



# **Securities and Exchange Commission**

## **CITIZEN'S CHARTER 2019 (1<sup>st</sup> Edition)**

## I. **Mandate:**

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

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

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

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

- The SEC Reorganization Act or Presidential Decree (PD) 902-A in 1976, as subsequently amended by PDs 1653, 1758 and 1799 reorganized the Commission to give it ample powers to protect the public and their investments. Under the Act, the Commission was reorganized into a collegial body; and was given additional powers and functions, including quasi-judicial powers over intra-corporate disputes as well as absolute jurisdiction, supervision and control over all corporations, partnerships or associations that are the grantees of primary franchise and/or a license or permit issued by the government to operate in the Philippines.
- The Corporation Code of the Philippines (CCP) or the [Batas Pambansa \(BP\) 68](#) in 1980 gave SEC the mandate to register

corporations, collect fees from registering corporations, and prescribe reportorial requirements. Along with the granting of authority to register corporations, it empowered SEC to reject articles of incorporation or disapprove any amendment thereto if the same is not in compliance with the requirements of BP 68. The Code also required all registered corporations to submit to SEC an annual report of its operations, together with a financial statement of assets and liabilities, certified by an independent certified public accountant (CPA) in appropriate cases, and such other requirements as SEC may require within the prescribed period. Likewise, it authorized SEC to promulgate rules and regulations reasonably necessary to enable it to perform its duties particularly in the prevention of fraud and abuses on the part of the controlling stockholders, members, directors, and trustees or officers of corporations.

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

The RCC aims for a more competitive corporate sector, as it adopts international best practices and standards tailored to address the needs and realities of the Philippine corporate setting, and introduces new concepts and mechanisms to help the Philippines keep up with the changing times. Among the notable amendments to the Corporation Code is the grant of a perpetual corporation term for existing and future corporations unless provided in their articles of incorporation. The RCC also allows the formation of one-person corporation, a corporation with a single stockholder and without a minimum authorized capital stock required. Another salient feature of the RCC is the provision for an emergency board when a vacancy in a corporation's board of directors prevents the remaining directors from constituting a quorum and consequently from making emergency actions required to prevent grave, substantial and irreplaceable loss or damage.

The RCC also allows corporations to adopt alternative dispute resolution mechanisms for intra-corporate issues except those involving criminal offenses and interests of third parties. As part of efforts to improve ease of doing business in the country, the RCC mandated the Commission to develop and implement an electronic filing and monitoring system. The SEC is mandated to promulgate rules to facilitate and expedite, among others, corporate name reservation and registration, incorporation, submission of reports,

notices, documents required under the Code, and sharing of pertinent information with other government agencies. To ensure optimal stockholder participation, meanwhile, the RCC will allow the use of remote communication such as videoconferencing and teleconferencing during stockholder meetings. Stockholders may also participate and vote in absentia.

- The Revised Securities Act or BP 178 in 1982 repealed CA 83 in its entirety to give way to a new statute that would enable the SEC to keep pace with new and more complex securities instruments, trading vehicles and strategies. BP 178 provided, among others, for a more sophisticated disclosure mechanism of securities to be offered to investors.
- The [Securities Regulation Code \(SRC\)](#) or Republic Act (RA) 8799 in 2000 provided for the SEC reorganization to give greater focus on the Commission's role in capital market development, fostering good corporate governance (CG) and enhancing investor protection. The SRC also provided for the transfer of the Commission's jurisdiction over all cases enumerated under Section 5 of PD 902-A to the Courts of general jurisdiction or the appropriate Regional Trial Court. The SRC also defined in clear terms fraud and criminal offenses related to securities transactions, and strengthened SEC regulatory functions over all entities dealing in securities such as Self-Regulatory Organizations (SROs) or the Philippine Stock Exchange (PSE), Philippine Dealing and Exchange Corporation (PDEX) and Capital Market Integrity Corporation; as well as market professionals such as brokers and dealers, among others.
- The SRC restated the requirements for the submission of an annual report by companies of their operations, together with FS, certified by an independent CPA, and such other requirements as SEC may deem necessary. It also included provisions on internal record keeping and accounting controls to be complied with by companies. The [SRC Implementing Rules and Regulations \(IRR\)](#), the latest amendment of which is known as the 2015 SRC Rules, took effect on November 9, 2015.
- Section 68 of the SRC on special accounting rules reinforced the power of SEC to make, amend and rescind such accounting rules and regulations as may be necessary to carry out the provisions of the SRC and those of the CCP relative to financial reporting. It also includes rules and regulations governing registration statements and prospectuses for various classes of securities and issuers, and defining accounting, technical and trade terms used; the power to prescribe the form or details to be shown in the FS, and the methods to be followed in the preparation of accounts, appraisal or valuation of assets and liabilities, and other financial statement items, among others.

- In line with this, [Rule 68](#), the Special Accounting Rules was issued in 2001 as part of the SRC IRR. Rule 68 specifically provides for the general guides to FS preparation, responsibility to FS, qualifications and reports of independent auditors, additional requirements for independent auditors of SEC-regulated entities and other entities, independence of auditors, engagement of independent auditors, audit reports, including the accreditation of independent auditors as well as review of their quality assurance processes. Rule 68 has undergone several amendments, the latest of which was in 2011; and is presently in the process of amendments to ensure reliability of the FS and the protection of investors. Financial Reporting Bulletins (FRBs) are also issued by the Commission as needed to cover additional Financial Reporting Requirements.
- [Credit Information System Act \(CISA\)](#) or RA 9510 in 2008 mandated the SEC to be the lead government agency to implement and enforce the said Act. It designated the Chairman of the SEC to be the Chairman of the Board of Directors of the Credit Information Corporation (CIC), whose primary purpose is to receive and consolidate basic credit data; to act as a central registry or central repository of credit information; and, to provide access to reliable, standardized information on credit history and financial condition of borrowers.
- Microfinance Nongovernment Organizations (NGOs) Act or RA 10693 in 2015 mandated SEC to establish an accrediting body to be known as the Microfinance NGO Regulatory Council which shall, among others, institute and operationalize a system of accreditation for Microfinance NGOs; issue certificate of accreditation as a Microfinance NGO upon determination that the criteria set for this purpose have been fully satisfied; and, monitor the performance of Microfinance NGOs to ensure continuing compliance with the provisions of the Act and its IRR. The Chairman of SEC or designated representative shall serve as the Chairperson of the Council; and the Council shall be assisted by a secretariat to be lodged in the SEC, which shall coordinate the activities involved in the accreditation process.

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

1. Anti-Money Laundering Act of 2001 (RA 10365), as amended
2. Lending Company Regulation Act (LCRA) of 2007 (RA 9474)

3. Financing Company Act (FCA) (RA 8556), as amended
4. Investment Company Act (RA 2629), as amended, and its IRR
5. Investment Houses Law (PD 129)
6. Retail Trade Liberalization Act of 2000 (RA 8762)
7. Foreign Investments Act of 1991 (RA 7402), as amended
8. Omnibus Investments Code of 1987 (E.O. 226, Book III)
9. Anti-Dummy Law (Commonwealth Act 108), as amended
10. Civil Code of the Philippines (RA 386, Title IX - Partnership)
11. Securitization Act of 2004 (RA 9267)
12. Real Estate Investment Trust Act of 2009 (RA 9856)
13. Personal Equity and Retirement Account Act of 2008 (RA 9505)
14. Ease of Doing Business and Efficient Government Service Delivery Act of 2018 (RA 11032)

## **II. Vision:**

By 2025, the SEC with its driven, highly-trained and customer-centric team of professionals, equipped with innovative technology and automated registration and data management systems, is the premier investor champion and catalyst of a broadened and informed investor-based capital market and business sector considered among the best in the SEA region.

## **III. Mission:**

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

## **IV. Service Pledge:**

We, the officials and employees of the Securities and Exchange Commission, guided by our values of INTEGRITY, PROFESSIONALISM, ACCOUNTABILITY, INDEPENDENCE, INITIATIVE, and TEAMWORK, pledge to:

- ✓ Serve you with a smile
- ✓ Ensure efficiency in service delivery, and
- ✓ Commit ourselves to address your complaints and satisfy you, our dear clients.

## TABLE OF CONTENTS

Department/Name of Service	Page Number
<b>Securities and Exchange Commission</b> <b>Mandate</b> <b>Vision</b> <b>Mission</b> <b>Service Pledge</b>	1-6
<b>Office of the General Accountant (OGA)</b>	7-76
<b>External Services</b>	
1. Accreditation of Appraisal Companies and Professional Services Organization	
2. Accreditation of Credit Rating Agencies	
3. Accreditation of External Auditor/Auditing Firms	
4. Complex Request for Opinion and/or Clarification on Accounting Matters	7
5. Highly Technical Request for Opinion and/or Clarification on Accounting Matters	
6. Request for Exemptive Relief	
7. Simple Request for Opinion and/or Clarification on Accounting Matters	
<b>Internal Services</b>	
1. Review of Financial Statements Referred by Operating Departments	72
<b>Office of the General Counsel (OGC)</b>	77-92
<b>External Services</b>	
1. Public Assistance on Walk-in/Phone-in Legal Queries	
2. Request for Certified True Copy (CTC) or Plain Copy of Documents Related Cases	77
3. Filing of Request for Legal Opinion	
4. Filing of Petition and Appeal	
<b>Office of the Commissioner Secretary (OCS)</b>	93-104
<b>External Services</b>	
1. Request for Certification on Commission en Banc Resolutions/ Certain Acts of the Commission	
2. Request for Certified True Copies (CTC) of Memorandum Circulars, Minutes of the Meeting and Resolutions	93
3. Media Request for Interview, Information, and Update	
<b>Internal Services</b>	
1. Preparation of Minutes of Commission Meetings and Executive Session Meetings	100
2. Dissemination of Certified True Copies of SEC Office Orders, SEC	

## TABLE OF CONTENTS

Department/Name of Service	Page Number
Memorandum Circulars, Guidelines, Notices, Rules and Regulations	
<b>Enforcement and Investor Protection Department (EIPD)</b>	<b>105-110</b>
<b>External Services</b>	
1. Receipt and Filing of Complaint by Walk-in Clients with the EIPD	<b>105</b>
2. Request for Certified True Copy of Documents by Walk-in Clients	
<b>Markets and Securities Regulation Department (MSRD)</b>	<b>111-183</b>
<b>External Services</b>	
1. Accreditation of Surety Companies	
2. Application for Certificate of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, Real Estate Investment Trust (REIT)	
3. Application for Confirmation of Exempt Transaction	
4. Application for Over-the-Counter Market/ Association of Securities Brokers and Dealers	
5. Application of Operator of Alternative Trading System and Central Trade Reporting System	
6. Application of Registration as an Exchange/SRO/Clearing Agency/ Clearing Agency-SRO and Depository	
7. Application of Registration as Registrar of Qualified Buyer	<b>111</b>
8. Exemption from Registration of Limited Public Offering and Other Exempt Transaction	
9. Exemption from Registration of Securities including Stock Options	
10. Petition for Voluntary Revocation of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, Reals Estate Investment Trust (REIT)	
11. Request for Comment/Recommendation on the Application for Articles of Incorporation/By-Laws/Secondary License and amendments relative thereto that falls within the jurisdiction of the Department	



## TABLE OF CONTENTS

Department/Name of Service	Page Number
12. Request for Exemptive Relief/Confidential Treatment of Information Filed and Request for Extension	
13. Request for SEC MSRD Certification	
14. Review of Information Statement prior to its Distribution in the Stockholders Meeting	
<b>Corporate Governance and Finance Department (CGFD)</b>	<b>184-247</b>
<b>External Services</b>	<b>184</b>
1. Accreditation of Microfinance Non-Government Organizations (MF-NGOs) under Republic Act No. 10693 (Microfinance NGOs Act)	
2. Amendment of Registration Statement	
3. Application for Accreditation as Corporate Governance Institutional Training Provider	
4. Application for Renewal of Accreditation as Corporate Governance Institutional Training Provider	
5. Petition for Voluntary Revocation	
6. Processing of Information Statement (SEC Form 20-IS)	
7. Receiving of Walk-in Complaints Filed Against Covered Companies	
8. Registration of Securities and Licensing of Investment Company	
9. Request for Approval of In-House Corporate Governance Training/Seminar	
10. Request for Clearance for Financing Companies/Lending Companies/Foundations/ Microfinance NGOs	
11. Request for Clearance of Publicly-Listed Companies (PLCS)	
12. Request for Comment on Articles of Incorporation and/or By-Laws of Ordinary Companies, PLCs, Investment Companies, ETFs, Issuers of Proprietary and Non-Proprietary Securities	
13. Request for Exemptive Relief/ Confidential Treatment/ Other Filing Made Requiring Action by the Department	
14. Request for Monitoring of Investment Company, Public Company, and Issuer	

