Applicant/ Client
22.2. Audited financial statements of single proprietorship / partnership / division of corporation (for spin-off) as of last fiscal year – 2 photocopies	Applicant/ Client
22.3. Long-form audit report of item no. 22.2 – 1 original and 1 photocopy	Applicant/ Client
22.4. Deed of Assignment of the assets and liabilities – 1 original and 1 photocopy	Applicant/ Client
22.5. List of creditors with the amount due to each creditor as of date of the Audited financial statement (AFS) certified by the auditor or certified under oath by the company accountant and written consent of creditors – 1 original and 1 photocopy	Applicant/ Client
22.6. Detailed schedule of properties with certificate of registration/titles and their respective book values certified by the company accountant – 1 original and 1 photocopy	Applicant/ Client
22.7. Photocopy of the certificate of registration of the motor vehicles (present original for verification) – 2 photocopies	Applicant/ Client
22.8. Copy of TCT/CCT and tax declaration sheets certified by the Register of Deeds and Assessor's Office, respectively – 2 photocopies	Applicant/ Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
22.9. Photocopy of stock certificates (present original for verification) – 2 photocopies	Applicant/ Client
22.10. DTI Certificate of Registration (for single proprietorship) – 2 photocopies	Applicant/ Client
22.11. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period – 1 original and 1 photocopy	Applicant/ Client. For guidance, please refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through the following URL: http://www.sec.gov.ph/wp-content/uploads/2016/06/sec-memo-no-14-s2013.pdf

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	Data Analyst, Tarlac Extension Office
2. Submits the requirements to the Counter Officer for pre-processing	2.1. Checks the completeness of the documentary requirement and assign the application to the processor	None	15 minutes	Data Analyst, Tarlac Extension Office
	2.2. Processes and evaluates the application for increase of capital stock and issues Payment	None	10 days	Securities Specialist II Securities Specialist I, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Assessment Form (PAF)			
3. Pays the filing fee via online www.sec.gov.ph online services-ESPAYSEC or Landbank	3.1. Confirms the payment thru the ESPAYSEC portal	1. Amended Articles of Incorporation – PHP 1,010 Inclusive of Legal Research Fee (LRF) of PHP 10.00 2. Increase of Capital Stock 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 For corporation without par value, 1/5 of 1% of the increase in capital stock computed at	5 minutes	Assistant Director, Information Systems Development and Management Division, SEC Headquarters

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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 3. Legal Research Fee (LRF) -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00 4. Documentary Stamp tax of PHP 60.00 *For Corporations with Foreign Investment Act (FIA) Application - Additional PHP 3,060, inclusive of Legal Research Fee (LRF) of PHP 30.00 and Documentary Stamp of PHP 30.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2. Prepares the Certificate of Amendment and Certificate of Increase in Capital Stock	None	5 minutes	Administrative Officer II, Tarlac Extension Office
	3.3. Review, evaluate, and signs the certification	None	5 days	Director, Tarlac Extension Office
	3.4. Record the signed certification	None	5 minutes	Administrative Officer II, Tarlac Extension Office
4. Proceeds to office counter and receives the signed Certificate of Amendment and Certificate of Increase in Capital Stock	4. Releases the signed Certification	None	5 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office
TOTAL		1. Amended Articles of Incorporation – PHP 1,010 inclusive of Legal Research Fee (LRF) of PHP 10.00 2. Increase of Capital Stock	15 days and 1 hour and 10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		– 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 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 3. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than PHP 10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp tax of PHP 60.00 *For Corporations with Foreign Investment Act (FIA) Application - Additional PHP 3,060, inclusive of Legal Research Fee (LRF) of PHP 30.00 and Documentary Stamp of PHP 30.00		

6. Issuance of Certificates of No Derogatory Information

This service details the procedure for Issuance of Certificates of No Derogatory Information. This document serves as a proof of good standing and verify that company has no derogatory information.

Division / Office	Securities and Exchange Commission – Tarlac Extension Office (SEC – TAREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All Registered Domestic Corporations, and Licensed Foreign Corporations.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. SEC Form 2015-001- Revised 06 March 2024 -1 electronic copy or 1 original copy	Securities and Exchange Commission - Tarlac Extension Office- Public Assistance and Complaint Desk (Can be requested via email at secteo@sec.gov.ph)
2. Monitoring Clearance- 1 electronic copy or 1 original copy (Remarks: The client will request their monitoring clearance to the SEC office covering their location or address)	Securities and Exchange Commission - Compliance Monitoring Division (CMD) or Extension Offices
3. For Corporations with Secondary Licenses, Articles of Incorporation or the latest Amended Articles of Incorporation, if any- 1 electronic copy or 1 photocopy	Applicant/ Client (Can be requested at www.secexpress.ph)
4. For Partnerships, Articles of Partnership or the latest Amended Articles of Partnership, if any- 1 electronic copy or 1 photocopy	Applicant/ Client (Can be requested at www.secexpress.ph)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Walk-in Request:				
1. Secures a number from the guard on duty	1. Calls the number and assists the client	None	5 minutes	Data Analyst, Tarlac Extension Office
2. Submit the requirements to the office counter for pre-processing	2.1. Check the completeness of the documentary requirements and assign the application to the processor	None	15 minutes	Data Analyst, Tarlac Extension Office
	2.2. Evaluates and verifies the status of the corporation through CIS-URDB and a Payment Assessment Form (PAF) is issued to the applicant	None	2 days	Securities Counsel I Administrative Assistant I, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pays the filing fee via online www.sec.gov.ph online services-ESPAYSEC or Landbank	3.1. Confirms the payment thru the ESPAYSEC portal	Certification Fee – PHP 500 Documentary Stamp Tax - PHP 30	5 minutes	Assistant Director, Information Systems Development and Management Division, SEC Headquarters
	3.2. Prepares the Certificate of No Derogatory Information	None	10 minutes	Securities Counsel I Administrative Assistant I, Tarlac Extension Office
	3.3. Review and signs the certification	None	10 minutes	Director, Tarlac Extension Office
	3.4. Encodes the signed certification	None	5 minutes	Administrative Officer II, Tarlac Extension Office
4. Proceeds to office counter and receives the signed Certificate of No Derogatory Information	4. Releases signed Certificate of No Derogatory Information	None	5 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office
For Online Request:				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send a request via email at secteo@sec.gov.ph	1.1. Acknowledges email requests and assigns the application to the processor.	None	5 minutes	Securities Counsel I, Tarlac Extension Office
	1.2. Advises clients to submit monitoring requirements	None	10 minutes	Securities Counsel I Administrative Assistant I, Tarlac Extension Office
2. Submits documentary requirements for monitoring and Certificate of No Derogatory Information form via email	2.1. Check the completeness of the documentary requirements	None	15 minutes	Securities Counsel I Administrative Assistant I, Tarlac Extension Office
	2.2. Evaluates and verifies the status of the corporation through CIS-URDB and a Payment Assessment Form (PAF) is issued to the applicant	None	2 days	Securities Counsel I Administrative Assistant I, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Pays the filing fee via online www.sec.gov.ph online services- ESPAYSEC or Landbank	3.1. Confirms the payment thru the ESPAYSEC portal	Certification Fee – PHP 500 Documentary Stamp Tax - PHP 30	5 minutes	Assistant Director, Information Systems Development and Management Division, SEC Headquarters
	3.2. Prepares the Certificate of No Derogatory Information	None	10 minutes	Securities Counsel I Administrative Assistant I, Tarlac Extension Office
	3.3. Review and signs the certification	None	10 minutes	Director, Tarlac Extension Office
	3.4. Encodes the signed certification	None	5 minutes	Administrative Officer II, Tarlac Extension Office
	3.5. Provides instructions about the sending of the certificate (pick	None	5 minutes	Securities Counsel I Administrative Assistant I, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	up or via courier)			
4. Proceed to the office counter and pick up the signed Certificate of No Derogatory Information or receive the certificate via courier	4. Releases signed Certificate of No Derogatory Information at the office counter or via courier	None	10 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office
TOTAL		PHP 530.00	For Walk-in Clients: 2 days and 55 minutes For Online Clients: 2 days, 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. The purpose of this is to obtain plain and or/ authenticated documents to have readily available records for various reasons.

Division / Office	SEC Tarlac Extension Office (SEC - TAREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Service	External Service
Who may avail:	All Government Agencies.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Filled up Freedom of Information (FOI) Request Form - 1 original copy or 1 electronic copy	Securities and Exchange Commission - Tarlac Extension Office- Public Assistance and Complaint Desk (Can be requested via email at secteo@sec.gov.ph)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Freedom of Information (FOI) request form to the Office of the Director through the office counter	1. Receives the filled-up Freedom of Information Request Form and checks in the Securities and Exchange Commission Database if the requested document/s is/are available and issues Payment	None	5 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Assessment Form (PAF). If document/s is/are not available in the Securities and Exchange Commission Database, advises client on possible courses of action			
2.A. If the client is requesting for plain copy, pays the filing fee via online www.sec.gov.ph online services-ESPAYSEC or Landbank	2.A.1. Confirms the payment thru the ESPAYSEC portal	Plain copy: PHP 1,500.00 (Articles of Incorporation/By-laws , Article of Amended Incorporation, Amended By-laws, Articles of Incorporation, General Information Sheet, Increase of Capital Stock, Resolution, Secretary Certificate, Board Resolution, Registration Data Sheet, Deed of Assignment)	1 day	Assistant Director, Information Systems Development and Management Division, SEC Headquarters

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.A.2. Prepare the requested documents and forwards to authorized signatories	Other documents aside from the above / exceeded pages (PHP 50.00/page) None	5 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office
	2.A.3. Print the documents	None	5 minutes	Securities Counsel II, Tarlac Extension Office
	2.A.4. Signs on the requested documents	None	5 minutes	Administrative Officer II, Tarlac Extension Office
	2.B.1. Confirms the payment thru the ESPAYSEC portal	Certified True Copy (CTC): PHP 2,000.00 plus PHP 30.00 Documentary Stamps (Articles of Incorporation/By-laws, Amended Articles of Incorporation, Amended By-laws, Article of	2 days	Assistant Director, Information Systems Development and Management Division, SEC Headquarters
2.B. If the client is requesting for authenticated copy, pays the filing fee via online www.sec.gov.ph online services-ESPAYSEC or Landbank				

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.B.2. Prepare the requested documents and forwards to authorized signatories	Incorporation, General Information Sheet, Increase of Capital Stock, Resolution, Secretary Certificate, Board Resolution, Registration Data Sheet, Deed of Assignment) None	5 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office
	2.B.3. Print the document and stamps the document	None	5 minutes	Administrative Officer IV, Tarlac Extension Office
	2.B.4. Signs on the requested documents	None	5 minutes	Administrative Officer II, Tarlac Extension Office
3. Proceeds to office counter and receives the document/s.	3. Releases the document/s to the applicant/requesting party	None	5 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Plain copy: PHP 1,500.00 (Articles of Incorporation/By-laws, Article of Amended Incorporation, Amended By-laws, Articles of Incorporation, General Information Sheet, Increase of Capital Stock, Resolution, Secretary Certificate, Board Resolution, Registration Data Sheet, Deed of Assignment) Other documents aside from the above / exceeded pages (PHP 50.00/page) Certified True Copy (CTC): PHP 2,000.00 plus PHP 30.00 Documentary	Plain copy: 1 day and 25 minutes Authenticated copy: 2 days and 25 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Stamp (Articles of Incorporation/By-laws, Amended Articles of Incorporation, Amended By-laws, Article of Incorporation, General Information Sheet, Increase of Capital Stock, Resolution, Secretary Certificate, Board Resolution, Registration Data Sheet, Deed of Assignment)		

8. Petition for Correction of Entries of Company Registration Documents

This process details the procedure for correction of entries in the Articles of Incorporation and/or By-laws and/or Treasurer's Affidavit and subsequent amendments thereof of Domestic Corporations. This maintains integrity and accuracy of registration documents, promoting transparency, ensuring legal compliance, and protecting company interest.