## TABLE OF CONTENTS

Department/Name of Service	Page Number
of Propriety and Non-Propriety Shares or Certificates	
15. Request for Payment Assessment Form (for Payment of Annual Fee and Penalties)	
<b>Internal Services</b>	
1. Review of Websites Pursuant to the SEC-Prescribed Website Template	
2. Request for Validation of Qualification of Nominees for Independent Directors (IDs) of Publicly-Listed Companies (PLCs), Investment Companies (ICs), Exchange Traded Funds (ETFs), Public Companies (PCs), Issuers of Proprietary and Non- Proprietary Securities (RIs)	243
<b>Company Registration and Monitoring Department (CRMD)</b>	248-255
<b>Internal Services</b>	
1. Issuance of Affirmative Certification	
2. Issuance of Negative Certification	248
3. Issuance of Plain/Authenticated Copies of Documents	
<b>Information and Communications Technology Department (ICTD)</b>	256-307
<b>External Services</b>	
1. Complex Request for Copy/Copies of Corporate Documents (By Appointment)	
2. Complex Request for Copy/Copies of Corporate Documents (By Courier)	
3. Complex Request for Listings	
4. Complex Request for Reverse Search	
5. Highly Technical Request for Listings	
6. Highly Technical Request for Reverse Search	
7. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Walk-in)	256
8. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Online Submission)	
9. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Walk-In, Mailed Delivery Of Correspondences, Other Documents)	
10. Simple Request for Copy/Copies of Corporate Documents (By Appointment)	
11. Simple Request for Copy/Copies of Corporate Documents (By Courier)	

## TABLE OF CONTENTS

Department/Name of Service	Page Number
12. Simple Request for Listings	
13. Simple Request for Reverse Search	
<b>Economic Research and Training Department (ERTD)</b>	<b>308-344</b>
<b>External Services</b>	
1. Certification of Rank in the Top Philippine Corporations	
2. Complex Request for SEC Statistics, Reports, and Data (SRD)	
3. Highly Technical Request for SEC Statistics, Reports, and Data (SRD)	
4. Provision of Copy of the Annual Ranking of Top Philippine Corporations	
5. Registration for the Certification Seminars	<b>308</b>
6. Registration for the Head Office (Computer-Based) and Provincial (Paper and Pen) Certification Examination	
7. Request for Orientation on SEC Mandates and Functions	
8. Request for Provincial (Paper and Pen) Certification Examination	
9. Simple Request for SEC Statistics, Reports and/or Data (SRD)	
<b>Internal Services</b>	
1. Complex Request for SEC Statistics, Reports, and Data (SRD)	
2. Highly Technical Request of SEC Statistics, Reports, and Data (SRD)	<b>355</b>
3. Provision of Copy of the Annual Ranking of Top 1K Corporations	
<b>Human Resource and Administrative Department (HRAD)</b>	<b>345-373</b>
<b>External and Internal Services</b>	
1. Legal Research Assistance (with the Aid of Online Legal Facilities)	
2. Library Services – Access to Library Resources (Room Use Reading)	
3. Library Services – Circulation Services	<b>345</b>
4. Library Services – Photocopying/Printing Services	
5. Reference Queries in SEC Library	
<b>Internal Services</b>	
1. Building Services	
2. Contract Administration Services	
3. GSD Photocopying/Printing Services	<b>356</b>
4. Processing of Billing for Transmittal to FMD payment of the following Services	

## TABLE OF CONTENTS

Department/Name of Service	Page Number
(Lease of office spaces, Security, Janitorial, Water, Electricity, Telecommunications, Internet, Pest-Control, and other services necessary to the operations of the commission email, copier, etc.)	
5. Request for Issuance of Certificates	
6. Request for Issuance of Service Record	
7. Supply Services	
8. Transport and Messengerial Services	
<b>Financial Management Division (FMD)</b>	<b>374-394</b>
<b>External Services</b>	
1. Complex Request for Certified True Copy (CTC) of Official Receipt	
2. Payment of Fees for Non-Registration Transaction	
3. Payment of Fees for Registration Transaction	<b>374</b>
4. Purchase of Pin Mailer	
5. Simple Request for Certified True Copy (CTC) Of Official Receipt	
<b>Internal and External Services</b>	
1. Issuance and Release of Payment	<b>387</b>
<b>Internal Services</b>	
1. Request for Re-Application/Transfer of Payment	<b>392</b>
<b>FEEDBACK AND COMPLAINTS MECHANISMS</b>	<b>395</b>
<b>LIST OF DEPARTMENTS</b>	<b>397</b>

# Office of the General Accountant

## External Services

## 1. Accreditation of Appraisal Companies and Professional Services Organization

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

<b>Office or Division:</b>	Office of the General Accountant (OGA)		
<b>Classification:</b>	Highly Technical		
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business		
<b>Who may avail:</b>	Appraisal companies Professional Services Organization (PSO)		
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>	
1. Notarized application for accreditation (1 original, 2 photocopies)	Securities and Exchange Commission official website ( <a href="http://www.sec.gov.ph/">http://www.sec.gov.ph/</a> )		
2. Board or partners' resolution approving the filing of the application and the designation of authorized signatory on behalf of the company/firm (1 original, 2 photocopies)	Applicant		
3. Profile showing the history, scope of services, list of employees and their corresponding profession, and the bio-data of executive/certifying officers or partners, and certifying property appraisers or valuation specialist (1 original, 2 photocopies)	Applicant		
4. Document showing compliance with the prescribed qualifications for the applicant appraisers or valuation specialists, i.e., professional license, CPE certificates, working experience record (1 original, 2 photocopies)	Applicant		
5. Certificate of good standing issued by Professionals Regulation Commission (PRC) recognized to Accredited of Professional Organization (APO) (1 original, 2 photocopies)	Professionals Regulation Commission (PRC)		

6. List of clients showing current and previous clients (1 original, 2 photocopies)	Applicant
7. Certifications from at least two (2) banks or two (2) public companies or secondary licensees or two (2) large corporations that they have been engaged the services of the appraisal company/PSO (1 original, 2 photocopies)	Applicant
8. Notarized certification of the applicant signed by its President or Managing Partner that it meets all the qualification requirements under Par. II(3) of the Guidelines on Asset Valuations; that it has not been declared liable by the Commission or by any competent court for violation of the Corporation Code or the Securities Regulation Code or any relevant laws and regulation, and that the applicant and/or any of its directors/executive officers or partners, or property appraisers or valuers have no adverse judgement against them on any administrative, civil or criminal case involving its appraisal business. The adverse judgement must be final and executory (1 original, 2 photocopies)	Applicant
9. List of any pending administrative, civil or criminal case filed against the company or any of its officers and employees (1 original, 2 photocopies)	Applicant
10. Copy of professional liability insurance policy and sworn undertaking to provide professional liability insurance as required by its clients (1 original, 2 photocopies)	Applicant
11. Copy of two (2) Appraisal or Valuation Report issued (1 original, 2 photocopies)	Applicant
12. Copy of the company's framework of internal control procedures (1 original, 2 photocopies)	Applicant

13. Notarized certification that the company adopts and complies with the current edition of International Valuation Standards (1 original, 2 photocopies)	Applicant
14. Signed certification confirming that all communications regarding the application for accreditation may be sent or transmitted by the OGA through electronic mail (e-mail) address and shall be considered as official transmittal by said Office pursuant to e-Commerce Act of 2000 (1 original, 2 photocopies)	Securities and Exchange Commission



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures checklist of requirement from the OGA.	1. Provides client a checklist of requirements with instructions.	None	5 minutes	Officer of the day Office of the General Accountant
2. Presents application and supporting documents.	1. Pre-evaluates application and supporting documents. <ul style="list-style-type: none"> <li>1.1.1. If application and supporting documents are not complete, the same are returned to applicant with list of requirements not complied with.</li> <li>1.1.2. If application and supporting documents are complete, the "Officer of the Day" clears application for payment of the prescribed fees (proceeds to No. 3).</li> </ul>	None	4 hours	Officer of the day Office of the General Accountant
	1.2. Prepares Payment Assessment Form (PAF) and instructs		10 minutes	Executive Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	applicant to process payment and issue O.R.			
3. Presents the PAF at the Cashier and settles the required fee	3. Processes payment and issues O.R.	Filing Fee: PHP 10,000.00 UPLRF: PHP 100.00 TOTAL: PHP 10,100.00  Annual Fee: PHP 2,000.00**  Documentary Stamp PHP 30.00/application  ** Deferred until further notice	10 minutes  *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
4. Submits the machine-validated PAF to the OGA with the application and its supporting documents	4. Checks contents and stamps "Received" the three (3) sets of application documents.	None	5 minutes	Executive Assistant
	4.1. Returns one (1) copy of the application document to the client. 4.2. Inputs application to Index Tracking System and forwards the same		10 minutes	Executive Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>to the Assistant Director for assignment.</p> <p>4.3. Forwards documents to assigned personnel with attached copy of completed Pre-Evaluation Sheet.</p> <p>4.4. Prepares comment letters or Memorandum to Commission En Banc and Evaluation Sheet (through Supervising Commissioner).</p> <p>4.5. Reviews comment letters or Memorandum and Evaluation Sheets and returns to Assigned Personnel to effect corrections.</p> <p>4.5.1. If comment letter or Memorandum and other documents are already acceptable, forwards the same to General</p>		<p>5 minutes</p> <p>5 days</p> <p>20 minutes</p>	<p>Assistant Director</p> <p>Assigned Personnel Office of the General Accountant</p> <p>Assistant Director</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Accountant for approval and signature.</p> <p>4.6. Approves and signs comment letter or Memorandum and Evaluation Sheets. Forwards application folder together with Memorandum and Evaluation Sheet to Supervising Commissioner for approval/clearance for presentation to Commission En Banc.</p> <p>4.7. Reviews Memorandum/ Evaluation Sheet. 4.7.1. If application is already acceptable, signs document for presentation by General Accountant to Commission En Banc.</p> <p>4.8. Presents Memorandum to the Commission En</p>		<p>20 minutes</p> <p>3 days</p> <p>50 minutes</p>	<p>General Accountant</p> <p>Supervising Commissioner</p> <p>General Accountant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Banc for consideration (after clearance from Supervising Commissioner).</p> <p>4.9. Receives advice of the resolution of the Commission En Banc on the application.</p> <p>4.9.1. If approved, GO TO STEP 6.</p> <p>4.9.2. If denied/deferred:</p> <p>4.9.2.1. Denial: Notifies the applicant of the denial and reasons thereof.</p> <p>4.9.2.2. Deferment: Notifies the applicant of the deferment and requirement to be complied with or necessary action to correct the</p>		<p>3 days</p>	<p>Assigned Personnel Office of the General Accountant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p style="text-align: center;">deficiency.</p> <p>4.10. Reviews letter and returns to Assigned Personnel to effect corrections. 4.10.1.If draft letter is already acceptable, forwards the same to General Accountant for approval and signature.</p> <p>4.11. Approves and signs letter.</p> <p>4.12. Prepares letter for mailing.</p>		<p>20 minutes</p> <p>20 minutes</p> <p>20 minutes</p>	<p>Assistant Director</p> <p>General Accountant</p> <p>Index Tracking Personnel</p>
<p>5. Submits letter explanation on noted findings in receiving department</p>	<p>5. Acknowledges receipt of letter explanation and forwards the same to the Assistant Director for assignment.</p> <p>5.1. Forwards documents to assigned personnel.</p> <p>5.2. If compliance is not fully compliant with the</p>	<p>None</p>	<p>10 minutes</p> <p>10 minutes</p>	<p>Executive Assistant</p> <p>Assistant Director</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>requirements:</p> <p>5.2.1. Prepares a letter denying the application for failure to comply with the requirements.</p> <p>5.2.2. Reviews letter and returns to Assigned Personnel to effect corrections.</p> <p>5.2.3. If draft letter is already acceptable, forwards the same to General Accountant for approval and signature.</p> <p>5.3. If applicant fully complies with the requirements:</p> <p>5.3.1. Updates Memorandum.</p> <p>5.3.2. Reviews Memorandum.</p> <p>5.3.3. If draft letter is</p>		<p>3 days</p> <p>20 minutes</p> <p>3 days</p>	<p>Assigned Personnel Office of the General Accountant</p> <p>Assistant Director</p> <p>Assigned Personnel Office of the General Accountant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>already acceptable, forwards the same to General Accountant for approval and signature.</p> <p>5.4. Approves Memorandum (GO TO STEPS 4.7, 4.8, 4.9 AND 6)</p>			General Accountant
6. Presents authority to receive the certificate	<p>6. Prepares Certificates of Accreditation:</p> <p>6.1. Prints two (2) copies</p> <p>6.2. Checks details and Initials on copies</p> <p>6.3. Checks details and Initials on copies</p> <p>6.4. Signs certificates</p> <p>6.5. Notifies applicant that the Certificate may be picked up (in case of representative,</p>	None	<p>10 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<p>Executive Assistant</p> <p>Assigned Personnel Office of the General Accountant</p> <p>Assistant Director</p> <p>General Accountant</p> <p>Executive Assistant</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	subject to presentation of authorization letter)			
	6.6. Releases Certificate of accreditation and forwards duplicate file to clerk		10 minutes	Executive Assistant
	6.7. Logs in registry of Accredited Appraisal Companies; informs Index Tracking Personnel of the issuance of the certificate.		10 minutes	Executive Assistant
	6.8. Provides MIS with updated list		30 minutes	Executive Assistant
	6.9. Updates tracking system		30 minutes	Index Tracking Personnel
<b>TOTAL</b>		<b>Filing Fee: PHP 10,000.00</b> <b>UPLRF: PHP 100.00</b> <b>TOTAL: PHP 10,100.00</b>  <b>Annual Fee: PHP 2,000.00**</b>	<b>20 days</b>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p style="text-align: center;"><b>Documentary Stamp PHP 30.00/application</b></p> <p><b>** Deferred until further notice</b></p>		

## Notes:

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

## 2. Accreditation of Credit Rating Agencies

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

The requirements for accreditation of credit rating agencies are contained in 2015 Implementing Rules and Regulations (IRR) of the Securities Regulation Code (SRC).