Division / Office	Securities and Exchange Commission - Tarlac Extension Office (SEC - TAREO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at the Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet -2 original copies	Applicant/ Client
2. Monitoring Clearance- 1 original copy and 1 photocopy	Applicant/ Client
3. Verified Petition for Correction- 1 original copy and 1 photocopy 3.1 The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Secretary's Certificate; 3.2 The Verified Petition must state: 3.3 The date, name of the corporation, SEC registration number, and name of the duly authorized representative; 3.4 The date, time, and place of the meeting; 3.5 That the proposed correction/s was/were approved by the majority of the members of the Board of Directors/Trustees in the presence of a valid quorum; 3.6 Errors specified (Cite articles/provisions affected); 3.7 Corrections specified;	Applicant/ Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3.8 That the typographical error/s was/were made due to inadvertence; and 3.9 The petitioner has no intention to violate any laws and SEC Rules and Regulations;	
4. Verification/Certification Against Forum Shopping signed by the corporation's duly authorized representative designated in the Directors' Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure)-1 original copy and 1 photocopy	Applicant/ Client
5. Directors' Certificate stating therein the following (1 original copy and 1 photocopy): 5.1. Name of the Corporation, SEC Registration number, and name of the duly authorized representative; 5.2. Meeting held at the principal office; 5.3. Date and time of the Meeting; 5.4. Approved by at least a majority of Directors/Trustees in the presence of a valid quorum; 5.5. Errors specified (Cite articles/provisions affected) 5.6. Corrections specified; and 5.7. Name of the Authorized Representative designated to file the Petition	Applicant/ Client
6. Notarized Secretary's Certificate on the non-existence of intra-corporate dispute- 1 original copy and 1 photocopy	Applicant/ Client
7. Corrected Articles of Incorporation-1 original copy and 1 photocopy	Applicant/ Client
8. Other Documents may be required depending on the provision to be amended -2 photocopies i.e. Two valid Government IDs; Birth Certificate and Affidavit of Two Disinterested Persons for Correction of Name	Applicant/ Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a number through the queuing systems	1. Calls the number through the system and assists the client	None	5 minutes	Data Analyst, Tarlac Extension Office
2. Submits the requirements to the office counter for pre-processing	2.1. Records the application for pre-processing	None	5 minutes	Data Analyst, Tarlac Extension Office
	2.2. Checks the completeness of the documentary requirements and assigns the application to the Securities Specialist II	None	30 minutes	Data Analyst, Tarlac Extension Office
	2.3. Reviews whether the documents submitted are complete in form and in substance and prepares a Payment Assessment	None	7 days	Securities Specialist II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Form and sends it to the client.			
3. Pays the petition fee via www.sec.gov.ph online services- ESPAYSEC or Landbank	3.1. Confirms the payment through the ESPAYSEC portal	P 3,060.00	5 minutes	Assistant Director, Information Systems Development and Management Division, SEC Headquarters
	3.2. Prepares a draft Decision and submits it to the Director for review.	None	2 days	Securities Specialist II, Tarlac Extension Office
	3.3. Review the draft Decision and the Petition Documents and sign the Decision	None	2 days	Director, Tarlac Extension Office
	3.4. Informs the client of the approval and	None	15 minutes	Securities Specialist II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	forwards documents to records for logging, batching and scanning purposes			
	3.5. Release the documents to client and forward to Records the routing slip.	None	15 minutes	Data Analyst, Tarlac Extension Office
TOTAL		P3,060.00	11 days, 1 hour and 15 minutes	

9. Petition to Set Aside Orders of Revocation or Suspension

This process details the procedure for petitions to set aside orders of revocation or suspension. It seeks to restore the corporation's legal personality, allowing it to continue operations and fulfill its obligations.

Division / Office	Securities and Exchange Commission - Tarlac Extension Office (SEC - TAREO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at the Securities and Exchange Commission.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet -2 original copies	Applicant/ Client. Downloadable at https://www.sec.gov.ph/wp-content/uploads/2019/11/Cover_Sheet_for_Registration.pdf
2. Verified Petition for lifting the Order of Revocation/Suspension – 1 original copy and 1 photocopy The Verified Petition must be signed and verified by the corporation's duly authorized representative designated in the Director's/Trustees Certificate; The Verified Petition must state: i. The date, name of the corporation, SEC registration number, principal office address, name and position of the duly authorized representative; ii. The grounds for reconsideration; iii. That the filing of Petition was approved by at least majority of the Directors'/Trustees' and by majority of the outstanding capital stock/members; iv. The date of the Directors'/Trustees' Certificate;	Applicant/ Client

v. The certification pursuant to SEC Memorandum Circular No. 3 Series of 2014: <i>“The company through its authorized representative hereby certifies that the latest financial statements that are submitted with this Petition are accurate, compliant with applicable financial reporting framework and are supported by sufficient and valid source documents and schedules. This sworn certification extends to all the beginning balances of the accounts from previous years during which the company failed to submit audited financial statements. In relation to this, attached in the Petition is a sworn certification from the company’s external auditor.”</i>	
3. Verification/Certification Against Forum Shopping signed by the corporation’s duly authorized representative designated in the Directors’/Trustees’ Certificate (Sec. 3-4, Rule 3, Part III 2016 SEC Rules of Procedure)-1 original copy and 1 photocopy	Applicant/ Client
4. Directors’ or Trustees’ Certificate (1 original copy and 1 photocopy) stating therein the following: a. The date, place, and classification of meeting, whether regular/special; b. The date of SEC Order of Revocation/Suspension; c. That the Petition was approved by at least majority of the Directors’/Trustees’ and by majority of the outstanding capital stock/members; d. The name of the authorized person to sign and execute the Petition and to file the same with the Commission.	Applicant/ Client
5. Sworn Certification by the External Auditor pursuant to SEC Memorandum Circular No. 3 series of 2014 (1 original copy and 1 photocopy), which shall state the following:	Applicant/ Client

“I, _____, the external auditor of _____ hereby certify that the beginning balances of the company’s financial statements as of _____ are based on valid and sufficient source documents and schedules of the company, and I have conducted adequate audit procedures to attest to the correctness and accuracy of the said balances. ” In case the corporation’s Financial Statements is unaudited, the President and Treasurer will issue the above certification.	
6. Secretary’s Certificate - 1 original copy and 1 photocopy stating therein the following: a. That there is no no-intra corporate dispute filed or is pending before any Court, including third party whether administrative or criminal cases; b. That the corporation’s latest due Audited/Financial Statements (AFS/FS) and Income Tax Returns, were received by the Commission and Bureau of Internal Revenue, respectively. In case the corporation’s FS is unaudited, this certification may be dispensed.	Applicant/ Client
7. Proofs of ongoing operation, any of the following but not limited to: a. Audited Financial Statements- 2 photocopies; b. Income Tax Returns- 2 photocopies; c. Contracts- 2 photocopies; d. Receipts showing payment of Real Estate Tax- 2 photocopies; e. Certification/Recognitions/Annual Convention; or Any Similar/related documents- 2 photocopies	Applicant/ Client

8. Latest due Mayor's/Business Permit- 1 certified true copy and 1 photocopy;	Applicant/ Client
9. Certificate of Registration issued by Bureau of Internal Revenue -1 certified true copy and 1 photocopy;	Applicant/ Client
10. Copy of Certificate of Incorporation and latest Certificate of Filing of Amended Articles or By-Laws (if any) together with latest Articles of Incorporation and By-Laws- 2 photocopies;	Applicant/ Client
11. Latest due General Information Sheet and Amended GIS, if any - 2 photocopies;	Applicant/ Client
12. Latest due Audited Financial Statements and Amended Financial Statements, if any. Provided, that if the total assets or total liabilities of the corporation are less than six hundred thousand pesos (P600,000.00) the financial statements shall be certified under oath by the corporation's treasurer and president - 2 photocopies;	Applicant/ Client
13. Proof of Registration of Stock and Transfer Book/Membership Book - 2 photocopies	Applicant/ Client
14. Proof of Compliance with SEC Memorandum Circular No. 28 series of 2020- for entities registered before December 18, 2023 - 2 photocopies	Applicant/ Client
15. Monitoring Clearance – 1 original and 1 photocopy	Securities and Exchange Commission - Compliance Monitoring Division (CMD) or Extension Offices
16. Copies of the Electronic Official Receipt and Payment Assessment Form for the petition fees and penalties paid (Petition Fees for those who have availed of the amnesty and ECIP)-2 photocopies	Applicant/ Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a number through the queuing systems	1. Calls the number through the system and assists the client	None	5 minutes	Data Analyst, Tarlac Extension Office
2. Submits the requirements to the office counter for pre-processing	2.1. Checks the completeness of the documentary requirements and endorse to the Securities Specialist	None	10 minutes	Data Analyst, Tarlac Extension Office
	2.2. Prepares Memorandum requesting for Clearance from the Office of the General Counsel and the Enforcement and Investors Protection Department	None	30 minutes	Securities Specialist II, Tarlac Extension Office
	2.3. Examines whether the documents	None	30 days	Securities Specialist II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	submitted are complete in form and substance and prepares the Payment Assessment Form for the petition fees and penalties and sends it to the client (for petitioners who did not avail of the Amnesty or ECIP)			
3. Pays the petition fee and penalties via www.sec.gov.ph online services-ESPAYSEC or Landbank	3.1. Confirms the payment through the ESPAYSEC portal	Php 3,060 (plus computed penalties)	5 minutes	Assistant Director, Information Systems Development and Management Division, SEC Headquarters
	3.2. Draft the decision and memorandum and submit them to the Director	None	2 days	Securities Specialist II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3. Review the decision, memorandum and documents submitted and signs the Memorandum and recommends the submission of petition documents to the Office of the Supervising Commissioner	None	2 days	Director, Tarlac Extension Office
	3.4. Scans the Petition Document and all its attachments and sends a copy to the Office of the Supervising Commissioner for approval	None	1 day	Securities Specialist II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5. Review the petition documents and recommend the approval and send a copy of the signed Decision to the Tarlac Extension Office	None	10 days	Supervising Commissioner, SEC Headquarters
	3.6. Forwards a copy of the decision to the Office of the Director for record purposes and to seek approval for the change of status from REVOKED/SUSPENDED to REGISTERED, then forwards a copy of the petition document to Records for batching and	None	1 day	Securities Specialist II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	scanning of SEC Online Document Retrieval System (ODRS)			
TOTAL		P3,060.00 + computed penalties	46 days and 50 minutes	

10. Public Assistance and Complaint Desk

This service details the assistance provided to walk-in, phone-in, and online clients regarding their concerns and queries regarding SEC matters. This includes advice and counseling on their complaints and, if applicable, referring them to the appropriate SEC Department/Unit.

Division / Office	SEC Tarlac Extension Office (SEC - TAREO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C) Government to Business (G2B) Government to Government (G2G)
Type of Service	External Service
Who may avail:	All partnerships and Corporations duly recorded and registered at the Securities and Exchange Commission through their Authorized Representatives, respectively.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Walk-in Clients:				
1. Gets a number from the guard on duty and proceeds to the office counter	1. Calls the number and assists the client	None	5 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office
2. Presents concern/s, query or complaint.	2.1. Render advice depending on the nature of the concern/query; or Hand out the requested checklist of	None	15 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	requirements, guidelines, or sample forms; 2.2. Refers to the Office of the Director or appropriate office staff and advises the party to expect feedback within one (1) to three (3) working days	None	10 minutes	Data Analyst Administrative Assistant II, Tarlac Extension Office
For Online Clients:				
1. Send a message to office emails at secteo@sec.gov.ph	1.1. Acknowledges receipt of email.	None	5 minutes	Securities Counsel I, Tarlac Extension Office
2. Present a concern, query, or complaint.	2.1. Render advice depending on the nature of the concern/query; or Send the requested checklist of	None	15 minutes	Securities Counsel I, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	requirements, guidelines, or sample forms; 2.2. Forwards to the Office of the Director or to appropriate TAREO staff and advises the party to expect feedback within one (1) to three (3) working days	None	10 minutes	Securities Counsel I, Tarlac Extension Office
TOTAL		None	Walk-in and Online Clients: 30 minutes	

11. Registration of Corporations through OneSEC (One-day Submission and E-registration of Companies) (for Stock Corporations only)

The One-day Submission and E-registration of Companies (OneSEC) is a subsystem of the ESPARC that is currently catering to registration applications of DOMESTIC STOCK corporations which may be a ONE PERSON CORPORATION or CORPORATION with 2 to 15 incorporators, a board of directors, and stockholders. This ESPARC subsystem is considered “pass-through” since it only requires minimal encoding of data on the part of the registrants, as most of the company information is already pre-filled. The OneSEC processing is completely seamless and fully automated in the absence of human intervention on the part of the Commission starting from the name verification on the proposed corporate name, until the issuance of the digital copy of the Interim Certificate of Incorporation.

Division / Office	SEC Tarlac Extension Office (SEC - TAREO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	All-natural persons.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Digital Certificate of Incorporation- 1 original and 1 photocopy	Applicant/ Client
2. Proof of Payment (Electronic Official Receipt)- 1 original and 1 photocopy	Applicant/ Client
3. Payment of Assessment Form- 1 original and 1 photocopy	Applicant/ Client
4. Approved Application Summary- 1 original and 1 photocopy	Applicant/ Client
5. Articles of Incorporation - 1 original and 1 photocopy	Applicant/ Client
6. Cover Sheet- 1 original and 1 photocopy	Applicant/ Client
7. Bylaws- 1 original and 1 photocopy	Applicant/ Client
8. Certificate of Authentication- 1 original and 1 photocopy	Applicant/ Client
9. Letter of explanation addressed to SEC Tarlac Director if the name of the corporation has an acronym- 1 original and 1 photocopy	Applicant/ Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client visits esparc.sec.gov.ph/application for online registration and payment of the fees through the payment portal and sign the Articles of Incorporation, Certificate of Authentication, and By-Laws (removed notarization requirement) and submit the hard copies of the foregoing documents (within 1 year from the date of registration) to the SEC Tarlac office counter. Download and print the following documents: a. Application Summary Form b. Cover Sheet c. Articles of Incorporation d. Certificate of Authentication e. By-Laws f. Digital Certificate of Incorporation	1.1. Receives the hard copies of the client, check the completeness of the documents and assign the application to the processor.	Corresponding filing fees 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	15 minutes	Data Analyst, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
g. Payment Assessment Form & Proof of Payment h. Other supporting documents	1.2. Processor verifies the name and conducts post-audit review.	None	2 days and 7 hours	Securities Counsel II Securities Counsel I Securities Specialist II Securities Specialist I, Tarlac Extension Office
	1.3. Generation of certificate	None	10 minutes	Administrative Officer II, Tarlac Extension Office
	1.4. Review and sign the certificate	None	15 minutes	Director, Tarlac Extension Office
	1.5. Records the signed certificate of incorporation	None	5 minutes	Administrative Officer II, Tarlac Extension Office
TOTAL		Corresponding filing fees Computation: 1/5 of 1% of the Authorized Capital Stock + 20 Handling Fee + 1% Legal Research Fee + P1,030 By-Laws but	2 days and 7 hours and 45 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		not less than P3,000.00		

12. Registration of Domestic Corporations and Partnerships through Electronic Simplified Processing of Application for Registration of Company (ESPARC)

This service details the procedure on registration of domestic corporations (whether One Person Corporation or OPC, corporations with less than five incorporators and/or corporations with 5 or more incorporators, Lending and Financing Corporations and Partnerships. The purpose is to expedite the registration process, creating an online platform for more easy and efficient company registration.

Division / Office	SEC Tarlac Extension Office (SEC - TAREO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	All Natural and Juridical persons and their representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Digital Certificate of Incorporation (except Partnership, Lending and Financing)-1 original and 1 photocopy	Applicant/ Client
2. Proof of Payment (Electronic Official Receipt)- 1 original and 1 photocopy	Applicant/ Client
3. Payment of Assessment Form- 1 original and 1 photocopy	Applicant/ Client
4. Cover Sheet- 1 original and 1 photocopy	Applicant/ Client
5. Articles of Incorporation (for OPC, stock and non-stock corporations), Articles of Partnership- 1 original and 1 photocopy	Applicant/ Client
6. Certificate of Authentication- 1 original and 1 photocopy	Applicant/ Client
7. By-Laws (for stock and non-stock corporations)- 1 original and 1 photocopy	Applicant/ Client
8. Approved Application from Summary	Applicant/ Client
9. Foreign Investments Act Form 100 (for stock corporations with more than 40% foreign equity)	Applicant/ Client

10. Other Supporting Documents, if applicable (NBI Clearance, Notarized Certificate of Bank Deposit, Information Sheet, Application Form, Treasurer's Affidavit, Sworn Certification, Additional Requirements for Foreign Directors)	Applicant/ Client
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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Proceed to application form at https://esparc.sec.gov.ph/ and select Proceed to "Regular Processing" and fill out all the details needed and submit the application online and comply with the comments of the processor after reviewing the application.	1.1. Name Verification Officer approves or disapproves the corporate name, industry and sub-industry and assigns the application to the processor	None	10 minutes	Administrative Officer II, Tarlac Extension
	1.2. Processor reviews the application and forwards it to the Office of the Director for pre-approval. If pre-approved, the processor approves the application in the system.	None	4 days	Securities Counsel II Securities Counsel I Securities Specialist II Securities Specialist I Director, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Download and sign the Articles of Incorporation, Certificate of Authentication and Bylaws and other supporting documents. Scan and upload in the Electronic Simplified Processing of Application for Registration of Company (ESPARC) portal.	2.1. The processor reviews the scanned documents and approves them for payment. PAF is sent by the system to the client's eSPARC Account	None	2 days	Securities Counsel II Securities Counsel I Securities Specialist II Securities Specialist I, Tarlac Extension Office
3. Pays the filing fees online via www.sec.gov.ph online services-ESPAYSEC or Landbank. (Remarks: If the client utilized the LBP over-the-counter payment services, the client scans and uploads the deposit slips in the eSPARC portal.)	3.1. Verifies the payment thru the ESPAYSEC portal for Landbank payment	<u>For stock corporation based on the authorized capital stock:</u> <u>With par value:</u> 1/5 of 1% of the authorized capital stock but not less than PHP 2,000 <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.	6 hours	Securities Counsel II Securities Counsel I Securities Specialist II Securities Specialist I, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		By-Laws for both stock and non-stock corporations: PHP 1,000 Articles of Incorporation for non-stock corporation: PHP 1,000 Foreign Investments Act (FIA) Form 100: PHP 3,000.00 Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00 plus Php100.00 for name integration Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit copies of the following document: a. Digital Certificate b. Cover Sheet c. Electronic Official Receipt/ Deposit Slip d. Payment Assessment Form e. Article of Incorporation/ Partnership f. Certificate of Authentication g. By-laws h. Registration Application Form Summary i. Other Supporting documents	4.1. Receives and forwards the registration documents to the processor	None	5 minutes	Data Analyst, Tarlac Extension Office
	4.2. Processor compares the hard copies with the online forms and receives the document in the system if complete. The processor post-audits the application in CORES. Documents are then forwarded to the Administrative Officer II	None	15 minutes	Securities Counsel II Securities Counsel I Securities Specialist II Securities Specialist I, Tarlac Extension Office
	4.3. Officially receives the hard copies of the registration application and generates the	None	20 minutes	Administrative Officer II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Certificate of Registration and enters company name in the Office Master list and prints the Certificate of Incorporation. 4.4. Review and sign the Certificate of Registration for Lending and Financing Corporations and Partnerships	None	15 minutes	Director, Tarlac Extension Office
5. Proceed to the office counter and receive the approved certificate by signing in the logbook and routing slip	5.1. Releases the approved certificate.	None	10 minutes	Data Analyst, Tarlac Extension Office
TOTAL		<u>For stock corporation based on the authorized capital stock:</u> <u>With par value: 1/5 of 1% of the authorized</u>	6 days, 7 hours and 15 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEEs TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		capital stock but not less than PHP 2,000 Without par value: 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. By-Laws for both stock and non-stock corporations: PHP 1,000 Articles of Incorporation for non-stock corporation: PHP 1,000 Foreign Investments Act (FIA) Form 100: PHP 3,000.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Company Name Reservation: PHP 100.00 Each additional trade name/s: PHP 100.00 plus Php100.00 for name integration Documentary Stamp Tax: PHP 30.00 Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (PHP 10.00)		

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

This service details the procedure for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock). It aims to ensure that corporations operate transparently, responsibly, and in accordance with the law to protect the interests of all stakeholders.

Division / Office	SEC Tarlac Extension Office (SEC - TAREO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	All registered domestic corporations through their Authorized Representatives.