<b>Office or Division:</b>	Accounting and Audit Policy Division, Office of the General Accountant (OGA)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Credit Rating Agencies	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Notarized application for accreditation (one original, two photocopy);	<a href="http://www.sec.gov.ph/wp-content/uploads/2018/05/SEC-FORM-CRA-12-Credit-Rating-Agency-.pdf">http://www.sec.gov.ph/wp-content/uploads/2018/05/SEC-FORM-CRA-12-Credit-Rating-Agency-.pdf</a>
	2. Applicant should be a stock corporation and have a minimum paid-up capital of at least PHP 10 Million (one original, two photocopy)	Applicant
	3. List of shareholders and their corporate affiliations (one original, two photocopy)	Applicant
	4. List of other business activities, if any (one original, two photocopy)	Applicant
	5. Copies of its Articles of Incorporation and By-Laws (one original, two photocopy)	Applicant
	6. Sworn statement on the following: a) Ownership structure and possible conflicts of interest (one original, two photocopy); b) Names, professional qualifications and independence of the staff involved in the rating	Applicant

<p>decision (“rating specialist”) (one original, two photocopy);</p> <p>c) Disclosure of affiliations, training, assistance or support it receives from international rating agencies, if any (one original, two photocopy).</p>	
7. Written code of conduct that can ensure the independence of the rating specialists and the rating agency from the Issuers it is rating (one original, two photocopy)	Applicant
8. Rating scales, criteria, measurements, symbols and related assessment devices it uses (one original, two photocopy)	Applicant
9. Operating procedures, rating policies, rating criteria and other rationale used in arriving at a rating (one original, two photocopy)	Applicant
10. Copy of model written agreement with Issuers (one original, two photocopy)	Applicant
11. Manual on Corporate Governance (one original, two photocopy)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures checklist of requirement from the OGA.	1. Provides client a checklist of requirements with instructions.	None	5 minutes	Officer of the day Office of the General Accountant
2. Presents application and supporting documents.	2. Pre-evaluates application and supporting documents.  2.1.1. If application and supporting documents are not complete, the same are returned to applicant with list of requirements not complied with. 2.1.2. If application and supporting documents are complete, the "Officer of the Day" clears application for payment of the prescribed fees.	None	4 hours	Officer of the day Office of the General Accountant
	2.2. Prepares Payment Assessment Form (PAF) and instructs applicant to process payment and issue O.R.		10 minutes	Executive Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Presents the PAF at the Cashier and settles the required fee.	3. Processes payment and issues O.R.	Filing Fee: PHP 50,000 UPLRF: PHP 500.00 TOTAL: PHP 50,500.00  Annual Fee: PHP 15,000.00	10 minutes  *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
4. Submits the machine-validated PAF to the OGA with the application and its supporting documents.	4. Checks contents and stamps "Received" the three (3) sets of application documents and returns one (1) copy of the application document to the client.	None	5 minutes	Executive Assistant
	4.1. Inputs application to Index Tracking System and forwards the same to the Assistant Director for assignment.		10 minutes	Executive Assistant
	4.2. Forwards documents to assigned personnel.		5 minutes	Assistant Director
	4.3. Reviews application and supporting documents using the OGA's Evaluation Sheet. If complete and		12 days	Assigned Personnel Office of the General Accountant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>qualified, GO TO STEP 4.5.3.</p> <p>4.3.1. If not compliant, prepares comment letter to the applicant.</p> <p>4.4. Reviews comment letter and returns to Assigned Personnel.</p> <p>4.5. Reviews, approves and signs comment letter</p> <p>4.5.1. If no compliance is made within the prescribed period (allow a 30-day mailing and reply period from date of letter), prepares a letter denying the application for failure to comply with the requirements. The letter shall be reviewed and approved by the Assistant Director</p>		<p>4 hours</p> <p>3 days</p> <p>1 day</p> <p>1 hour</p>	<p>Assigned Personnel Office of the General Accountant</p> <p>Assistant Director</p> <p>General Accountant</p> <p>Assigned Personnel Office of the General Accountant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>and General Accountant.</p> <p>4.5.2. If there is a submission but still not fully compliant with the requirement, GO TO STEP 4.3.1 but with a written warning that shall result to the denial of the application.</p> <p>4.5.3. If applicant fully complies with the requirements, prepares Memorandum to Commission en Banc, Evaluation Sheet and other supporting documents (through Supervising Commissioner).</p> <p>4.6. Reviews Memorandum, Evaluation Sheets and other supporting documents and returns</p>		<p>1 hour</p> <p>3 hours</p> <p>1 hour</p>	<p>Assigned Personnel Office of the General Accountant</p> <p>Assigned Personnel Office of the General Accountant</p> <p>Assistant Director</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>to Assigned Personnel to effect corrections.</p> <p>4.6.1. If Memorandum and other documents are already acceptable, forwards the same to General Accountant for approval and signature.</p> <p>4.7. Approves and signs Memorandum, Evaluation Sheets and other supporting documents. Forwards application folder to Supervising Commissioner for approval/clearance for presentation to Commission en Banc.</p> <p>4.8. Reviews Memorandum and other documents.</p> <p>4.8.1. If with inquires/comments, returns the application folder to</p>		<p>30 minutes</p> <p>1 day</p>	<p>General Accountant</p> <p>Supervising Commissioner</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>OGA for further evaluation (GO TO STEP 4.3.1).</p> <p>4.8.2. If application is already acceptable, signs document for presentation by General Accountant to Commission en Banc.</p> <p>4.9. Presents Memorandum to the Commission en Banc for consideration (after clearance from Supervising Commissioner).</p> <p>4.10. Receives advice of the resolution of the Commission en Banc on the application</p> <p>4.10.1. If approved, GO TO STEP 5.</p> <p>4.10.2. If denied/deferred:</p> <p>4.10.2.1. Denial: Notifies the applicant of the</p>		<p>1 hour</p> <p>1 hour</p>	<p>General Accountant</p> <p>Assigned Personnel Office of the General Accountant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>denial and reasons thereof.</p> <p>4.10.2.2. Deferment: Notifies the applicant of the deferment and requirement to be complied with or necessary action to correct the deficiency.</p> <p>4.10.3. GO TO STEP 4.3.1 and onwards.</p>			
<p>5. Presents authority to receive the certificate</p>	<p>5. Prepares Certificates of Accreditation:</p> <p>5.1. Prints two (2) copies.</p> <p>5.2. Checks details and Initials on copies.</p> <p>5.3. Checks details and Initials on copies.</p>	<p>None</p>	<p>10 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<p>Executive Assistant</p> <p>Assigned Personnel Office of the General Accountant</p> <p>Assistant Director</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	5.4. Signs certificates.		5 minutes	General Accountant
	5.5. Notifies applicant that the Certificate may be picked up (in case of representative, subject to presentation of authorization letter).		5 minutes	Executive Assistant
	5.6. Releases Certificate of accreditation and forwards duplicate file to clerk.		5 minutes	Executive Assistant
	5.7. Logs in registry of Accredited Appraisal Companies; informs Index Tracking Personnel of the issuance of the certificate.		5 minutes	Executive Assistant
	5.8. Provides MIS with updated list.		30 minutes	Executive Assistant
	5.9. Updates tracking system.		30 minutes	Index Tracking Personnel
<b>TOTAL</b>		<b>Filing fee: PHP 50,500.00</b>	<b>20 days</b>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<b>Annual fee: PHP 15,000.00</b>		

\* The above processing time commences upon actual receipt of documents and payment of processing fee. It excludes the response period to comment and extension.

### 3. Accreditation of External Auditor/Auditing Firms

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

<b>Office or Division:</b>	Office of the General Accountant (OGA)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business	
<b>Who may avail:</b>	Auditing Firms Individual practitioners/External Auditors	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>INDIVIDUAL</b>		
1. Fully accomplished application form for external auditor (For initial: SEC Form ExA-001 – Revised 2019; For renewal: SEC Form ExA-001-R Revised 2019) (1 original, 2 photocopies)	Securities and Exchange Commission official website ( <a href="http://www.sec.gov.ph/">http://www.sec.gov.ph/</a> )	
3. For sole practitioners, Certificate of Registration as public practitioner issued by BOA. For applicant-partners, PRC/BOA Certification containing the list of registered partners of the firm (1 original, 2 photocopies)	Professional Regulation Commission/Board of Accountancy	
4. Quality Assurance Manual (for sole practitioner) (1 original, 2 photocopies)	Applicant	
5. Notarized certification that the applicant has fundamental knowledge of the regulatory requirements on each of the secondary licensees of the Commission	Applicant	

and compliance with the required 30 CPD units (1 original, 2 photocopies)	
6. Notarized complete list of corporate clients detailing among others the total assets of each (1 original, 2 photocopies)	Applicant
7. Notarized attestation of the external auditor's adherence to the requirements of the Code of Ethics for Professional Accountants in the Philippines (if not under the auditing firm) (1 original, 2 photocopies)	Applicant
8. For initial application, certification from managing partner or signing partner (current and/or former) indicating the detailed participation of the applicant in the audit of the firm's corporate-clients and various positions held in the firm (1 original, 2 photocopies)	Applicant
9. Signed certification confirming that all communications regarding the application for accreditation may be sent or transmitted by the OGA through electronic mail (e-mail) address and shall be considered as official transmittal by said Office pursuant to e-Commerce Act of 2000 (1 original, 2 photocopies)	Securities and Exchange Commission
<b>AUDITING FIRM</b>	
1. Fully accomplished application form for auditing firm (For initial: SEC Form AuF—002 – Revised 2019; For renewal: SEC Form AuF-002-R Revised 2019) (1 original, 2 photocopies)	Securities and Exchange Commission official website ( <a href="http://www.sec.gov.ph/">http://www.sec.gov.ph/</a> )
2. Certificate of Registration issued by BOA to the firm which is current and effective including its registered partners (1 original, 2 photocopies)	Professional Regulation Commission/Board of Accountancy
3. Quality Assurance Manual (1 original, 2 photocopies)	Applicant
4. Notarized complete list of corporate clients detailing among others the total assets of each (1 original, 2 photocopies)	Applicant

5. Notarized attestation of the firm's adherence to the requirements of the Code of Ethics for Professional Accountants in the Philippines (1 original, 2 photocopies)	Applicant
6. Signed certification confirming that all communications regarding the application for accreditation may be sent or transmitted by the OGA through electronic mail (e-mail) address and shall be considered as official transmittal by said Office pursuant to e-Commerce Act of 2000 (1 original, 2 photocopies)	Securities and Exchange Commission