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Copy of the Latest due Financial Statements and any amendments thereto (duly stamped and received by BIR and SEC) -1 photocopy or 1 electronic copy	Applicant/ Client
2. Copy of the Latest due General Information Sheet and any amendments thereto (duly stamped and received by SEC)-1 photocopy or 1 electronic copy	Applicant/ Client
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-1 photocopy or 1 electronic copy	Applicant/ Client
4. Copy of Registration of Stock and Transfer Book/Membership Book-1 photocopy or 1 electronic copy	Applicant/ Client
5. Copy of the latest Confirmation of Payment (COP), if any- 1 photocopy or 1 electronic copy	Applicant/ Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Copy of last Monitoring clearance, if any- 1 photocopy or 1 electronic copy	Applicant/ Client
7. Other documents as per processor's instructions (if applicable):	
7.1. Secretary's Certificate explaining the double filing of the General Information Sheet- 1 photocopy or 1 electronic copy;	Applicant/ Client
7.2. Secretary's Certificate of No Intra-Corporate Dispute- 1 photocopy or 1 electronic copy;	Securities and Exchange Commission - Tarlac Extension Office- Public Assistance and Complaint Desk (Can be requested via email at secteo@sec.gov.ph)
7.3. Secretary's Certificate (Clarification)-1 photocopy or 1 electronic copy;	Applicant/ Client
7.4. Affidavit of the Corporate Secretary (Anti-Dummy Law/One and the Same/Auditor)-1 photocopy or 1 electronic copy;	Securities and Exchange Commission - Tarlac Extension Office- Public Assistance and Complaint Desk (Can be requested via email at secteo@sec.gov.ph)
7.5. General Formal for Financial Statements when the gross revenue/total assets exceeds Five Million Pesos (P5,000,000)-1 photocopy or 1 electronic copy	Applicant/ Client
7.6. OGA's Acknowledgement on Functional Currency -1 photocopy or 1 electronic copy	Securities and Exchange Commission – Office of the General Accountant

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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
services-ESPAYSEC or Landbank and present the electronic receipt	ESPAYSEC portal	Audited Financial Statements, General Information Sheet (Memorandum Circular No. 6, Series of 2024); Amended rules governing the distribution of excess profits of the corporation (Memorandum Circular No. 8, Series of 1998); and Office Order No. 298, Series of 2010		Management Division, SEC Headquarters
	3.2. Reviews and signs the Monitoring Clearance	None	10 minutes	Director, Tarlac Extension Office
4. Proceed to the office counter and receive the signed Monitoring Clearance.	4. Releases the signed Monitoring Clearance to the applicant/ requesting party	None	5 minutes	Data Analyst, Tarlac Extension Office
For Online Clients:				
1. Send a request for monitoring through email at secteo@sec.gov.ph	1.1. Pre-evaluates required documents and if	None	15 minutes	Securities Counsel I, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
attaching the documentary requirements (scanned copies).	the documents are completed, assign them to the monitoring staff	None	6 days	Securities Counsel I Securities Investigator Confidential Assistant III Administrative Assistant II Administrative Assistant I Data Analyst, Tarlac Extension Office
	1.2. Determines compliance, deficiencies and violations, and prepares the Monitoring Assessment Sheet	None	20 minutes	Securities Counsel I Securities Investigator Confidential Assistant III Administrative Assistant II Administrative Assistant I Data Analyst, Tarlac Extension Office
	1.3. Send the findings, if the monitoring sheet has penalties and the client will not contest the result, issue the Payment Assessment Form (PAF).			
2. Pays the assessed fines/penalties via www.sec.gov.ph online and	2.1. Confirm the payment thru the	Updated Fines and Penalties on the Late and Non-Submission of	5 minutes	Assistant Director, Information Systems Development and

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
returns the confirmation of payment via email	ESPAYSEC portal	Audited Financial Statements, General Information Sheet (Memorandum Circular No. 6, Series of 2024); Amended rules governing the distribution of excess profits of the corporation (Memorandum Circular No. 8, Series of 1998); and Office Order No. 298, Series of 2010		Management Division, SEC Headquarters
	2.2. Reviews and signs the Monitoring Clearance	None	10 minutes	Director, Tarlac Extension Office
	2.3. Send via email the signed Monitoring Clearance to the requesting party	None	5 minutes	Securities Counsel I, Securities Investigator Confidential Assistant III Administrative Assistant II Administrative Assistant I Data Analyst, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Updated Fines and Penalties on the Late and Non-Submission of Audited Financial Statements, General Information Sheet (Memorandum Circular No. 6, Series of 2024); Amended rules governing the distribution of excess profits of the corporation (Memorandum Circular No. 8, Series of 1998); and Office Order No. 298, Series of 2010	For Walk-in and Online Clients: 6 days and 55 minutes	

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

This service details the procedure for online submission of reportorial requirements of registered corporations, including, but not limited to, the General Information Sheet (GIS) and Audited Financial Statements (AFS), using the Electronic Filing and Submission Tool (eFAST). This also establishes more efficient, accessible, user-friendly, and accurate filing of annual reports.

Division / Office	SEC Tarlac Extension Office (SEC - TAREO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C) Government to Government (G2G)
Type of Service	External Service
Who may avail:	SEC Registered Corporations

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Board Resolution (Majority Signed) or Notarized Secretary's Certificate- 1 original copy or 1 electronic copy	Applicant/Client (Sample template may be downloaded at https://efast.sec.gov.ph/user/login)
2. Submitted Annex D Form of the SEC Memorandum Circular No. 28 Report (For Corporations registered before December 18, 2023)- 1 original copy or 1 electronic copy	Applicant/Client (Annex D form shall be uploaded at https://www.sec.gov.ph/mc28-submission-portal/#gsc.tab=0)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gets a number from the guard on duty and proceeds to the office counter and proceed in the enrollment of the eFAST portal	1. Provide technical assistance in the enrollment as a company and as an authorized filer of the corporation.	None	45 minutes	Data Analyst, Administrative Assistant II, Tarlac Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Proceed with the submission of reports via the eFAST portal	2. Provide technical assistance in filling up information in the system and uploading and submission of reports in the EFAST portal	None	45 minutes	Data Analyst, Administrative Assistant II, Tarlac Extension Office
TOTAL		None	1 hour and 30 minutes	



ZAMBOANGA

SEC EXTENSION OFFICE

Citizen's Charter, FY 2025 | 1st Edition



reports_zeo@sec.gov.ph



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1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations through Electronic Application for Modification of Entity Data (eAMEND)

An online amendment portal that facilitates the acceptance, processing, approval of payment, and issuance of the digital copy of the Certificate of Amendment of the following:

1. Domestic Stock
2. Non-stock Corporation

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Complex (7 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Basic Requirements (STOCK OR NON-STOCK CORPORATIONS) 1 set original and 1 set photocopy 1. Amended Articles of Incorporation/By-laws 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	Applicant/Client Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Notarized Secretary's Certificate on no pending case of intra-corporate dispute 4. Monitoring Clearance 5. Affidavit of Undertaking in lieu of Monitoring Clearance	<u>Applicant/Client</u> A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph Securities and Exchange Commission-Zamboanga Extension Office System-generated through Electronic Application for Modification of Entity Data (eAMEND) portal
Additional Requirements 1. Clearance from other SEC departments, if applicable i. 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 ii. 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	Corporate Governance and Finance Department (CGFD) Markets and Securities Regulation Department (MSRD) BUSINESS ACTIVITIES REQUIRING ENDORSEMENTS FROM OTHER GOVERNMENT AGENCIES A. Banks, Pawnshops and other Financial Intermediaries with Quasi-Banking Functions - Bangko Sentral ng Pilipinas B. Insurance/Mutual Benefit Association/ Health Maintenance Organization- Insurance Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. If the provision to be amended is the corporate name, submit: i. Name Verification Slip -1 original ii. Affidavit of a director, trustee or officer undertaking to change corporate name. (Not required if already stated in the AI) 4. If the provision to be amended is for registered corporations increasing its foreign equity to more than 40%, submit: F-101 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	C. Money Changer and Remittance Services- Bangko Sentral ng Pilipinas Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application through Electronic Application for Modification of Entity Data (eAMEND) portal *To enhance the security of eAMEND transactions, all individuals who wish to use eAMEND portal shall register and create an account on SEC Universal Registration Environment (eSECURE). A user guide for both portals are available for the step by step procedures.	1.1. Process the application 1.2. Issue Payment Assessment Form (PAF) through Electronic Application for Modification of Entity Data (eAMEND)	None a. Filing Fee- Amendment of Articles of Incorporation/By-Laws -P1,000.00 b. Legal Research Fee- 1% of the Filing Fee for amendment- P10.00 c. Documentary Stamp Taxes - P30.00 d. Handling Fee - P20.00 Others: a. Amendment by increasing foreign equity- P3,000.00 b. Legal Research Fee - P30.00 c. Documentary Stamp Tax -P30.00 c. Handling Fee- P20.00	2 days 1 hour	Specialist I Securities Counsel I Specialist I Securities Counsel I
1. 2. Pay the filing fee at Electronic System for Payment to SECURITIES	2.2. Electronic Official Receipt is System Generated through	None	1 hour	Administrative Officer III

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home	Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC)			
3 . Submit hard copies of required documents	3.1. Check monitoring compliance for applications with Affidavit of Undertaking	None	2 days	Monitoring Analyst
	3.2. Verify Name for change of name	None	2 hours	Information Officer II
	3.3. Review hard copies of required documents	None	1 day	Specialist I
	3.4. Post Audit the application	None	4 hours	Securities Counsel I
	3.5. Print Certificate of Amendment of Articles of Incorporation/By-laws	None	4 hours	Administrative Assistant II
		None	4 hours	Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6. Approve the application			
4. Claim the approved application	4.1. Release approved application	None	1 hour	Administrative Assistant II
TOTAL		a. Filing Fee- Amendment of Articles of Incorporation/By-Laws -P1,000.00 b. Legal Research Fee- 1% of the Filing Fee for amendment- P10.00 c. Documentary Stamp Taxes - P30.00 d. Handling Fee - P20.00 Others: a. Amendment by increasing foreign equity- P3,000.00 e. Legal Research Fee - P30.00 c. Documentary Stamp Tax -P30.00 f. Handling Fee- P20.00	5 days; 17 hours	

2. Application for Amendment of Partnerships through Electronic Application for Modification of Entity Data (eAMEND)

An online amendment portal that facilitates the acceptance, processing and approval of payment for Partnerships

Division / Office	SEC-Zamboanga City Extension Office (SEC - ZEO)
Classification	Complex (7days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet - 2 original	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
2. Amended Articles of Partnership - 2 original	Applicant/Client
Additional Requirements	
1. Endorsement from other government agencies, if applicable -1 original	A. Banks, Pawnshops 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
If the provision to be amended is the partnership name, submit:	
1. Name Verification Slip -1 original	Securities and Exchange Commission-Zamboanga Extension Office
2. Affidavit of a partner to change partnership name. (Not required if already stated in the Articles of Partnership)- 2	Applicant/Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
original	
If the provision to be amended is the change of partners, submit:	Applicant/Client
1. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner- 2 original	
If provision for amendment is to have foreign equity of a registered partnership, submit: F-106 2 - original	A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application through Electronic Application for Modification of Entity Data (eAMEND) portal *To enhance the security of eAMEND transactions, all individuals who wish to use eAMEND portal shall register and create an account on SEC Universal Registration Environment (eSECURE). A user guide for both portals are available for the step by	1.1. Process the application 1.2. Issue Payment Assessment Form (PAF) through Electronic Application for Modification of Entity Data (eAMEND)	None a. Filing Fee- Amendment of Articles Partnership -P2,000.00 b. Legal Research Fee- 1% of the Filing Fee for amendment- P20.00 c. Documentary Stamp Taxes (DST)- P30.00	2 days 2 hours	Specialist I Securities Counsel I Specialist I Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
step procedures.		Others: a. Amendment by increasing foreign equity- P3,000.00 b. Legal Research Fee - P30.00, c. Handling Fee- P20.00		
2. Pay the filing fee at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC)	2.2. Electronic Official Receipt is System Generated through Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC)	None	2 hours	Administrative Officer III
3 . Submit hard copies of required documents	3.1. Verify Name for change of name 3.2. Review hard copies of required documents 3.3. Post Audit the application 3.4. Print Certificate of Amendment of Articles of Incorporation/By-laws	None None None None	2 hours 1 day 1 day 1 day	Information Officer II Specialist I Securities Counsel I Specialist I Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.5. Approve the application	None	1 day	Director
4. Claim the approved application	4.1. Release approved application	None	2 hours	Administrative Assistant II
TOTAL		a. Filing Fee- Amendment of Articles Partnership -P2,000.00 b. Legal Research Fee- 1% of the Filing Fee for amendment- P20.00 c. Documentary Stamp Taxes (DST)- P30.00 Others: a. Amendment by increasing foreign equity- P3,000.00 b. Legal Research Fee - P30.00, c. Handling Fee- P20.00	6 days; 8 hours	

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

This service details the procedure on the Certification of Paid-up Capital/ Capital Structure/ Percentage of Ownership.

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Duly accomplished FOI form - 1 original copy	Securities and Exchange Commission-Zamboanga Extension Office
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) - 2 original	Applicant/Client
3. Secretary's Certificate on non-existence of intra-corporate dispute - 2 original	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
4. Audited Financial Statements as of the last fiscal year, stamped received by SEC and BIR - 2 original	Applicant/Client
5. Audited Interim Financial Statements, in case there is/are payment/s to unpaid subscription/s or additional issuance of	Applicant/Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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 - 2 original	
If the provision to be amended is the change of partners, submit: 2. Deed of Assignment of partnership interest and or documents showing withdrawal, resignation, retirement and death of a partner- 2 original	Applicant/Client
6. Monitoring Clearance - 1 original	Securities and Exchange Commission - Zamboanga Extension Office

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1. Receive the required documents	None	2 hours	Monitoring Analyst Administrative Assistant II
	1.2. Process request for Certification	None	1 day	Specialist I Securities Counsel I Securities Counsel II
	1.3. Issue Payment Assessment Form (PAF)	a. Certification Fe P 1,000.00 b. Legal Research Fee- P 10.00 c. Documentary Stamp Taxes - P30.00	2 hours	Administrative Officer III Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the filing fee at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home	2.1. Validate payment	None	1 hour	Administrative Officer III
	2.2. Prepare Certification	None	6 hours	Administrative Assistant II
	2.3. Approve the Certification	None	1 day	Director
4. Claim the approved Certification	4.1. Release the approved Certification	None	2 hours	Administrative Assistant II
TOTAL		a. Certification Fe P 1,000.00 b. Legal Research Fee- P 10.00 c. Documentary Stamp Taxes - P30.00	2 days; 13 hours	

4. Dissolution

This service details the procedure on the application for dissolution for domestic stock and non-stock corporations.

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Services
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- STANDARD REQUIREMENTS - Cover Sheet - 2 Original Copies - Amended Articles of Incorporation - 2 Original Copies - Directors' Certificate (stock corporation) or Trustees' Certificate (non-stock corporation) - Certification under oath by the President and Treasurer certifying that: - the dissolution is not prejudicial to the interest of the creditors; and - 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 - 2 Original Copies - Tax Clearance Certificate from the Bureau of Internal Revenue	Securities and Exchange Commission - Zamboanga Extension Office To be provided by the client To be provided by the client. A sample format may be requested from Securities and Exchange Commission - Zamboanga Extension Office To be provided by the client To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
6. Publisher's Affidavit of Publication of Notice of Dissolution - 2 Original Copies	To be provided by the client
7. Secretary's Certificate of No Intra-Corporate Dispute - 2 Original Copies	To be provided by the client
8. Endorsement/Clearance from other government agencies (if applicable) - 2 Photo Copies	To be provided by the client
9. Audited Financial Statement as of the last fiscal year stamped received by Securities and Exchange Commission and Bureau of Internal Revenue - 1 Original Copy, 1 Photo Copy	To be provided by the client
- IF THE CORPORATION HAS CEASED OPERATIONS FOR AT LEAST ONE YEAR: a. Audited Financial Statement as of the last fiscal year of operation - 1 Original Copy, 1 Photo Copy b. Affidavit of non-operation certified under oath by the President and Treasurer - 2 Original Copies - IF THE CORPORATION HAS NO OPERATION SINCE INCORPORATION: a. Balance Sheet certified under oath by the President and Treasurer - 1 Original Copy, 1 Photo Copy b. Affidavit of non-operation certified under oath by the President and Treasurer - 2 Original Copies c. Certificate of non-registration issued by the Bureau of Internal Revenue - 1 Original Copy, 1 Photo Copy	To be provided by the client To be provided by the client To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- IF THE CORPORATION IS A STOCK CORPORATION WITH PAID-UP OF LESS THAN PHP 50,000.00: a. Balance Sheet as of the last preceding fiscal year certified under oath by the President and Treasurer - 1 Original Copy, 1 Photo Copy - IF THE CORPORATION IS A NON-STOCK CORPORATION WITH GROSS RECEIPTS OF LESS THAN PHP 100,000.00 OR TOTAL ASSETS OF LESS THAN PHP 500,000.00 a. Balance Sheet as of the last preceding fiscal year certified under oath by the President and Treasurer - 1 Original Copy, 1 Photo Copy	To be provided by the client To be provided by the client To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit requirements to Securities and Exchange Commission Zamboanga Extension Office	1.1 Receive the documents and check for completeness in form and substance.	None	3 days	Securities Counsel II
	1.2 Issue Payment Assessment Form		1 hour	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the filing fee through the Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home	2.1 Verify payment 2.2 Process Application. 2.2 Prepare Certificate of Dissolution 2.3 Review and approve application	Stock Corporation: PHP 1,000.00 Non-Stock Corporation: PHP 500.00 Legal Research Fee: PHP 10.00 Miscellaneous Fe: PHP20.00 Documentary Stamp Tax: PHP 30.00	1 hour 12 days 1 day 2 days	Administrative Assistant II Securities Counsel II Administrative Assistant II Director I
3. Claim Certificate of Dissolution	3.1 Release Certificate of Dissolution	None	1 day	Administrative Assistant II
TOTAL		Stock Corporation: PHP 1,000.00 Non-Stock Corporation: PHP 500.00 Legal Research Fee: PHP 10.00 Miscellaneous Fe: PHP20.00 Documentary Stamp Tax: PHP 30.00	19 days, 2 hours	

5. Increase of Capital Stock by way of Cash

To enable Corporations to finance new investments and acquisitions

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet - 2 original	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
2. Certificate of Increase of Capital Stock signed by majority of the directors and certified by Chairman and Corporate Secretary of the stockholders meeting	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
3. Treasurer's Affidavit certifying the increase of capital stock, the amount subscribed and the amount received as payment thereto	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph

4. Directors' Certificate notarized and signed by majority of the directors and the corporate secretary certifying (i) the amendment of the Articles of Incorporation increasing the authorized capital stock, (ii) the votes of the directors and the stockholders, (iii) the date and place of the stockholders' meeting (iv) the tax identification number of the signatories which shall be placed below their names	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
5. Amended Articles of Incorporation	Applicant/Client
6. List of stockholders as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital in the existing authorized capital stock certified under oath by the corporate secretary	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
9. i. SPECIAL AUDIT REPORT, if: a) listed companies; b) public companies defined in the Securities Regulation Code; c) companies that offer or sell securities to the public; d) companies with secondary license;	Applicant/Client

e) Where payment to subscription to the increase is more than P50,000,000.00 Otherwise, ii. 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. 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 with annexed 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	Applicant/Client Applicant/Client
10. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
11. Endorsement/Clearance, if applicable	Securities and Exchange Commission - Zamboanga Extension
12. Monitoring Clearance	Securities and Exchange Commission - Zamboanga Extension

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1. Receive the required documents	None	2 hours	Monitoring Analyst

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Check monitoring compliance	None	1 day	Monitoring Analyst Administrative Officer III
	1.3. Process the required documents	None	3 days	Specialist I Specialist II
	1.4. Post Audit the application	None	2 days	Securities Counsel I Securities Counsel II
	1.5. Issue Payment Assessment Form (PAF)	1. Amended Articles of Incorporation a. Filing Fee – P1,000 b. Legal Research Fee 1% of filing fee- P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00	2 hours	Administrative Officer III Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		2. Increase of Capital Stock **For corporation with par value – a. 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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		**For corporation without par value – a. 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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		-P20.00 ***For Corporations with FIA Application a. Additional P3,000 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00		
2. Pay the filing fee at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC)	2.2. Validate payment	None	1 hour	Administrative Officer III
https://espaysec.sec.gov.ph/payment-portal/home	2.3. Prepare Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation	None	2 days	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.4. Approve the application	None	1 day	Director
3. Claim the approved application	3.1. Release approved application	None	2 hours	Administrative Assistant II
TOTAL		1. Amended Articles of Incorporation a. Filing Fee – P1,000 b. Legal Research Fee 1% of filing fee- P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00 2. Increase of Capital Stock **For corporation with par value – a. 1/5 of 1% of the increase in capital stock but not less than P3,000.00 or the subscription	9 days; 7 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		price of the subscribed capital stock, whichever is higher b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00 **For corporation without par value – a. 1/5 of 1% of the increase in capital stock computed at P100.00 per share but not less than		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P3,000.00 or the issue value of the subscribed capital stock, whichever is higher b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00 ***For Corporations with FIA Application a. Additional P3,000 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		of Capital Stock but not less than P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00		

6. Increase of Capital Stock through payment other than cash

This service details the procedure on application for increase of capital stock by way of Cash, Conversion of advances/liabilities to equity