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures checklist of requirement from the OGA.	1. Provides client a checklist of requirements with instructions.	None	5 minutes	Officer of the day Office of the General Accountant
2. Presents application and supporting documents.	2. Pre-evaluates and authenticates application and supporting documents. 2.1. If application and supporting documents are not complete, the same are returned to applicant with list of requirements not complied with. 2.1.1. If application and supporting documents are complete, the "Officer of the Day" forwards the application to the Executive Assistant.	None	1 hour	Officer of the day Office of the General Accountant
	2.2. Checks contents and stamps and receives the three (3) sets of application document. 2.2.1. Returns one (1) copy of the application document to the client.		10 minutes	Executive Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>2.2.2. Inputs application to Index Tracking System and forwards the same to the Assistant Director for assignment.</p> <p>2.3. Selects AFS to be reviewed thru risk based approach from the notarized complete list of clients submitted and forwards documents to assigned personnel with attached copy of completed Pre-Evaluation Sheet.</p> <p>2.4. Downloads selected AFS and reviews AFS supporting documents using the OGA's Evaluation Sheet.</p> <p>2.5. Prepares comment letters and Memorandum to operating departments to inquire pending case of client-corporations and status of AFS referrals.</p>		<p>3 days</p> <p>7 days</p> <p>1 hour</p>	<p>Assistant Director</p> <p>Assigned Personnel Office of the General Accountant</p> <p>Assigned Personnel Office of the General Accountant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>2.6. Reviews comment letter and Memorandum and returns to Assigned Personnel to effect corrections. GO TO STEP 2.5.</p> <p>2.6.1. If draft letter/ Memorandum is already acceptable, forwards the same to General Accountant for approval and signature.</p>		20 minutes	Assistant Director
	<p>2.7. Approves and signs comment letter and Memorandum (applicant will be advised to pay the required processing fee prior to the release of the comment letter).</p>		20 minutes	General Accountant
	<p>2.8. Prepares Payment Assessment Form (PAF) and instructs applicant to process payment at Cashier for issuance of official receipt.</p>		10 minutes	Executive Assistant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>3. Presents the PAF at the Cashier and settles the required fee.</p>	<p>3. Processes payment and issues O.R.</p>	<p><u>For Auditing Firm:</u>                      Group A                      Filing Fee: PHP 20,000.00                      LRF*: <u>P200</u>                      Total: PHP 20,200.00</p> <p>Group B                      Filing Fee: PHP 15,000.00                      LRF*: <u>P150</u>                      Total: PHP 15,150.00</p> <p>Group C                      Filing Fee: PHP 5,000.00                      LRF*: <u>PHP 50,00</u>                      Total: PHP 5,050.00</p> <p>Annual Fee**                      Group A – PHP 2,500.00 per accredited partner                      + PHP 20,000.00</p>	<p>10 minutes</p> <p>*Subject to the prescribed processing of the Cashier Treasury Division, FMD</p>	<p>Teller                      Financial Management Department (FMD)</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		for the firm  Group B – PHP 2,000.00 per accredited partner + PHP 15,000.00 for the firm  Group C – PHP 1,500.00 per accredited partner + PHP 5,000.00 for the firm  <u>For Individual                      Applicant-                      Practitioner:</u>  Group A Filing Fee: PHP 5,000.00 LRF*: <u>PHP 50.00</u> Total: PHP 5,050.00  Group B Filing Fee: PHP 3,000.00 LRF*:		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>PHP <u>30.00</u> Total: PHP 3,030.00</p> <p>Group C Filing Fee: PHP 2,000.00 LRF*: PHP <u>20.00</u> Total: PHP 2,020.00</p> <p>Annual Fee** Group C – PHP 5,000.00 for each accredited sole practitioners</p> <p>* Legal Research Fee is equivalent to 1% of the Filing Fee but not less than PHP 10.00.</p> <p>Documentary Stamp PHP 30.00/application</p>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		** Deferred until further notice		
4. Presents the PAF at the Cashier and settles the required fee.	4. Forwards the PAF to the Assigned Personnel.	None	5 minutes	Executive Assistant
5. Submits letter explanation on noted findings in receiving department.	5. Acknowledges receipt of letter explanation and forwards the same to the Assistant Director for assignment.	None	10 minutes	Executive Assistant
	5.1. Forwards documents to assigned personnel with attached copy of completed Pre-Evaluation Sheet for evaluation.		10 minutes	Assistant Director
	5.2. If no compliance is made within the prescribed period or compliance is not fully compliant with the requirements: 5.2.1. Prepares a letter denying the application for failure to comply with the requirements.		1 day	Assigned Personnel Office of the General Accountant
	5.2.2. Reviews letter and		20 minutes	Assistant Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>returns to Assigned Personnel to effect corrections.</p> <p>5.2.3. If draft letter is already acceptable, forwards the same to General Accountant for approval and signature.</p> <p>5.3. If applicant meets threshold to qualify for accreditation but has noted material findings in the reviewed clients' AFS:</p> <p>5.3.1. Prepares an assessment letter and/or directive to submit amended AFS.</p> <p>5.3.2. Reviews letter and returns to Assigned Personnel to effect corrections.</p> <p>5.3.3. If draft letter is already acceptable, forwards the same to General Accountant for approval and</p>		<p>2 days</p> <p>20 minutes</p>	<p>Assigned Personnel Office of the General Accountant</p> <p>Assistant Director</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	signature.  5.4. Approves and signs letter.  5.5. Prepares letter for mailing.		20 minutes  20 minutes	General Accountant  Index Tracking Personnel
6. Presents assessment letter.	6. Prepares Payment Assessment Form (PAF) for penalty and instructs applicant to process payment for penalty at the Cashier for issuance of official receipt.	The assessed penalty is based on SEC MC Nos. 8 and 13/ Revised SRC Rule 68.	10 minutes	Executive Assistant
7. Presents the PAF at the Cashier and settles the required penalty	7. Processes payment and issues O.R.	None	10 minutes  *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
8. Submits the machine-validated PAF to OGA	8. Records penalty collected and forwards PAF to Assistant Director.  8.1. Forwards documents to assigned personnel to form part of application documents.	None	5 minutes  5 minutes	Executive Assistant  Assistant Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>8.2. If applicant fully complies with the requirements and the operating departments have already provided a Memo-reply:</p> <p>8.2.1. For Group A/B, prepares Memorandum to Commission En Banc, Evaluation Sheet and other supporting documents, i.e., working paper, matrix of findings, google searches on top ten (10) clients for any pending case/issues on them (through Supervising Commissioner) then GO TO STEP 8.3, 8.4 and 8.7.</p> <p>8.2.2. For Group C, finalizes evaluation sheet and other supporting documents, i.e., working paper,</p>		3 days	Assigned Personnel Office of the General Accountant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>matrix of findings, google searches on reviewed client-corporations for any pending case/issues on them for submission to General Accountant, then GO TO STEP 8.5, 8.6 and 8.7.</p> <p>8.3. Reviews Memorandum, Evaluation Sheets and other supporting documents and returns to Assigned Personnel to effect corrections.</p> <p>8.3.1. If Memorandum and other documents are already acceptable, forwards the same to General Accountant for approval and signature.</p> <p>8.4. Approves and signs Memorandum, Evaluation Sheets and other supporting</p>		<p>20 minutes</p> <p>20 minutes</p>	<p>Assistant Director</p> <p>General Accountant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>documents. Forwards application folder to Supervising Commissioner for approval/clearance for presentation to Commission en Banc.</p> <p>8.5. Reviews Evaluation Sheets and other supporting documents and returns to Assigned Personnel to effect corrections.</p> <p>8.5.1. If Evaluation Sheet and other documents are already acceptable, forwards the same to General Accountant for approval and signature</p> <p>8.6. Approves and signs Evaluation Sheets and other supporting documents. Forwards the same to the Supervising Commissioner for final</p>		<p>20 minutes</p> <p>20 minutes</p>	<p>Assistant Director</p> <p>General Accountant</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>8.9. Receives advice of the resolution of the Commission En Banc on the application.</p> <p>8.9.1. If approved, GO TO STEP 9.</p> <p>8.9.2. If denied/deferred:</p> <p>8.9.2.1. Denial: Notifies the applicant of the denial and reasons thereof.</p> <p>8.9.2.2. Deferment: Notifies the applicant of the deferment and requirement to be complied with or necessary action to correct the deficiency.</p> <p>8.10. Reviews letter and returns to Assigned Personnel to effect</p>		<p>1 day</p> <p>20 minutes</p>	<p>Assigned Personnel Office of the General Accountant</p> <p>Assistant Director</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>corrections.</p> <p>8.10.1. If draft letter is already acceptable, forwards the same to General Accountant for approval and signature.</p> <p>8.11. Approves and signs letter.</p> <p>8.12. Prepares letter for mailing.</p>		<p>20 minutes</p> <p>20 minutes</p>	<p>General Accountant</p> <p>Index Tracking Personnel</p>
7. Presents authority to receive the certificate	<p>7. Prepares Certificates of Accreditation:</p> <p>7.1. Prints two (2) copies</p> <p>7.2. Checks details and Initials on copies</p> <p>7.3. Checks details and Initials on copies</p> <p>7.4. Signs certificates</p> <p>7.5. Notifies applicant that</p>	None	<p>10 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p> <p>5 minutes</p>	<p>Executive Assistant</p> <p>Assigned Personnel Office of the General Accountant</p> <p>Assistant Director</p> <p>General Accountant</p> <p>Executive Assistant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>the Certificate may be picked up (in case of representative, subject to presentation of authorization letter)</p> <p>7.6. Releases Certificate of accreditation and forwards duplicate file to clerk</p> <p>7.7. Logs in registry of Accredited Appraisal Companies; informs Index Tracking Personnel of the issuance of the certificate.</p> <p>7.8. Provides MIS with updated list</p> <p>7.9. Updates tracking system</p>		<p>10 minutes</p> <p>10 minutes</p> <p>30 minutes</p> <p>30 minutes</p>	<p>Executive Assistant</p> <p>Executive Assistant</p> <p>Executive Assistant</p> <p>Index Tracking Personnel</p>
<b>TOTAL</b>		<p><b><u>Auditing Firm</u></b>  <b>Group A</b>  <b>Filing Fee:</b>  <b>P20,000</b>  <b>LRF*:</b></p>	<b>20 days</b>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p><u>P200</u> Total: P20,200</p> <p>Group B Filing Fee: P15,000 LRF*: <u>P150</u> Total: P15,150</p> <p>Group C Filing Fee: P5,000 LRF*: <u>P50</u> Total: P5,050</p> <p>Annual Fee** Group A – P2,500 per accredited partner + P20,000 for the firm</p> <p>Group B – P2,000 per accredited partner + P15,000 for the</p>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>firm</p> <p>Group C – P1,500 per accredited partner + P5,000 for the firm</p> <p><u>Individual Applicant- Practitioner</u> Group A Filing Fee: P5,000 LRF*: <u>P50</u> Total: P5,050</p> <p>Group B Filing Fee: P3,000 LRF*: <u>P30</u> Total: P3,030</p> <p>Group C Filing Fee: P2,000 LRF*: <u>P20</u></p>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p><b>Total: P2,020</b></p> <p><b>Annual Fee** Group C – P5,000 for each accredited sole practitioners</b></p> <p><b>* Legal Research Fee is equivalent to 1% of the Filing Fee but not less than P10.</b></p> <p><b>Documentary Stamp P30/application</b></p> <p><b>** Deferred until further notice</b></p> <p><b><u>ASSESSED PENALTY</u> Based on SEC MC Nos. 8 and 13</b></p>		

Notes:

- Processing time is exclusive of time allotted for the AFS evaluation and response period from first comment letter. The above processing time commences upon actual receipt of letter explanation from the applicant on the noted findings on the AFS evaluation.
- The above processing time only includes the period of time wherein the application is within the Office of the General Accountant. It likewise excludes extensions, requirements to amend the audited financial statements and additional procedures/documents that the Supervising Commissioner/Commission en banc may require as deemed necessary.
- Additional processing time of 20 days shall be added from the total processing time if the assigned personnel requested supplemental information due to insufficiency of the applicant's explanation on noted findings. Such supplemental shall be requested before the original processing time lapse.
- The Commission may either grant a three (3) year SEC accreditation or a conditional accreditation subject to the result of the review. The applicant may only avail or be granted conditional accreditation on the same level up to three (3) times only.

#### 4. Complex Request for Opinion and/or Clarification on Accounting Matters

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

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

<b>Office or Division:</b>	Accounting and Audit Policy Division, Office of the General Accountant (OGA)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request letter for Opinion (one original, two photocopy)		1. Applicant
2. Supporting documents, if any. (one original, two photocopy)		2. Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents letter-request for Opinion and supporting document	1. Prepares Payment Assessment Form (PAF) and instructs applicant to proceed to the Cashier	None	10 minutes	Executive Assistant
2. Presents the PAF at the Cashier and settles the required fee	2. Processes payment and issues O.R.	PHP 25,000.00 (per issue and per company)	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
3. Submits the machine-validated PAF to the OGA with the application and its supporting documents, if any	3. Inputs Letter-Request for Opinion or Memorandum referred by the Operating Department to Index Tracking System and forwards the same to the Assistant Director for assignment.	None	5 minutes	Executive Assistant
	3.1. Forwards document to assigned personnel		5 minutes	Assistant Director
	3.2. Evaluates the request.		5 days	Assigned personnel Office of the General Accountant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>In case of <b>complex case</b> and/or additional documents or further research are needed, prepares Advisement Letter to requesting party that the subject matter is under evaluation and may require submission of additional requirements.</p> <p>3.3. Reviews Advisement Letter or Memorandum for presentation to Commission en Banc.</p> <p>3.4. Reviews and signs Advisement Letter or Memorandum</p> <p>3.5. If there is a submission of additional</p>		<p>1 day</p> <p>4 hours</p> <p>30 minutes</p>	<p>Assistant Director</p> <p>General Accountant</p> <p>Assigned personnel Office of the General Accountant</p>

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documents, GO TO STEP 4  3.6. Logs/Updates Index Tracking System		10 minutes	Executive Assistant
<b>TOTAL</b>		<b>PHP 25,000.00 (per issue and per company)</b>	<b>7 days</b>	

\* The above processing time commences upon actual receipt of documents and payment of processing fee. It excludes the response period to comment and extension



## 5. Highly Technical Request for Opinion and/or Clarification on Accounting Matters

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

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

<b>Office or Division:</b>	Accounting and Audit Policy Division, Office of the General Accountant (OGA)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request letter for Opinion (one original, two photocopy)	Applicant	
2. Supporting documents, if any. (one original, two photocopy)	Applicant	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents letter-request for Opinion and supporting document	1. Prepares Payment Assessment Form (PAF) and instructs applicant to proceed to the Cashier	None	10 minutes	Executive Assistant
2. Presents the PAF at the Cashier and settles the required fee	2. Processes payment and issues O.R.	PHP 25,000.00 (per issue and per company)	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department
3. Submits the machine-validated PAF to the OGA with the application and its supporting documents, if any	4. Inputs Letter-Request for Opinion or Memorandum referred by the Operating Department to Index Tracking System and forwards the same to the Assistant Director for assignment.	None	5 minutes	Executive Assistant
	4.1. Forwards document to assigned personnel		5 minutes	Assistant Director
	4.2. Evaluates the request.		15 days	Assigned personnel Office of the General Accountant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>4.2.1. In case of <b>highly technical case</b> and/or additional documents or further research are needed, prepares Advisement Letter to requesting party that the subject matter is under evaluation and may require submission of additional requirements.</p> <p>4.3. Reviews Advisement Letter or Memorandum for presentation to Commission en Banc.</p>		<p>3 days</p>	<p>Assistant Director</p>

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.4. Reviews and signs Advisement Letter or Memorandum		1 day	General Accountant
	4.4.1. If there is a submission of additional documents, GO TO STEP 3.2.		1 hour	Assigned personnel Office of the General Accountant
	4.5. Logs/Updates Index Tracking System.		10 minutes	Executive Assistant
<b>TOTAL</b>		<b>PHP 25,000.00 (per issue and per company)</b>	<b>20 days</b>	

\* The above processing time commences upon actual receipt of documents and payment of processing fee. It excludes the response period to comment and extension.

## 6. Request for Exemptive Relief

To allow applicant to exercise their right in seeking relief from any provision of the Securities Regulation Code and its implementing rules and regulations particularly on financial reporting, audit and other related matters. The procedure is applicable to requests for exemptive relief from the requirements of the following:

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

<b>Office or Division:</b>	Accounting and Audit Policy Division, Office of the General Accountant (OGA)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request letter for Opinion, (one original, two photocopy)	Applicant	
2. Supporting documents, if any. (one original, two photocopy)	Applicant	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents letter-request for Exemptive Relief and supporting document.	1. Prepares Payment Assessment Form (PAF) and instructs applicant to proceed to the Cashier	None	10 minutes	Executive Assistant
2. Presents the PAF at the Cashier and settles the required fee.	2. Processes payment and issues O.R.	PHP 50,000.00 (per issue and per company)	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department
3. Submits the machine-validated PAF to the OGA with the application and its supporting documents, if any.	3. Inputs Letter-Request for Exemptive Relief or Memorandum referred by the Operating Department to Index Tracking System and forwards the same to the Assistant Director for assignment.	None	5 minutes	Executive Assistant
	3.1.1. Forwards document to assigned personnel.		5 minutes	Assistant Director
	3.2. Evaluates the request.			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>3.2.1. In case of complete supporting documents and justification, prepares a Memorandum for presentation to the Commission en Banc containing the results of evaluation and recommendation</p> <p>3.2.2. In case of incomplete justification with supporting documents, prepares Advisement Letter to the requesting party that the subject matter is under evaluation and may require additional submission of documents.</p>		<p>10 days</p> <p>15 days</p>	<p>Assigned personnel Office of the General Accountant</p> <p>Assigned personnel Office of the General Accountant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3. Reviews Advisement Letter or Memorandum for presentation to Commission en Banc.		3 days	Assistant Director
	3.4. Reviews and signs Advisement Letter or Memorandum.		1 day	General Accountant
	3.5. If there is a submission of additional documents, GO TO STEP 3.2.		1 hour	Assigned personnel Office of the General Accountant
	3.6. Presents Memorandum to the Commission en Banc for consideration.		10 minutes	General Accountant
	3.7. Receives advice of the Resolution from Commission en Banc. 3.7.1. Prepares Advisement Letter containing		1 hour	Assigned personnel Office of the General Accountant



CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	the resolution of the Commission on Banc, notifying the party whether the request has been approved or denied.			
	3.8. Reviews Advisement Letter.		30 minutes	Assistant Director
	3.9. Reviews and signs Advisement Letter.		10 minutes	General Accountant
	3.10. Logs/Updates Index Tracking System		10 minutes	Executive Assistant
<b>TOTAL</b>		<b>PHP 50,000.00 (per issue and per company)</b>	<b>20 days</b>	

\* The above processing time commences upon actual receipt of documents and payment of processing fee. It excludes the response period to comment and extension

## 7. Simple Request for Opinion and/or Clarification on Accounting Matters

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

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

<b>Office or Division:</b>	Accounting and Audit Policy Division, Office of the General Accountant (OGA)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request letter for Opinion (one original, two photocopy)	Applicant	
2. Supporting documents, if any. (one original, two photocopy)	Applicant	

CLIENT STEPS	AGENCY ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents letter-request for Opinion and supporting document	1. Prepares Payment Assessment Form (PAF) and instructs applicant to proceed to the Cashier	None	10 minutes	Executive Assistant
2. Presents the PAF at the Cashier and settles the required fee	2. Processes payment and issues O.R.	PHP 10,000.00 (per issue and per company)	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
3. Submits the machine-validated PAF to the OGA with the application and its supporting documents, if any	3. Inputs Letter-Request for Opinion or Memorandum referred by the Operating Department to Index Tracking System and forwards the same to the Assistant Director for assignment.	None	5 minutes	Executive Assistant
	3.1. Forwards document to assigned personnel		5 minutes	Assistant Director
	3.2. Evaluates the request.		2 days	Assigned personnel Office of the General

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>3.2.1. In case of the <b>simple case</b> and/or no additional documents are needed for the evaluation, prepares an Advertisement Letter or Memorandum containing the results of the evaluation.</p> <p>3.3. Reviews Advisement Letter or Memorandum for presentation to Commission en Banc.</p> <p>3.4. Reviews and signs Advisement Letter or Memorandum.</p> <p>3.5. If there is a submission of additional</p>		<p>4 hours</p> <p>2 hours</p> <p>15 minutes</p>	<p>Accountant</p> <p>Assistant Director</p> <p>General Accountant</p> <p>Assigned personnel Office of the General Accountant</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	documents, GO TO STEP 3.2.  3.6. Logs/Updates Index Tracking System		10 minutes	Executive Assistant
<b>TOTAL</b>		<b>PHP 10,000.00 (per issue and per company)</b>	<b>3 days</b>	

\* The above processing time commences upon actual receipt of documents and payment of processing fee. It excludes the response period to comment and extension.

# Office of the General Accountant

## Internal Services

## 1. Review of Financial Statements Referred by Operating Departments

This service involves the evaluation of financial statements (Audited and Unaudited) of companies referred by Operating Departments in relation to registration of securities and investigation and request for comments to determine compliance with the financial accounting rules.

<b>Office or Division:</b>	Office of the General Accountant-Accounting and Audit Policy Division	
<b>Classification:</b>	Complex	
<b>Type of Transaction</b>	G2G - Government-to-Government	
<b>Who may avail:</b>	SEC Operating Departments	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Memorandum from Operating Department signed by its Director <i>(one original)</i>		Operating Departments (MSRD, CGFD, CRMD, EIPD)
2. Copies of Audited and/or Unaudited Financial Statements of the applicant-corporations <i>(one original)</i>		
3. Copy of the Registration Statement (RS), if the review is related to the pending registration of securities <i>(one original)</i>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Refer to OGA the Memorandum with attached FS and/or RS for review and comments.	1. Inputs Memorandum with attached Financial Statements (FS) and/or RS referred by the Operating Department to Index Tracking System and forwards the same to the Supervising Accountant for assignment.	None	5 minutes	Executive Assistant
	1.1. Forwards documents to assigned personnel.		5 minutes	Assistant Director
	1.2. Reviews Audited and/or Unaudited FS and/or applicable portion of RS using the OGA's Manual of Evaluation. If there are no material findings, GO TO STEP 8		5 days	OGA Assigned Staff
	1.2.1. If there are material findings, prepares the following:		1 hour	OGA Assigned Staff
	1.2.2. Comment and Response Sheet (CRS);			
	1.2.3. Evaluation Sheet; and Memorandum for the Operating Department.			
	1.3. Reviews CRS, Letter, Evaluation Sheet and Memorandum		1 day	Assistant Director
	1.4. Reviews and signs CRS, Letter, Evaluation Sheet and Memorandum		30 minutes	General Accountant





CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>1.6.2.2. Memorandum for the Operating Department with appropriate recommendation</p> <p>1.7. Reviews and initials Comment Sheet, Updated Evaluation Sheet, OGA’s Action Taken (to be attached as part of the Operating Department’s Memorandum to <i>En Banc</i>); and Memorandum for the Operating Department.</p> <p>1.8. Reviews and initials Comment Sheet, Updated Evaluation Sheet, OGA’s Action Taken (to be attached as part of the Operating Department’s Memorandum to <i>En Banc</i>); and signs Memorandum for the Operating Department.</p>		<p>10 minutes</p> <p>5 minutes</p>	<p>Assistant Director</p> <p>General Accountant</p>
<p>2. Receives Memorandum from OGA containing their comments and/or recommendation on the referred FS and/or RS.</p>	<p>3. Logs/Updates Index Tracking System</p>	<p>None</p>	<p>5 minutes</p>	<p>Executive Assistant</p>
<p><b>TOTAL</b></p>		<p><b>None</b></p>	<p><b>7 days</b></p>	

# Office of the General Counsel

## External Services

## 1. Public Assistance on Walk-in/Phone-in Legal Queries

This service details the procedure on how a citizen can file Walk-in/Phone-in Legal Queries.

<b>Office or Division:</b>	Office of the General Counsel	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business	
<b>Who may avail:</b>	Individuals and Corporations	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1) Proper identification 2) Documents pertinent to the legal query, if any		Not applicable

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents legal query.	1. Receives legal query. 1.1. Refers to the Officer of the Day (OD).	None	10 minutes	Administrative Assistant/ Supporting Clerk
2. Receives assistance from the OD.	2. Entertains the legal query.	None	20 minutes	Officer of the Day (OD)
<b>TOTAL</b>		<b>None</b>	<b>30 minutes</b>	

## 2. Request for Certified True Copy (CTC) or Plain Copy of Documents Related to Cases

This service details the procedure on how a citizen can file a Request for Certified True Copy (CTC) or Plain Copy of Documents Related to a Case for active and inactive cases.

<b>Office or Division:</b>	Office of the General Counsel	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Letter of Request (1 original copy and 1 photocopy; shall contain Requestor's complete name, address &amp; contact details, name of authorized representative (if any), specific case no., title and record/s being requested, including the purpose of request)</li> <li>2. I.D. and authorization letter (if any) for proper identification when releasing the requested record/s</li> </ol>	Letter Request – prepared by the requestor Proof of Payment - Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents request for particular documents.	1. Receives written request for Certified True Copy of record/s	None	5 minutes	Requesting Party, Administrative Assistant
2. Refers request to Handling Lawyer (HL), if any or Assistant Director (AD) for approval.	2. Reviews and approves request. 2.1. Retrieves record/s and reproduce copies: 2.1.1. *Records Room (for active cases/awaiting Decision or Resolution) 2.1.2. Warehouse (for inactive/terminated cases)	None	15 minutes  For active cases, which will require reproduction of 1-30 pages of CTC of record/s – 2 days, 23 hours, 5 minutes  For active cases, which will require reproduction of 30 pages-above of CTC of record/s – 6 days, 23 hours, 5 minutes  For inactive/terminated cases – 6 days, 23 hours, 5 minutes	Administrative Officer, Handling Lawyer (HL) / Assistant Director (AD)
	2.2. Stamp record with “Certified True Copy” and affix signature		5 minutes	Administrative Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.3. Prepares the Payment Assessment Form (PAF) and instructs the applicant to proceed to the SEC Cashier or nearest Land Bank of the Philippines (LBP) Branch		10 minutes	Administrative Officer
	2.4. Processes payment and issues Official Receipt or validated deposit slip, and validated PAF	PHP 50.00 + PHP 30.00 Document Stamp Tax (DST) per document, + PHP 10.00 per page	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)/ LBP Branch Cashier
	2.5. Photocopies the validated PAF or validated deposit slip for incorporation		5 minutes	Administrative Assistant / Supporting Clerk
	2.6. Records and releases requested CTC of record/s		5 minutes	Administrative Assistant / Supporting Clerk



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		<p>PHP 50.00 +                      PHP 30.00                      Document                      Stamp Tax                      (DST) per                      document, +                      PHP 10.00                      per page</p>	<p>For active cases,                      which will require                      reproduction of 1-                      30 pages of CTC of                      record/s – 2 days,                      23 hours, 5                      minutes</p> <p>For active cases,                      which will require                      reproduction of 30                      pages-above of                      CTC of record/s –                      6 days, 23 hours, 5                      minutes</p> <p>For                      inactive/terminated                      cases – 6 days, 23                      hours, 5 minutes</p>	

### 3. Filing of Request for Legal Opinion

This service details the procedure on how a citizen can file a Request for Legal Opinion.