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Highly Technical (20 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Cover Sheet - 2 original	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
2. Certificate of Increase of Capital Stock signed by majority of the directors and certified by Chairman and Corporate Secretary of the stockholders meeting	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
3. Treasurer's Affidavit certifying the increase of capital stock, the amount subscribed and the amount received as payment thereto	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
4. Directors' Certificate notarized and signed by majority of the directors and the corporate secretary certifying (i) the amendment of the Articles of Incorporation increasing the authorized capital stock, (ii) the votes of the directors and the stockholders, (iii) the date and place of the stockholders' meeting (iv) the tax identification number of the signatories which shall be placed below their names	Applicant/Client A sample format of this document may be requested from the <u>Securities and Exchange Commission - Zamboanga Extension Office</u> through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
5. Amended Articles of Incorporation	Applicant/Client
6. List of stockholders as of date of meeting approving the increase, indicating their nationalities and their respective subscribed and paid-up capital in the existing authorized capital stock certified under oath by the corporate secretary	Applicant/Client A sample format of this document may be requested from the <u>Securities and Exchange Commission - Zamboanga Extension Office</u> through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
7. Notarized Secretary's Certificate on non-existence of intra-corporate dispute	Applicant/Client A sample format of this document may be requested from the <u>Securities and Exchange Commission - Zamboanga Extension Office</u> through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
8. Secretary's Certificate on waiver of pre-emptive rights of non-subscribing shareholders	Applicant/Client A sample format of this document may be requested from the <u>Securities and Exchange Commission - Zamboanga Extension Office</u> through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9. If the foreign equity is increased to more than 40%, compliance with registration under Foreign Investments Act***	Applicant/Client A sample format of this document may be requested from the Securities and Exchange Commission - Zamboanga Extension Office through email: reports_zeo@sec.gov.ph or through www.sec.gov.ph
10. Endorsement/Clearance, if applicable	Respective Securities and Exchange Commission Department/s or other regulatory Government Agencies
11. Monitoring Clearance	Securities and Exchange Commission - Zamboanga Extension
ADDITIONAL REQUIREMENTS depending on the mode of payment:	
12. Conversion of Advances / Liabilities to Equity	
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)	Applicant/Client
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	Applicant/Client
12.3. Deed of Assignment of advances / liabilities	Applicant/Client
13. Stock Dividends	
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	
13.2. Audited Financial Statements as of the last fiscal year received by BIR and SEC	Applicant/Client
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	Applicant/Client
13.4. Secretary's Certificate on the Board's resolution to reverse the	Applicant/Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
appropriated retained earnings	
13.5. Reconciliation of Retained Earnings	Applicant/Client
14. Land, buildings / condominium units	
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	Applicant/Client
14.2. Copy of TCT/CCT and tax declaration sheet certified by Register of Deeds and Assessor's Office, respectively	Applicant/Client
14.3. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	Applicant/Client
14.4. Appraisal report by a licensed real estate appraiser, if transfer value is based on appraised value (not more than 6 month old)	Applicant/Client
14.5. Deed of Assignment	Applicant/Client
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	Applicant/Client
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	Applicant/Client
14.8. Certification from the transferor stating that the improvements are existing and in good condition	Applicant/Client
14.9. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	Applicant/Client
	For guidance, refer to Memorandum Circular No. 14 series of 2013 downloadable at SEC website through www.sec.gov.ph
15. Untitled Lands	
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	Applicant/Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
concept of an owner for at least thirty (30) years and the possessor had introduced improvements thereon, if any	
15.2. Duplicate original or certified true copies of the tax declaration sheets	Applicant/Client
15.3. Latest realty tax receipts	Applicant/Client
15.4. Affidavit by the transferor attesting continuous and open possession of the property is located	Applicant/Client
15.5. Affidavit of Non-Tenancy executed by Barangay Chairman of place where the property is located	Applicant/Client
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	Applicant/Client
15.7. Affidavit executed by the transferor attesting to the: 15.7.1. Existence (or non-existence) of easements over the untitled property 15.7.2. Kind/description of the easement and its location 15.7.3. Whether the transferor is the dominant estate or the servient estate, by virtue of such easements	Applicant/Client
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	Applicant/Client
15.9. Clearance or certification from the Department of Agrarian Reform (DAR) attesting to the following: 15.9.1. There is no other claimant to the untitled land 15.9.2. It has not issued any Certificate of Land Ownership Award (CLOA) over the property to any other party or 15.9.3. The land is exempt from the coverage of the Comprehensive Agrarian Reform Program (CARP)	Applicant/Client
15.10. Blue Print Survey of the Plan as approved by the Bureau of Lands	Applicant/Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
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)	Applicant/Client
15.12. Latest zonal valuation certified by BIR, if transfer value is based on zonal value	Applicant/Client
15.13. Appraisal report by authorized appraiser, if transfer value is based on appraised value (not more than 6 month old)	Applicant/Client
15.14. Deed of Assignment	Applicant/Client
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	Applicant/Client
16. Inventories / Furniture / Personal Properties	
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	Applicant/Client
16.2. Special Audit Report by an Independent CPA on the verification and valuation of property, if transfer value is based on book value	Applicant/Client
16.3. Deed of Assignment	Applicant/Client
17. Heavy equipment and machinery	Applicant/Client
17.1. Detailed schedule of the property showing the description and the transfer value certified by the company accountant	Applicant/Client
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.	Applicant/Client
17.3. Deed of Assignment	Applicant/Client
17.4. Certification from the transferor stating that the properties are existing and in good condition	Applicant/Client
18. Shares of Stock	Applicant/Client
18.1. Detailed schedule of the shares of stock showing the	Applicant/Client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
stockholder, stock certificate number, no. of shares and the basis of transfer value (market or book value) certified by the company accountant	
18.2. Audited financial statements of the investee company as of the last fiscal year received by BIR and SEC	Applicant/Client
18.3. Deed of Assignment	Applicant/Client
18.4. Certification by the Corporate Secretary of the investee company that the shares are outstanding in the name of the assignor	Applicant/Client
18.5. Photocopy of the stock certificate (present original for verification)	Applicant/Client
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)	Applicant/Client
18.7. Affidavit of undertaking to submit the required proof of transfer within the prescribed period	Applicant/Client
19. Motor Vehicles	Applicant/Client
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	Applicant/Client
19.2. Photocopy of certificate of registration and official receipt of annual registration fee (present original for verification)	Applicant/Client
19.3. Appraisal report by authorized appraiser (not more than 6 month old)	Applicant/Client
19.4. Deed of Assignment	Applicant/Client
19.5. Affidavit of undertaking by an officer of the corporation to submit the required proof of transfer within the prescribed period	Applicant/Client
19.6. Certification from the transferor stating that the motor vehicles are existing and in good running condition.	Applicant/Client
20. Sea Vessel / Aircraft	Applicant/Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the required documents	1.1. Receive the required documents	None	2 hours	Monitoring Analyst
	1.2. Process the required documents	None	9 days	Specialist I Specialist II
	1.3. Post Audit the application	None	4 days	Securities Counsel I Securities Counsel II
	1.4. Issue Payment Assessment Form (PAF)	1. Amended Articles of Incorporation a. Filing Fee – P1,000 b. Legal Research Fee 1% of filing fee- P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00 2. Increase of Capital Stock	2 hours	Administrative Officer III Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		**For corporation with par value – a. 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 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00 **For corporation		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		without par value – a. 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 b. Legal Research Fee equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00 ***For Corporations		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		with FIA Application a. Additional P3,000 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 b. Documentary Stamp tax - P30.00 c. Handling Fee -P20.00		
2. Pay the filing fee at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home	2.2. Validate payment	None	2 hours	Administrative Officer III
	2.3. Prepare Certificate of Increase of Capital Stock and Amendment of Articles of Incorporation	None	3 days	Administrative Assistant II
	2.4. Approve the application	None	3 days	Director
3. Claim the approved application	3.1. Release approved application	None	4 hours	Administrative Assistant I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		1. Amended Articles of Incorporation a. Filing Fee – P1,000 b. Legal Research Fee 1% of filing fee- P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00 2. Increase of Capital Stock **For corporation with par value – a. 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,	19 days; 8 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		whichever is higher b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00 **For corporation without par value – a. 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,		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		whichever is higher b. Legal Research Fee equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00 c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00 ***For Corporations with FIA Application a. Additional P3,000 b. Legal Research Fee -equivalent to 1% of the computed filing fee for Increase of Capital Stock but not less than P10.00		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		c. Documentary Stamp tax - P30.00 d. Handling Fee -P20.00		

7. Issuance of Certificates of No Derogatory Information

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

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. SEC FORM 2015-001 - 1 original copy	Securities and Exchange Commission-Zamboanga Extension Office
2. Monitoring Clearance - 1 photocopy 1.1. Primary Licenses 1.2. Lending 1.3. Foundation	Applicant/Client
3. For Corporations with Secondary Licenses, attach the Articles of Incorporation or latest Amended Articles of Incorporation, if any	Applicant/Client
4. For Partnerships, attach the Articles of Partnership or latest Amended Articles of Partnership, if any	Applicant/Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the request for No Derogatory Information	1.1. Receive the request	None	1 hour	Monitoring Analyst Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.2. Process the request	None	1 day	Administrative Assistant II Administrative Officer III
	1.3. Issue Payment Assessment Form (PAF)	a. Certification Fee – P500 b. Documentary Stamp Tax – P30	2 hours	Administrative Officer III Specialist II
2. Pay the filing fee at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC)	2.1. Validate payment	None	1 hour	Administrative Officer III
https://espaysec.sec.gov.ph/payment-portal/home	2.2. Prepare Certificate of No Derogatory Information	None	3 hours	Administrative Assistant II
	2.3. Approve Certificate of No Derogatory Information	None	1 day	Director
4. Claim the approved Certification	4.1. Release the approved Certification	None	2 hours	Monitoring Analyst Administrative Assistant II
TOTAL		a. Certification Fee – P500 b. Documentary Stamp Tax – P30	2 days; 8 hours	

8. Issuance of Plain/Authenticated Copies of Documents to Corporations duly registered at Securities and Exchange Commission and the Public

This service allows you to secure copies of public documents within the scope and within legal requirements.

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Simple (3 days)
Type of Transaction	Government to Business (G2B) Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	Corporations duly registered at Securities and Exchange Commission; Stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Freedom of Information Request Form 1 original copy 2. Valid government issued Identification Card	Securities and Exchange Commission-Zamboanga Extension Office Applicant/Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Freedom of Information Request Form for the public	1.1. Process the request	None	1 day	Monitoring Analyst Administrative Assistant II
	1.2. Issue Payment Assessment Form (PAF)	**see MC NO. 10, s. 2023 https://www.sec.gov.ph/mc-2023/sec-mc-no-10-series-of-2023/	2 hours	Administrative Officer III Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the filing fee at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home	2.1. Validate payment	None	2 hours	Administrative Officer III
	2.2. Prepare the requested documents	None	1 day	Administrative Assistant II
	*For authenticated copy, stamps and signs the documents			Administrative Officer I Specialist I Specialist II
3. Claim the documents	3. 1. Release the documents	None	3 hours	Monitoring Analyst Administrative Assistant II
TOTAL		**see MC NO. 10, s. 2023 https://www.sec.gov.ph/mc-2023/sec-mc-no-10-series-of-2023/	2 days; 7 hours	

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

This service allows you to secure copies of public documents within the scope and within legal requirements.

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Complex (7 days)
Type of Transaction	Government to Government (G2G)
Type of Service	External Service
Who may avail:	Other Government Agencies

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Signed Letter Request for Government Offices 1 original	Applicant/Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of request addressed to the Director	1.1. Process the request	None	3 days	Monitoring Analyst Administrative Assistant II
	1.2. Issue Payment Assessment Form (PAF) for Government agencies without data sharing agreement with SEC	**see MC NO. 10, s. 2023 https://www.sec.gov.ph/mc-2023/sec-mc-no-10-series-of-2023/	2 hours	Administrative Officer III Specialist II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Pay the filing fee at Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home	2.1. Validate payment	None	1 hour	Administrative Officer III
	1.3. Prepare the requested documents *For authenticated copy, stamps and signs the documents	None	2 days	Monitoring Analyst Administrative Assistant II
	1.4. Prepare the letter reply	None	1 day	Securities Investigator Securities Counsel I
3. Claim the requested documents or Receive through email	3.1. Release the requested documents or	None	2 hours	Monitoring Analyst Administrative Assistant II
	Email the requested documents	None	3 hours	Securities Investigator Securities Counsel I
TOTAL		**see MC NO. 10, s. 2023 https://www.sec.gov.ph/mc-2023/sec-mc-no-10-series-of-2023/	6 days; 8 hours	

10. Petition for Correction of Entries in the Articles of Incorporation

This service is for filing a Petition for Correction of Entries to correct minor defects in the Articles of Incorporation.

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Highly Technical (20 days)
Type of Transaction	☒ Government to Business (G2B) ☒ Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	Target SEC Clients/ Stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- STANDARD REQUIREMENTS: - Verified Petition for Correction of Entries - 2 Original Copies - Certificate of No Forum Shopping - 2 Original Copies - Secretary's Certificate of No Intra Corporate Dispute - 2 Original Copies - Monitoring Clearance - 1 Original Copy and 1 Photo Copy - Corrected Articles of Incorporation - 2 Original Copies - Other supporting documents (depending on the nature of the correction/s) - 2 Photo Copies	To be provided by the client To be provided by the client A sample format may be requested through e-mail: reports_zeo@sec.gov.ph Securities and Exchange Commission - Zamboanga Extension Office To be provided by the client To be provided by the client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Securities and Exchange Commission - Zamboanga Extension Office	1.1 Receive documents and check for completeness in form and substance.	None	3 days	Securities Counsel I
	1.2 Issue Payment Assessment Form to client for payment of the petition fee.		1 hour	Administrative Assistant II
2. Pay Petition Fee through Landbank (Over The Counter deposit) or online through the Electronic System of Payment of the Securities and Exchange Commission (ESPAYSEC): https://espaysec.sec.gov.ph/payment-portal/home	2.1 Verify Payment and forward electronic Official Receipt to Processor.	Filing Fee: Php 3,000.00 Legal Research Fee (LRF): P30.00 Documentary Stamp Tax: P30.00	1 hour	Administrative Assistant II
	2.2 Process the Petition for Correction of Entries and thereafter prepares the Draft Order for the approval of the Director		5 days	Securities Counsel I
	2.3 Approve the Order to grant the Petition for Correction of Entries.		2 days	Director I
	2.4 Update the records of the corporation by applying the corrected entries.		3 days	Securities Counsel I
3. Claim the Approved Petition for Correction of Entries	3.1 Release the Approved Petition for Correction of Entries to the Client.	None	1 hour	Securities Counsel I
TOTAL		Filing Fee: Php 3,000.00 Legal Research Fee (LRF): P30.00	13 days, 3 hours	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Documentary Stamp Tax: P30.00		

11. Petition to Lift the Order of Revocation/Suspension

This service is for filing a Petition to Lift Order of Revocation or Suspension of revoked or suspended corporations

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Highly Technical (20 days)
Type of Transaction	☒ Government to Business (G2B) ☒ Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	Target SEC Clients/ Stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- STANDARD REQUIREMENTS: - Verified Petition to Lift Order of Suspension or Revocation - 2 Original Copies <i>Remarks: A sample format may be requested through e-mail: reports_zeo@sec.gov.ph</i> - Monitoring Clearance - 1 Original Copy, 1 Photo Copy - Articles of Incorporation of the Corporation - 2 Photo Copies - By-Laws of the Corporation - 2 Photo Copies - Latest Due General Information Sheet - 2 Photo Copies - Latest Due Financial Statement - 2 Photo Copies - Secretary's Certificate of No Intra Corporate Dispute - 2 Original Copies	To be provided by the client. A sample format may be requested through e-mail: reports_zeo@sec.gov.ph To be provided by the client To be provided by the client To be provided by the client To be provided by the client To be provided by the client To be provided by the client. A sample format may be requested through e-mail: reports_zeo@sec.gov.ph

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
8. Secretary's Certificate Certifying that the Corporation's Latest Due General Information Sheet and Financial Statement were received by the Securities and Exchange Commission and Bureau of Internal Revenue - 2 Original Copies 9. Sworn Certificate by the External Auditor - 2 Original Copies 10. Proof of Operations such as: - Certificate of Registration from the Bureau of Internal Revenue - 2 Photo Copies - Latest Annual Income Tax Return - 2 Photo Copies - Mayor's Permit for the current year or Certification from the Local Government Unit - 2 Photo Copies - Photos of Operations or Programs - 2 Photo Copies - Endorsement from concerned government agency - 2 Photo Copies - IF SUSPENDED/REVOKED CORPORATION IS A STOCK CORPORATION: - Directors' Certificate signed by majority - 2 Original Copies - Stock and Transfer Book Registration Form - 2 Photo Copies - IF SUSPENDED/REVOKED CORPORATION IS A NON-STOCK CORPORATION: - Trustees' Certificate signed by majority - 2 Original Copies	To be provided by the client. A sample format may be requested through e-mail: reports_zeo@sec.gov.ph To be provided by the client. A sample format may be requested through e-mail: reports_zeo@sec.gov.ph To be provided by the client To be provided by the client To be provided by the client To be provided by the client To be provided by the client To be provided by the client. A sample format may be requested through e-mail: reports_zeo@sec.gov.ph To be provided by the client To be provided by the client. A sample format may be requested through e-mail: reports_zeo@sec.gov.ph To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
b. Membership Book Registration Form - 2 Photo Copies	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit complete requirements to Securities and Exchange Commission - Zamboanga Extension Office	1.1 Receive documents and check for completeness. 1.2 Issue Payment Assessment Form to client for payment of the petition fee.	Filing Fee: Php 3,000.00 Legal Research Fee (LRF): P30.00 Documentary Stamp Tax: P30.00	2 days 1 hour	Securities Counsel I Administrative Assistant II
4. Pay Petition Fee through Landbank (Over The Counter deposit) or online through the Electronic System of Payment of the Securities and Exchange Commission (ESPAYSEC): https://espaysec.sec.gov.ph/payment-portal/home	2.1 Verify Payment and forward electronic Official Receipt to Processor. 2.2 Process the Petition and forward to the Office of the Commissioner supervising Extension Office operations. 2.3 Approve the Petition. 2.4 Update the records of the corporation to reflect the REGISTERED status of the corporation.		1 hour 14 days 2 days 1 day	Administrative Assistant II Securities Counsel I Commissioner Securities Counsel I
5. Claim the Approved Petition to Lift Order of Suspension or Revocation	3.1 Release the Approved Petition to the Client.	None	1 hour	Securities Counsel I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Filing Fee: Php 3,000.00 Legal Research Fee (LRF): P30.00 Documentary Stamp Tax: P30.00	19 days, 3 hours	

12. Public Assistance and 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.

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Simple (3 days)
Type of Transaction	Government to Citizen (G2C)
Type of Service	External Service
Who may avail:	Stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present concern, query or complaint	1.1. Render advice depending on the nature of the concern/query;	None	1 day	Securities Investigator Securities Counsel I
	1.2. Endorse written complaint to the Director	None	1 day	Securities Investigator Securities Counsel I
2. Receive reply through email or face to face	2.1. Send reply through email or release hard copy	None	1 day	Securities Investigator Securities Counsel I
TOTAL		None	3 days	

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

This service is for applications for registration of One Person Corporations (OPC), Corporations (Stock and Non-stock) with two (2) or more incorporators but not more than fifteen (15) in number, Foreign Branch/Representative Offices, pursuant to the Revised Corporation Code.

Division / Office	SEC-Zamboanga Extension Office (SEC - ZEO)
Classification	Highly Technical (20 days)
Type of Transaction	☒ Government to Business (G2B) ☒ Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	Target SEC Clients/ Stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- STANDARD REQUIREMENTS: - Cover Sheet - 2 Original Copies - Application Summary Form - 2 Original Copies	System-generated through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC): https://esparc.sec.gov.ph/application
- DOMESTIC CORPORATION WITH AT LEAST TWO (2) BUT NOT MORE THAN FIFTEEN (15) INCORPORATORS: - Articles of Incorporation - 2 Original Copies, originally signed with wet signature and notarized (client may opt to submit a Certificate of Authentication in lieu of notarization) - By-Laws - 2 Original Copies, originally signed with wet signature	System-generated through eSPARC System-generated through eSPARC

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
3. Certificate of Authentication - 2 Original Copies, originally signed with wet signature	System-generated through eSPARC
A. ADDITIONAL REQUIREMENTS FOR LENDING COMPANY:	
1. Application Form - 2 Original Copies	System-generated through eSPARC
2. Information Sheet - 2 Original Copies	System-generated through eSPARC
3. Treasurer's Affidavit - 2 Original Copies	System-generated through eSPARC
4. NBI Clearance of each Incorporator - 1 Original Copy and 1 Photo Copy	To be provided by the client
5. Notarized Certificate of Bank Deposit - 1 Original Copy and 1 Photo Copy	To be provided by the client
6. Sworn Certification - 2 Original Copies	Format is provided on Annex A, SEC Memorandum Circular No. 29, Series of 2020, downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/#gsc.tab=0
7. Additional Requirements only for Foreign Incorporators:	To be provided by the client
7.a. Alien Certificate of Registration Card/Immigrant Certificate of Residence Card - 2 Photo Copies, but must present Original upon submission of hard copy of registration documents	To be provided by the client
7.b. Copy of Passport showing valid Visa or stay in the Philippines - 2 Photo Copies, but must present	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Original upon submission of hard copy of registration documents	To be provided by the client
7.c. Clearance from the Bureau of Immigration	
B. ADDITIONAL REQUIREMENTS FOR FINANCING COMPANY:	
1. Application Form - 2 Original Copies	System-generated through eSPARC
2. Information Sheet - 2 Original Copies	System-generated through eSPARC
3. Treasurer's Affidavit - 2 Original Copies	System-generated through eSPARC
4. NBI Clearance of each Incorporator - 1 Original Copy, 1 Photo Copy	To be provided by the client
5. Notarized Certificate of Bank Deposit - 1 Original Copy and 1 Photo Copy	To be provided by the client
6. Sworn Certification - 2 Original Copies	Format is provided on Annex A, SEC Memorandum Circular No. 29, Series of 2020 and downloadable through this link: https://www.sec.gov.ph/mc-2020/mc-no-29-s-2020/#gsc.tab=0
7. Personal Information Sheet of Directors and Officers - 2 Original Copies	System-generated through eSPARC
8. Form of Disclosure Statement - 2 Original Copies	System-generated through eSPARC
9. Additional Requirements only for Foreign Incorporators:	To be provided by the client
	To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
9.a. Alien Certificate of Registration Card/Immigrant Certificate of Residence Card - 2 Photo Copies, but must present Original upon submission of hard copy of registration documents 9.b. Copy of Passport showing valid Visa or stay in the Philippines - 2 Photo Copies, but must present Original upon submission of hard copy of registration documents 9.c. Clearance from the Bureau of Immigration C. ADDITIONAL REQUIREMENTS FOR FOUNDATION: 1. Notarized Certificate of Bank Deposit - 1 Original Copy and 1 Photo Copy 2. Statement of Willingness to be Audited - 2 Original Copies D. ADDITIONAL REQUIREMENT FOR CORPORATION SOLE AND RELIGIOUS AGGREGATE: 1. Affidavit of Affirmation/Verification by the chief priest, rabbi, minister or presiding elder E. ADDITIONAL REQUIREMENT FOR FEDERATION AND CONFEDERATION: 1. List of Members-Association or Members-Federation certified by the Corporate	To be provided by the client To be provided by the client System-generated through eSPARC System-generated through eSPARC System-generated through eSPARC To be provided by the client