<b>Office or Division:</b>	Office of the General Counsel	
<b>Classification:</b>	Highly Technical <i>within the context of</i> Section 5 of the Securities Regulation Code, 2015 Implementing Rules and Regulations of the Securities Regulation Code, Section 179 of the Revised Corporation Code, Supreme Court Ruling on Gamboa vs. Teves (G.R. No. 176579, 9 October 2012), and SEC Memorandum Circular No. 15, s.2003)	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Basic Requirements: <ol style="list-style-type: none"> <li>1. Letter Request (1 original copy and 1 photocopy)</li> <li>2. Proof of Payment (If subject of the request is determined to be proper subject of a Legal Opinion pursuant to Memorandum Circular No. 15, s. 2003)</li> </ol> <p>Note: The Commission may request the submission of additional documents necessary for the resolution of the query, such as but not limited to Articles of Incorporation, By-Laws, General Information Sheets, copies of applicable laws and administrative rules, and all other documents proving a relevant fact.</p>		Letter Request – prepared by the requestor Proof of Payment - Cashier

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Presents request letter for opinion and supporting documents</p>	<p>1. Receives the request letter, and supporting documents.</p>	<p>None</p>	<p>10 minutes</p>	<p>Requesting Party Administrative Assistant</p>
	<p>1.1. Records in the Database/Raffling</p>		<p>10 minutes</p>	<p>Administrative Officer</p>
	<p>1.2. For notation</p>		<p>15 minutes</p>	<p>Assistant Director (AD) / Chief Counsel (CC) / Supervising Securities Review Counsel (SSRC)</p>
	<p>1.3. Drafts reply letter advising payment of opinion fee, after determination of compliance whether the request letter pertains to specific questions of law, and compliant with SEC Memorandum Circular No. 15 s. 2003 (MC No. 15, s.2003); Or drafts a reply letter if said request letter does not pertain to specific questions of law and not compliant with MC No. 15, s.2003.</p>		<p>15 days</p>	<p>Handling Lawyer</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Receives PAF and pays to the SEC Cashier.	<p>2. Prepares the Payment Assessment Form (PAF) and instructs the applicant to proceed to the SEC Cashier or nearest Land Bank of the Philippines (LBP) Branch.</p> <p>2.1. Processes payment and issues Official Receipt or validated deposit slip, and validated PAF</p>	<p>PHP 10,000.00</p>	<p>10 minutes</p> <p>10 minutes</p> <p>*Subject to the prescribed processing of the Cashier Treasury Division, FMD</p>	<p>Administrative Officer</p> <p>Teller Financial Management Department/ LBP Branch Cashier</p>
3. Returns to OGC and gives the PAF.	3. Photocopies the validated PAF or validated deposit slip for incorporation	None	5 minutes	Administrative Assistant / Supporting Clerk
4. Receives update on the requested service.	<p>4. Takes action upon the request:</p> <p>4.1. The opinion shall be released in not more than one (1) year from the date of receipt of request depending on the number, difficulty and novelty of the</p>	None	1 year	Handling Lawyer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	question posed therein			
<b>TOTAL</b>		<b>PHP 10,000.00</b>	<b>1 year, 15 days, 1 hour</b>	

Filing of Request for Legal Opinion is covered Section 5 of the Securities Regulation Code, 2015 Implementing Rules and Regulations of the Securities Regulation Code, Section 179 of the Revised Corporation Code, Supreme Court Ruling on Gamboa vs. Teves (G.R. No. 176579, 9 October 2012), and SEC Memorandum Circular No. 15, s.2003)

#### 4. Filing of Petition and Appeal

This service details the procedure on how a citizen can file Petition and Appeal.

<b>Office or Division:</b>	Office of the General Counsel	
<b>Classification:</b>	Highly Technical <i>within the context of</i> 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	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business	
<b>Who may avail:</b>	Public (Individuals/Corporations)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Basic Requirements: A. Petition for Calling of Meeting and Election of Officers (Section 25 or 49 of the Revised Corporation Code) <ol style="list-style-type: none"> <li>1. A petition for calling of meeting and election of officers must pertain to a single corporation only. Consolidation of request or petition for calling of meeting and election of officers covering two or more corporations in one petition is not allowed;</li> <li>2. The petition must be signed and verified by one of the stockholders or members of the board of directors of the particular corporation;</li> <li>3. The verified petition must state the principal place of business or postal address where the corporation and its board of directors may be served with summons and other processes; and</li> <li>4. The petition shall allege the non-holding of regular annual stockholders meeting and election, failure to reschedule the election or failure to conduct the</li> </ol>		Petition/Appeal – prepared by the requestor Proof of Payment - Cashier

<p>rescheduled election and its relevant dates, and attach the pertinent documents.</p> <p>B. Petition for Voluntary Dissolution with Affected Creditors (Section 135 of the Revised Corporation Code)</p> <ol style="list-style-type: none"><li>1. The petition shall state the following:<ol style="list-style-type: none"><li>(a) The reason for the dissolution;</li><li>(b) The form, manner and time when the notices of meeting were given; and</li><li>(c) The date, place and time of the meeting in which the vote was made.</li></ol></li><li>2. The Corporation shall submit to the Commission the following:<ol style="list-style-type: none"><li>(a) A copy of the resolution authorizing the dissolution;</li><li>(b) The resolution must be certified by the majority of the board of directors or trustees and countersigned by the secretary of the corporation; and</li><li>(c) List of all its outstanding creditors.</li></ol></li></ol> <p>C. Appeal to the Commission <i>En Banc</i> from Order of Operating Departments (Section 3-4, Rule III, Part V of the SEC 2016 Rules of Procedure)</p> <ol style="list-style-type: none"><li>1. The appeal memorandum shall include the following:<ol style="list-style-type: none"><li>(a) The full name, capacity and address of the parties to the appeal;</li><li>(b) The material dates showing that it was filed on time;</li></ol></li></ol>	
---	--

- (c) A concise statement of the matters involved, the issues raised, the specification of errors and arguments relied upon in support of the appeal;
- (d) An attached copy of the decision, final order or resolution of the Director of the Operating Department, Special Hearing Panel or Self-Regulatory Organization, as the case may be, being appealed and of the material portions of the record as would support the allegations of the appeal; and
- (e) The express consent, if any, of the appellant, or his counsel, of the electronic service of papers, orders, decisions and resolutions emanating from the Commission. The consenting appellant or his/her counsel, as the case may be, shall state the email address at which he/she agrees to accept such service.

Note: The Commission may order the submission of additional documents based on the allegations in the Petition or Memorandum.



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Present petition or memorandum of appeal with supporting documents.	1. Assess the completeness of the petition or memorandum on appeal with its supporting documents.	None	20 minutes	Officer of the Day (OD) OGC
	1.1. If complete, receive the petition or memorandum on appeal and its supporting documents.		5 minutes	Administrative Officer/Administrative Assistant
	1.2. Prepare the Payment Assessment Form (PAF) and instruct the applicant/client to proceed to SEC Cashier or to the nearest Land Bank of the Philippines (LBP) Branch.		5 minutes	Administrative Officer
2. Present PAF at SEC Cashier or to the nearest LBP Branch.	2. Process payment and issue Official Receipt (OR) or validated deposit slip and PAF (if payment is made with LBP)	PHP 3,030.00	10 minutes  *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department/ or LBP Branch
3. Present OR or validated deposit slip at OGC	3. Photocopy OR or validated deposit slip.		5 minutes	Administrative Assistant/Supporting Clerk

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receives an update on the requested service.	3. Docketing and Raffling of the Petition or Memorandum on Appeal 3.1. Notation of the Petition or Memorandum on Appeal 3.2. Issuance or Rendition of Decision, Resolution or Order		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.	
<b>TOTAL</b>		<b>PHP 3,030.00</b>	<b>1 year, 1 hour, 10 minutes</b>	

Filing of Petition and Appeal 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.

# Office of the Commission Secretary

## External Services

## 1. Request for Certification on Commission En Banc Resolutions/Certain Acts of the Commission

This service certifies Commission En Banc Resolution/ certain acts of the Commission.

<b>Office or Division:</b>	Office of the Commission Secretary (OCS)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Any concerned individual/citizen	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request letter (with complete name, address and contact number of the client) addressed to the Commission Secretary		Requesting Client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents request letter for issuance of certification and fills out/accomplishes Client Satisfaction Survey.	1. OCS staff receives request letter and prepares Payment Assessment Form (PAF).	General Certification Fee: PHP 300.00  Documentary Stamp Fee PHP 30.00	5 minutes	SEC Assistant Computer Operator/SEC Administrative Assistant II
2. Client presents the PAF to the Cashier and pays the required fee	2. FMD staff processes payment and issues official receipt (O.R.).	None	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department
3. Client returns the machine validated PAF with the O.R. to the OCS.	3. OCS staff prepares Certification and submits for review.  3.1. OCS staff signs the certification.	None	15 minutes  5 minutes	SEC Specialist I and Assistant Commissioner Secretary/Commission Secretary  Assistant Commission Secretary/Commission Secretary
4. Client receives copy of Certification after submitting accomplished Client Satisfaction Survey	4. OCS staff releases copy of Certification.		30 seconds	SEC Assistant Computer Operator/SEC Administrative Assistant II
<b>TOTAL</b>		<b>PHP 330.00</b>	<b>30 minutes, 40 seconds</b>	

## 2. Request for Certified True Copies (CTC) of Memorandum Circulars, Minutes of the Meeting and Resolutions

This service provides Certified True Copies (CTC) of Memorandum Circulars, Minutes of the Meeting and Resolutions.

<b>Office or Division:</b>	Office of the Commission Secretary (OCS)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Any concerned individual/citizen	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request letter (with complete name, address and contact number of the client) addressed to the Commission Secretary	Requesting Client	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents request letter for issuance of certification and fills out/accomplishes Client Satisfaction Survey.	1. OCS staff receives request letter and prepares Payment Assessment Form (PAF).	Authentication fee: PHP 50.00 per document plus PHP 10.00 per page  Documentary Stamp Fee PHP 30.00	5 minutes	SEC Assistant Computer Operator/SEC Administrative Assistant II
2. Client presents the PAF to the Cashier and pays the required fee.	2. FMD staff processes payment and issues official receipt (O.R.).	None	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department
3. Client returns the machine validated PAF with the O.R. to the OC.	3. OCS staff prepares requested documents to certify as true copy.  3.1. OCS staff submits for review/ signature.	None	15 minutes  5 minutes	SEC Administrative Officer III  Assistant Commission Secretary/Commission Secretary
4. Client receives CTC of document requested after submitting accomplished Client Satisfaction Survey.	4. OCS staff releases certified true copy of documents.	None	30 seconds	SEC Assistant Computer Operator/SEC Administrative Assistant II
<b>TOTAL</b>		<b>PHP 90.00</b>	<b>30 minutes, 40 seconds</b>	

### 3. Media Request for Interview, Information, and Update

This service grants Media Request for Interview, Information, and Update.

<b>Office or Division:</b>	Office of the Commission Secretary (OCS)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Members of Media Organizations	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request letter (with complete name, address and contact number of the client) addressed to the Commission Secretary		Requesting media partner/outfit



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents request letter for interview, information, and update indicating the topics/issues to be discussed.	1. OCS staff receives request letter.	None	5 minutes	SEC Assistant Computer Operator/SEC Administrative Assistant II/SEC Information Officer I
	1.1. OCS staff schedules the interview, prepares the information, and/or updates (schedule will depend on the availability of the Commission Secretary or Subject Matter Expert).		40 minutes	SEC Information Officer III
2. Client follows up the schedule (date and time) of the interview, availability of information, and/or updates.	2. OCS staff confirms the schedule with the client.	None	10 minutes	SEC Information Officer III
3. Client proceeds to conduct interview, receives information, and/or updates.	3. OCS staff answers queries, provides information, and/or updates.	None	30 minutes	Commission Secretary or Subject Matter Expert
<b>TOTAL</b>		<b>None</b>	<b>1 hour, 25 minutes</b>	

**Office of the Commission Secretary**  
**Internal Services**

## 1. Preparation of Minutes of Commission Meetings and Executive Session Meetings

This service details the Preparation of Minutes of Commission Meetings and Executive Session Meetings.

<b>Office or Division:</b>	Office of the Commission Secretary (OCS)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	All SEC Departments	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter request through email, phone call or personal appearance		Requesting department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests the Excerpt of Minutes of Commission meetings/Executive Session meetings to the OCS personnel through email, phone call or personal appearance in the Office of Commission Secretary	1. OCS staff receives the request.	None	5 minutes	SEC Asst. Computer Operator/SEC Administrative Asst. II/SEC Information Officer I
	1.1. OCS staff prepares excerpt of Minutes of the Meetings and Executive Session Meetings; and submits for review of the Commission Secretary.		10 minutes	SEC Specialist I/SEC Administrative Officer III
	1.2. Signs the excerpt of Minutes of the meetings and Executive Session meetings.		5 minutes	Commission Secretary/SEC Securities Counsel II
2. Client receives the requested documents signed by the Commission Secretary	2. OCS staff releases copy and maintains receiving copy for files	None	30 seconds	SEC Asst. Computer Operator/SEC Administrative Asst. II/ SEC Information Officer I
<b>TOTAL</b>		<b>None</b>	<b>20 minutes, 30 seconds</b>	

## 2. Dissemination of Certified True Copies of SEC Office Orders, SEC Memorandum Circulars, Guidelines, Notices, Rules and Regulations

The services detail the process on disseminating Certified True Copies of SEC Office Orders, SEC Memorandum Circulars, Guidelines, Notices, Rules and Regulations.

<b>Office or Division:</b>	Office of the Commission Secretary (OCS)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	All SEC Departments	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter request through email, phone call or personal appearance		Requesting department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client requests CTC of SEC Office Orders, SEC Memorandum Circulars, Guidelines, Notices, Rules and Regulations.	1. OCS staff receives the request.  1.1. OCS staff prepares and certifies the requested SEC Office Orders, SEC Memorandum Circulars, Guidelines, Notices, Rules and Regulations.	None	5 minutes  5 minutes	SEC Asst. Computer Operator/SEC Administrative Asst. II/ SEC Information Officer I  SEC Specialist I/SEC Administrative Officer III
2. Client receives the requested document certified by the assigned personnel.	2. OCS staff releases certified true copy of the requested document and maintains receiving copy for files.	None	15 minutes	SEC Asst. Computer Operator/SEC Administrative Asst. II/ SEC Information Officer I
<b>TOTAL</b>		<b>None</b>	<b>25 minutes</b>	

**Enforcement and Investor Protection  
Department  
External Services**

## 1. Receipt and Filing of Complaint by Walk-In Clients with the EIPD

This service details the procedure in the filing and receiving of walk-in complaints filed with the Enforcement and Investor Protection Department (EIPD).

<b>Office or Division:</b>	Enforcement and Investor Protection Department (EIPD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. EIPD Complaint/Request Form (1 original copy)		EIPD 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	2 minutes	Security Guard on duty at EIPD
2. Discuss complaint with EIPD Officer-of-the-day (OD)	2. OD determines jurisdiction of complaint.  2.1. <i>If EIPD has no jurisdiction:</i> 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. <i>If EIPD has jurisdiction:</i> OD will ask client if they have a prepared written complaint.	None	1 hour	EIPD Officer-of-the-day
3. If Client provides written complaint and supporting documents, if any.	3. OD receives written complaint. 3.1. Indorse the same to the Director's Office to be stamp-received.	None	5 minutes	EIPD Officer-of-the-day
4. Submission of written complaint.	4. Director's Office will stamp-received the documents and advises the client that a letter will be sent to notify him/her of the actions to be taken by the department.	None	10 minutes	EIPD Staff 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	EIPD Officer-of-the-day

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Submission of EIPD Complaint/Request form	1. Director's Office will stamp-received the EIPD Complaint/Request form and advises the client that a letter will be sent to notify him/her of the actions to be taken by the department.	None	10 minutes	EIPD Staff Director's Office
<b>TOTAL</b>		<b>None</b>	<b>2 hours, 27 minutes</b>	

## 2. Request for Certified True Copy of Documents by Walk-In Clients

This service details the procedure on how to request for Certified True Copies of Documents issued by and/or filed with the EIPD

<b>Office or Division:</b>	Enforcement and Investor Protection Department (EIPD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Freedom of Information Form (FOI) (1 original copy)		EIPD 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	3 minutes	Security Guard on duty at EIPD
2. Discuss request with EIPD Officer-of-the-day (OD).	2. OD evaluates the request. 2.1. Conduct initial verification from the EIPD's database on the existence and location of the documents being requested.	None	1 hour	EIPD Officer-of-the-day
3. Client provides request letter and supporting documents.	3. Officer-of-the-day receives request letter (and supporting documents, if any) and instruct Client to fill-up FOI Form	None	10 minutes	EIPD Officer-of-the-day
4. Submission of request letter and FOI Form.	4. Director's Office will stamp received the request letter and provide Client their receiving copy.	None	10 minutes	EIPD Staff Officer of the Director Staff
5. Client visits termination.	5. Officer-of-the-day will discuss with the client that the EIPD will notify them thru letter regarding the approval of the request.	None	6 days, 22 hours, 37 minutes	EIPD Officer-of-the-day
<b>TOTAL</b>		<b>None</b>	<b>7 Days</b>	

# Markets and Securities Regulation Department

## External Services

## 1. Accreditation of Surety Companies

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

<b>Office or Division:</b>	Market Intermediaries Division (MID), Markets and Securities Regulation Department (MSRD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	All Surety Companies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<b>Initial Application:</b> 1. Cover Letter 2. SEC Form SCA-001 (1 original, 2 duplicate copies, notarized) 3. Certified Copy of Articles of Incorporation (AOI) and By-Laws 4. Certified Copy of Latest General Information Sheet (GIS) 5. Certified Copy of Latest Audited Financial Statements stamped by SEC and BIR 6. Secretary's Certificate Showing authorized signatories and specimen signature 7. Personal Information Sheet of signatories with 2x2 Photo 8. Certified Copy of Authority coming from Office of the Executive Secretary under Office of the President 9. Certified copy of current certificate of Authority from Insurance Commission 10. Certified copy of current certificate of Authority from Supreme Court 11. Clearance Certificate from various department of Commission		MSRD-MID, SEC website

<p>12. Pro-Forma of Stockbroker's/Dealer Bond Agreement</p> <p>13. Other Documents that may require by the Commission</p> <p><b>Renewal Application:</b></p> <ol style="list-style-type: none"><li>1. SEC Form SCAR-002 (1original, 2 duplicate copies notarized)</li><li>2. Previous certificate of accreditation issued by the Commission</li><li>3. Notarized certification that the firm is compliant with general qualifications.</li><li>4. Sworn statement of its outstanding obligations with the Commission, signed by the President and Treasurer</li><li>5. A verified summary of list of transactions with the Commission of the duration of the previous accreditation.</li></ol> <p><b>For Initial:</b> SEC Form SCA—001 (1 original copy, 2 duplicate copies)</p> <p><b>For Renewal:</b> SEC Form SCAR-002 (1 original copy, 2 duplicate copies)</p> <p><b>For Annual:</b> Letter of intent from the company with the following documents:</p> <ol style="list-style-type: none"><li>1.1. list of broker/dealer clients</li><li>1.2. copy of Certificate of Authority from the Insurance Commission;</li></ol>	
---	--

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Files the duly notarized application form with supporting documents and receive instruction to complete documents, if needed.</p> <p>1.1. Application with COMPLETE supporting documents shall be accompanied by filing fee.</p>	<p>1. Receives and logs application with supporting documents and forwards the same to Examiner/Specialist for pre-processing.</p> <p>1.1. Pre-processes the application, return to client if incomplete. (MSRD shall only process application with COMPLETE supporting documents)</p>	<p>None</p>	<p>15 minutes</p>	<p>Support Clerk, MID Examiner/ Specialist</p>
<p>2. Submits the application.</p>	<p>2. Accepts the application with COMPLETE supporting documents</p> <p>2.1. Issues Payment Assessment Form (PAF) to the client.</p>	<p>None</p>	<p>30 minutes</p>	<p>Examiner/ Specialist</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
3. Pay to the cashier the prescribed filing fee	3. Process payment and issue Official Receipt (OR) and machine-validated PAF.	Application fee (initial)	P5,000.00	15 minutes	Cashier
		Application fee (renewal)	P5,000.00		
		Annual Fee	P1,000.00 + P100.00 per broker/ dealer client		
		Legal Research Fee (LRF)	1% of the total filing Fee)		
		Documentary Stamp Tax (DST)	P 30.00		
4. Forwards the application documents and proof of payment to MSRD and machine-validated PAF.	4. Processes the application with COMPLETE supporting documents, Official Receipt, machine-validated PAF, prepares, reviews and finalizes Memorandum for Commission En Banc. 4.1 Reviews, signs and endorses for inclusion in En Banc Agenda and presents for Commission approval.	None		3 days, 6 hours, 30 minutes	Examiner/ Specialist Chief Counsel/ Asst. Director
				2 days	Director, MSRD
				1 day	Examiner/ Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2 Prepares, initials and signs Accreditation Certificate upon approval of the application from the Commission.			Asst. Director/ Director
5. Receives Certificate of Accreditation/ Confirmation of Payment of Annual Fees	5. Attaches seal and releases Certificate of Accreditation/Confirmation of Payment of Annual Fees to client.  5.1. Retains and files duplicate/triplicate copy of certificate to corporate file of the company.	None	30 minutes	Executive Assistant  Support Clerk/ Examiner/ Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Application fee (initial)	P5,000.00	7 days	
		Application fee (renewal)	P5,000.00		
		Annual Fee	P1,000.00 + P100.00 per broker/ dealer client		
		Legal Research Fee (LRF)	1% of the total filing Fee)		
		Documentary Stamp Tax (DST)	P 30.00		

## 2. Application for Certificate of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, Real Estate Investment Trust (REIT)

This service details the procedures in processing application for Certificate of Permit to Offer Securities for Sale and Order of Registration for Equities, Debt Securities, Real Estate Investment Trust (REIT).

<b>Office or Division:</b>	Securities Registration Division (SRD), Markets and Securities Regulation Department (MSRD)	
<b>Classification:</b>	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	All Companies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. SEC Form 12-1/ SEC 12-1 SRS (1 Manually signed + 2 conformed copies)</li> <li>2. Statement of Management Responsibility (SMR) on the Financial Statements</li> <li>3. Qualification and Reports of Independent Auditor</li> <li>4. Consolidated/Audited Financial Statements/Interim Financial Statements</li> <li>5. Additional components of the AFS as required under the Revised SRC Rule 68                             <ul style="list-style-type: none"> <li>• Tabular schedule of standards and interpretations as of reporting date (for large and/or publicly accountable entities)</li> <li>• Supplementary schedules required by Annex 68-E</li> <li>• A map of the conglomerate or group of companies within which the reporting entity belongs (Part 1, 4H for listed companies and investment houses)</li> </ul> </li> <li>6. Pro Forma Financial Information and Financial Statements of business acquired or to be acquired</li> <li>7. Additional Requirements: (Equities &amp; Bonds)                             <ul style="list-style-type: none"> <li>• Mandate letter from underwriter/s re: Due Diligence</li> <li>• Certification on non-material legal proceedings filed against and by the Issuer and its subsidiaries and affiliates</li> <li>• Certification on the AFS of all subsidiaries has been filed with the Commission</li> <li>• Certification that all government mandated permits and licenses has been secured and valid</li> <li>• Certification that Issuer and/or Underwriter are aware of documents/amendments submitted in connection with its Registration Statement (RS)</li> </ul> </li> </ol>		<p>SEC Website (<a href="http://www.sec.gov.ph">www.sec.gov.ph</a>)</p>

<ul style="list-style-type: none"><li>• Tax Compliance Report (if applicable)</li></ul> <p>8. Required Exhibits under Part VII of Annex "C"</p>	
---	--