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Secretary	
- ONE PERSON CORPORATION: - Articles of Incorporation - 2 Original Copies, originally signed with wet signature and notarized (client may opt to submit a Certificate of Authentication in lieu of notarization) - Certificate of Authentication - 2 Original Copies, originally signed with wet signature - Letter of Acceptance of the Nominee and Alternate Nominee - 2 Original Copies	System-generated through eSPARC System-generated through eSPARC System-generated through eSPARC
- FOREIGN CORPORATION: - FIA Form F-103 (Stock Branch Corporation) - 2 Original Copies - FIA Form F-104 (Stock Representative Office) - 2 Original Copies - FIA Form F-108 (Non-Stock Branch/Representative Office - 2 Original Copies - Application Form for Regional Operating Area Headquarters - 2 Original Copies	Downloadable through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_FORM_NO._F103_u04042016.pdf Downloadable through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_FORM_NO._F104_u04042016.pdf Downloadable through this link: https://www.sec.gov.ph/wp-content/uploads/2019/11/SEC_FORM_NO._F108_u04042016.pdf Downloadable through this link:

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
5. Application Form for Regional Area Headquarters - 2 Original Copies	https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_[As-of-07-March-2024]-Regional-Operating-Area-Headquarters.docx Downloadable through this link: https://www.sec.gov.ph/wp-content/uploads/2024/03/2024Forms_[As-of-07-March-2024]-Regional-Area-Headquarters.docx
6. Authenticated/Apostilled Board Resolution - 2 Original Copies	To be provided by the client
7. Authenticated/Apostilled Copy of the Articles of Incorporation - 2 Original Copies	System-generated through eSPARC

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application through eSPARC Regular Processing: https://esparc.sec.gov.ph/application/select-regular	1.1 Review and verify proposed Company Name and Industry Classification and thereafter assign to Processor 1.2 Process Application details and Pre-Approve Application	None	2 days 3 days	Administrative Assistant II / Information Officer II Administrative Assistant II/ Securities Counsel I / Securities Specialist I
2. Upload Duly Accomplished/ Signed/ Notarized Registration Documents	2.1 Review and verify uploaded documents 2.2 Generate Payment Assessment Form (PAF)	<u>Filing Fee for stock corporation based on the authorized capital stock:</u> <u>With par value: 1/5 of 1%</u>	2 days	Administrative Assistant II / Securities Counsel I / Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		of the authorized capital stock but not less than P 2,000 or the subscription price of the subscribed capital stock whichever is higher; <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; Filing Fee for Non-Stock Corporation <u>By-Laws for both stock and non-stock corporations:</u> P 1,000.00 <u>Articles of Incorporation for non-stock corporation:</u> P 1,000.00 <u>Foreign Investments Act (FIA) Form 100:</u>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P3,000.00 <u>Company Name</u> <u>Reservation:</u> P100.00 <u>Each additional trade</u> <u>name/s:</u> P100.00 <u>Documentary Stamp Tax:</u> P30.00 <u>Legal Research Fee</u> <u>(LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00) Handling fee P20.00		
3. Pay the registration fees through Landbank (Over The Counter deposit) or online through the Electronic System of Payment of the Securities and Exchange Commission (ESPAYSEC): https://espaysec.sec.gov.ph/payment-portal/home	3.1 Verify payment (If payment was done through Over The Counter bank deposit)	None	10 minutes	Administrative Assistant II / Securities Counsel I / Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit two (2) hard copies of the registration documents and proof of payment	4. Receive and check completeness of documents	None	4 hours	Administrative Assistant II
	4.1 Review documents and check if the hard copy is the same as the document uploaded in eSPARC.		4 hours	Securities Counsel I / Administrative Assistant II / Securities Specialist I
	4.2 Post-audit the application		1 day	Securities Counsel I / Securities Counsel II
	4.3 Print the Certificate of Registration		1 hour	Administrative Assistant II
	4.4 Approve the application		1 day	Director I
5. Claim the Certificate of Incorporation	5.1 Release the Certificate of Incorporation and other registration documents to the client.		1 hour	Administrative Assistant II
TOTAL		<u>Filing Fee for stock corporation based on the authorized capital stock:</u> <u>With par value: 1/5 of</u>	9 days, 10 hours, 10 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		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; <u>Without par value: 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;</u> Filing Fee for Non-Stock Corporation <u>By-Laws for both stock and non-stock corporations:</u> P 1,000.00 <u>Articles of Incorporation for non-stock corporation:</u> P 1,000.00 <u>Foreign Investments Act</u>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<u>(FIA) Form 100:</u> P3,000.00 <u>Company Name</u> <u>Reservation:</u> P100.00 <u>Each additional trade</u> <u>name/s:</u> P100.00 <u>Documentary Stamp</u> <u>Tax:</u> P30.00 <u>Legal Research Fee</u> <u>(LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00) Handling fee P20.00		

14. Registration of Partnerships through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC) Regular Processing

This service is for applications for registration of Partnerships, pursuant to the Revised Corporation Code.

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Highly Technical (20 days)
Type of Transaction	☒ Government to Business (G2B) ☒ Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	Target SEC Clients/ Stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- STANDARD REQUIREMENTS: - Cover Sheet - 2 Original Copies - Application Summary Form - 2 Original Copies - Articles of Partnership - 2 Original Copies - Certificate of Authentication - 2 Original Copies	System-generated through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC): https://esparc.sec.gov.ph/application

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit application through eSPARC Regular Processing: https://esparc.sec.gov.ph/application/select-regular	1.1 Review and verify proposed Company Name and Industry Classification and thereafter assign to Processor 1.2 Process Application details and Pre-Approve	None	2 days 3 days	Administrative Assistant II / Information Officer II/ Administrative Assistant II Administrative Assistant II/ Securities Counsel I /

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Application			Securities Specialist I
2. Upload Duly Accomplished/ Signed/ Notarized Registration Documents	2.1 Review and verify uploaded documents 2.2 Generate Payment Assessment Form (PAF)	<u>Filing Fee for Articles of Partnership</u> <u>P 2,000.00</u> <u>Company Name Reservation:</u> P100.00 <u>Documentary Stamp Tax:</u> P30.00 <u>Legal Research Fee (LRF):</u> 1% of the Filing Fee but not less than Ten Pesos (P 10.00) Handling fee P20.00	2 days	Administrative Assistant II / Securities Counsel I / Securities Specialist I
3. Pay the registration fees through Landbank (Over The Counter deposit) or online through the Electronic System of Payment of the Securities and Exchange Commission (ESPAYSEC):	3.1 Verify payment (If payment was done through Over The Counter bank deposit)	None	10 minutes	Administrative Assistant II / Securities Counsel I / Securities Specialist I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
https://espaysec.sec.gov.ph/payment-portal/home				
4. Submit two (2) hard copies of the registration documents and proof of payment	4. Receive and check completeness of documents 4.1 Review documents and check if the hard copy is the same as the document uploaded in eSPARC. 4.2 Post-audit the application 4.3 Print the Certificate of Registration 4.4 Approve the application	None	4 hours 4 hours 1 day 1 hour 1 day	Administrative Assistant II Securities Counsel I / Administrative Assistant II / Securities Specialist I Securities Counsel I / Securities Counsel II Administrative Assistant II Director I
6. Claim the Certificate of Registration	5.1 Release the Certificate of Registration and other registration documents to the client.		1 hour	Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		<u>Filing Fee for Articles of Partnership</u> <u>P 2,000.00</u> <u>Company Name Reservation: P100.00</u> <u>Documentary Stamp Tax: P30.00</u> <u>Legal Research Fee (LRF): 1% of the Filing Fee but not less than Ten Pesos (P 10.00)</u> <u>Handling fee P20.00</u>	9 days, 10 hours, 10 minutes	

15. Request for Regular Monitoring of Domestic Corporations

This service details the procedure of securing a monitoring clearance for domestic stock and non-stock corporations.

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)
Classification	Complex (7 days)
Type of Transaction	☒ Government to Business (G2B) ☒ Government to Citizen (G2C)
Type of Service	External Services
Who may avail:	Target SEC Clients/ Stakeholders

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
None	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Accomplish Request for Monitoring form through this link: https://tinyurl.com/SECZamEORequestForm	1.1 Determine compliance, deficiencies and violations, and prepare the Monitoring Clearance.	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	4 days	Securities Specialist II / Securities Counsel II
	1.2 Submit Monitoring Clearance to the Director for review		2 days	Director I
	1.3 Generate Payment Assessment Form for client to settle		1 hour	Securities Specialist II / Administrative Assistant II

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	payment for penalties, if any.			
2. Pay the assessed fines and penalties, if any, through the Electronic System for Payment to SECURITIES AND EXCHANGE COMMISSION (eSPAYSEC) https://espaysec.sec.gov.ph/payment-portal/home	2.1 Validate payment	None	1 hour	Securities Specialist II / Administrative Assistant II
3. Claim Monitoring Clearance	3.1 Release Monitoring Clearance to client	None	1 hour	Securities Specialist II / Securities Counsel II
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	6 days, 3 hours	

16. Submission of Registration Documents of Domestic Stock Corporations Registered through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC) - One day Submission and E-Registration of Companies (OneSEC)

Domestic Stock Corporations, including one-person corporations and those with 2 to 15 incorporators registered through OneSEC are required to submit hard copies of their registration documents within 1 year from the date stated in the Digital Certificate of Incorporation.

Division / Office	SEC-Zamboanga Extension Office (SEC-ZEO)	
Classification	Simple (3 days)	
Type of Transaction	☒ Government to Business (G2B) ☒ Government to Citizen (G2C)	
Type of Service	External Services	
Who may avail:	Target SEC Clients/ Stakeholders	

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
- STANDARD REQUIREMENTS: - Cover Sheet - 2 Original Copies - Application Summary Form - 2 Original Copies - Articles of Incorporation - 2 Original Copies - Certificate of Authentication - 2 Original Copies - By-Laws	System-generated through the Electronic Simplified Processing of Application for Registration of Companies (eSPARC): https://esparc.sec.gov.ph/application

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit two (2) hard copies of the registration documents and present proof of payment	1. Receive and check completeness of documents	None	2 hours	Administrative Assistant II
	1.1 Review Company		2 hours	Administrative Assistant II / Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Name and check for compliance with Commission guidelines		2 hours	Securities Counsel I
	1.2 Review Application Summary Form and check for compliance with Commission guidelines		1 day	Securities Counsel I / Securities Counsel II
	1.3 Post-audit the application		1 hour	Administrative Assistant II
	1.4 Print the Certificate of Registration		1 day	Director I
	1.5 Approve the application			
2. Claim the Certificate of Incorporation	2.1 Release the Certificate of Incorporation and other registration documents to the client.		1 hour	Administrative Assistant II
TOTAL			2 days, 8 hours	



Reviewed and consolidated by:

SEC-CART, SECRETARIAT

STAKEHOLDERS MANAGEMENT DIVISION (SMD)

EXTERNAL AFFAIRS DEPARTMENT (EAD)



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