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Presents documents for pre-evaluation</p>	<p>1. Reviews and accomplish pre-evaluation checklist and provide copy to the applicant based on the document presented                      1.1. If Complete, compute filing fee and Issue Payment Assessment Form (PAF).</p>	<p>Not more than P500 Million – 0.10% of maximum aggregate price of the securities offered</p> <p>More than P500 Million but not more than P750 Million</p> <p>P500,000.00 plus 0.075% of the excess over P 500 Million</p> <p>More than P750 Million but not more than P1 Billion – P687,500.00 plus 0.05%</p>	<p>30 minutes</p>	<p>Securities Specialist</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		of the excess over P 750 Million  More than P 1 Billion – P812,500.00 plus .025% of the excess over P1Billion  + 1% Legal Research Fee + DST		
2. Pay the prescribed fee to cashier  2.1 Presents Official Receipt and submit machine-validated PAF.	2. Issues Official Receipt and machine-validated PAF.  2.1. Receives/stamps and encodes applications and supporting documents.	None	10 minutes *Subject to the prescribed processing time of the Cashier Treasury Division, FMD  10 minutes	Teller Finance and Management Division (FMD)  Support Staff MSRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2. Delivers documents to Assistant Director for assignment to Securities Specialist and Legal Counsel.			
3. Comply with Comment Letter and submit documents	3. Reviews documents and issue Comment Letter based on findings of MSRD and other departments. 3.1. Refer Underwriting/Distribution Agreement to MID. 3.2. Refer AFS/IFS to OGA, ID matters to CGFD/EIPD/OGC/CRMD. 3.3. Refer to other Government Agencies/EO/PSE (if applicable). 3.4. Conducts Ocular Inspection (if applicable/allowed).	None	15 days	Securities Specialist / Legal Counsel
4. Set appointment with the Office of the Director for schedule of Management Presentation. 4.1. Conducts Presentation with MSRD.	4. Prepares Draft/Final Memorandum and Executive Summary. 4.1. Furnishes Supervising Commissioner a soft copy of the Memorandum and secures approval to be included in the Agenda.	None	3 hours	Securities Specialist



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>4.1.1. Reviews and comment on the Memorandum.</p> <p>4.2. Delivers Memo to Supervising Commissioner/Commission Secretary for Agenda.</p> <p>4.3. Reviews and initials documents and forwards to Director for approval and signature.</p> <p>4.4. Reviews and signs document Presentation to Commission en Banc and informs Specialist/Counsel of En Banc decision.</p> <p>4.5. Prepares Pre-effective or rejection letter</p>		<p>2 hours</p> <p>30 minutes</p> <p>2 hours</p> <p>3 hours</p> <p>30 minutes</p>	<p>Supervising Commissioner</p> <p>Support Staff MSRD</p> <p>Assistant Director</p> <p>Director</p> <p>Securities Specialist</p>
<p>5. Comply with condition set in the pre-effective letter and change red-herring</p>	<p>5. Reviews Final Prospectus.</p> <p>5.1.1. Checks if condition/s set by the Commission was complied with.</p> <p>5.2. Prepares Permit to Sell via National Numbering System (NNS) and Order of Registration.</p>	<p>None</p>	<p>3 hours</p>	<p>Securities Specialist</p>
<p>6. Accepts Order of Registration and</p>	<p>6. Initials document and forwards to Director for signing.</p>	<p>None</p>	<p>30 minutes</p>	<p>Assistant Director</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>Permit to Sell Securities and/or Letter of Rejection</p> <p>6.1. After the Offer Period, submits Notice of Termination of the Offering and number of securities sold and Affidavit of Publication of the Order of Registration</p>	<p>6.1.1. Reviews and signs Order of Registration and Permit to Sell Securities.</p> <p>6.1.2. Releases copy of the signed Order of Registration and Permit to Sell Securities.</p> <p>6.1.3. Receives Notice of Termination of the Offering and number of securities sold and Affidavit of Publication of the Order of Registration</p>			<p>Director</p> <p>Securities Specialist</p>
<p><b>TOTAL</b></p>		<p>Not more than P500 Million – 0.10% of maximum aggregate price of the securities offered</p> <p>More than P500 Million but not more than</p>	<p>45 days</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		P 750 Million – P500,000.00 plus 0.075% of the excess over P 500 Million More than P 750 Million but not more than P1 Billion – P687,500.00 plus 0.05% of the excess over P 750 Million  More than P 1 Billion – P812,500.00 plus .025% of the excess over P 1 Billion  + 1% Legal Research Fee		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		+ DST		

Application for Certificate of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, Real Estate Investment Trust (REIT) is covered by R.A. No. 8799, otherwise known as the Securities Regulation Code.

### 3. Application for Confirmation of Exempt Transaction

This service details the procedures of reviewing and processing application of exemption from registration of securities including stock options.

<b>Office or Division:</b>	Securities Regulation Division (SRD), Markets & Securities Regulation Department (MSRD)	
<b>Classification:</b>	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	All Companies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. SEC Form 10.1</li> <li>2. Written Disclosure</li> <li>3. Notice to Stockholders</li> <li>4. List of Stockholders</li> <li>5. Latest Audited Financial Statements</li> <li>6. Waiver of Pre-emptive Rights (if applicable)</li> <li>7. Monitoring Sheet</li> <li>8. Additional Requirements for Listed Companies:                         <ol style="list-style-type: none"> <li>a. Mandate letter from Underwriters</li> <li>b. Underwriting Agreement</li> <li>c. Certification of No Remuneration/Compensation</li> <li>d. Prospectus</li> </ol> </li> </ol>		SEC website: <a href="http://www.sec.gov.ph">http://www.sec.gov.ph</a>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the duly accomplished SEC Form 10.1 and supporting documents for pre-processing <sup>1</sup> .	1. Pre-processes the accomplished form and supporting documents 1.1. If incomplete, returns documents for completion 1.2. If complete, prepares the Payment Assessment Form (PAF) and advises client to pay the prescribed fee at the Cashier.	None	30 minutes	Securities Specialist
2. Presents the PAF at the Cashier and pay the prescribed filing fee.	2. Processes payment and issues Official Receipt and machine-validated PAF.	1/10 of 1% of the Aggregate Total Value of the Shares / Securities being offered plus 1% LRF	10 minutes *Subject to the prescribed processing time of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
3. Submits application, supporting documents and machine-validated PAF to CRMD	3. Receives and forwards the application form to the CRMD Staff. 3.1. Advises the applicant to follow-up the application at MSR.D. 3.2. Upon receipt of the application, 3.2.1. Encodes the application in the SEC Internal Database, and provides "Document ID Number" 3.2.2. Attaches a copy of the latest submitted (Amended) Articles of Incorporation and/or any incorporation documents.	None	3 Days	CRMD Support Staff

<sup>1</sup> See SEC website to secure the checklist of requirements for 10.2 application.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.3. Logs and delivers the application form to MSRD  3.4. Receives, encodes and forwards application for confirmation to the Assistant Director  3.5. Makes an evaluation of the request and issues resolution on the application  3.6. Reviews and makes additional inputs, if necessary  3.7. Reviews and signs the Confirmation Letter		15 minutes  1 hour  1 hour  1 Day	MSRD Support Staff  Specialist  Chief Counsel  Director
4. Receives the Confirmation Letter from MSRD	4. Transmits Confirmation Letter to applicant, and transmit Confirmation Letter and supporting documents to Electronic Records Management Division	None	30 minutes	MSRD Support Staff
<b>TOTAL</b>		<b>1/10 of 1% of the Aggregate Total Value of the Shares / Securities being offered + 1% LRF</b>	<b>10 Days</b>	

Confirmation of Exempt Transaction is covered under R.A. 8799, otherwise known as the Securities Regulation Code.

#### 4. Application for Over-the-Counter Market/ Association of Securities Brokers and Dealers

This service details the guidelines in the application of registration of Over-the-Counter Market/Association of Brokers and Dealers.

<b>Office or Division:</b>	Investment Products and Services Division (IPSD), Markets and Securities Regulation Department (MSRD)	
<b>Classification:</b>	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Any entity as may be allowed by the Commission.	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Cover Sheet</li> <li>2. SEC Form 39-BD (for Association of Securities Brokers and Dealers) and SEC Form 33-SRO (OTC Market)</li> <li>3. Statements and Exhibits required by SEC Form 39-BD and SEC Form 33-SRO</li> <li>4. Copy of the latest GIS</li> <li>5. Copy of the license of the CPA</li> <li>6. Manual on Corporate Governance</li> <li>7. Other requirements under Section 39.1.2 of the 2015 SRC Rules (for Association of Securities Brokers and Dealers)</li> <li>8. Other requirements required by SEC Memorandum Circular No.14 series of 2006 (for OTC Market)</li> </ol>		MSRD-IPSD, SEC Website



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures Registration from MSRD. 1.1. All applications shall be accompanied by an application fee	1. Gives client the necessary application form and additional instructions	None	5 minutes	Support Clerk, IPSD
2. Presents the accomplished form and supporting documents for pre-processing by the MSRD Specialist	2. Pre-process the accomplished form and supporting documents 2.1. If complete, prepare the Payment Assessment Form (PAF) and advise client to pay the prescribed fee at the Cashier 2.2. If incomplete, advise client to complete the documents first	None	30 minutes	Examiner/ Specialist
3. Presents the PAF at the Cashier and settles the prescribed fee	3. Processes payment and issues Official Receipt(OR) and machine-validated PAF.	Application fee - PHP 50,000.00  Legal Research Fee (LRF) – PHP 500.00 (1% of the total filing fee)  Total Filing Fee – PHP 50,500.00	15 minutes	Cashier Finance and Management Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>4. Forwards the application documents and proof of payment to the Support Clerk</p>	<p>4. Receives application and supporting documents, proof of payment and machine-validated PAF</p> <p>4.1. Forwards the application to the Assistant Director, IPSD for assignment to Examiner/Specialist</p> <p>4.2. Reviews and examines documents to check compliance with relevant laws and regulations of the SRC and its IRR</p> <p>4.2.1. If application documents are compliant and sufficient, proceed to STEP 6</p> <p>4.2.2. If application is deficient, request applicant to correct deficiencies first and submit further compliance documents</p> <p>4.3. Prepares Memorandum to Commission En Banc and forwards the same to Chief Counsel /Assistant Director for review/ correction/ initial</p>	<p>None</p>	<p>10 minutes</p> <p>Within 77 days</p>	<p>Examiner/ Specialist</p> <p>Chief Counsel/ Asst. Director</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.4. Reviews draft Memorandum 4.5. Reviews Memorandum and indicate corrections/ comments, if any 4.6. Finalize Memorandum incorporating comments/corrections and then forward to AD for final review and initial 4.7. Review revised Memorandum and then forward it to the Director for final review, signature & presentation		5 days	Examiner/Specialist
	4.8. Signing of Memorandum 4.8.1. Review Memorandum and sign if no further comments 4.8.2. Endorse signed Memorandum to the Supervising Commissioner 4.8.3. Transmit signed Memorandum to the Office of the Chairman and Commission Secretary for inclusion in the agenda of the Commission En Banc's meeting		5 days	Assistant Director, IPSD Director, MSRD Executive Assistant, MSRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>4.9. Present Memorandum to the Commission En Banc for consideration/ approval</p> <p>4.9.1. If application for registration is approved, prepare certificate or license of registration and inform applicant to pick up said proof of registration</p> <p>4.9.2. If the Commission favors instituting proceedings for denial, it will conduct a hearing</p> <p>4.10. If after hearing,</p> <p>4.10.1. Registration is approved, go to STEP 8.1</p> <p>4.10.2. Registration is denied, draft response letter informing applicant of the decision</p> <p>4.11. Record and forward to the Mailing Section of the SEC the signed letter for transmittal to the applicant</p> <p>4.12. Files replicate copy.</p>		<p>1 day</p> <p>1 day</p>	<p>Director, MSRD</p> <p>Examiner/Specialist</p> <p>Director, MSRD Commission En Banc</p> <p>Examiner/ Specialist/ Support Clerk</p>
<p>5. Receives license or certificate</p>	<p>5. Release license and certificate.</p>	<p>None</p>		<p>Support/Clerk, IPSD</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		Application fee - PHP 50,000.00  Legal Research Fee (LRF) – PHP 500.00 (1% of the total filing fee)  Total Filing Fee – PHP 50,500.00	90 days	

Application for Over-the-Counter Market/ Association of Securities Brokers and Dealers is covered under Section No. 33.4 of R.A. 8799, otherwise known as the Securities Regulation Code.

## 5. Application for Registration as Operator of Alternative Trading System and Central Trade Reporting System

This service details the guidelines in the application of registration of an operator of alternative trading system and central trade reporting system, and the payment of its application fees and annual fees for renewal applications.

<b>Office or Division:</b>	Investment Products and Services Division (IPSD), Markets and Securities Regulation Department (MSRD)	
<b>Classification:</b>	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Any entity as may be allowed by the Commission	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<p><b>For ATS Registration</b></p> <ul style="list-style-type: none"> <li>A. Cover Sheet</li> <li>B. ATS Registration Form (<a href="#">ATS Form 1</a>)</li> <li>C. Statements and Exhibits required by ATS Form 1</li> <li>D. Copy of the latest GIS</li> <li>E. Copy of the license of the CPA</li> <li>F. Manual on Corporate Governance</li> <li>G. Requirements under Section II of the SEC Rules on Alternative Trading System</li> </ul> <p><b>For CTRS Registration</b></p> <ul style="list-style-type: none"> <li>A. Cover Sheet</li> <li>B. Application form for Central Trade Reporting System</li> <li>C. Statements and Exhibits required by Section 17 of SEC Memorandum Circular No. 14 Series of 2006</li> <li>D. Copy of the latest GIS</li> <li>E. Copy of the license of the CPA</li> <li>F. Manual on Corporate Governance</li> </ul>		MSRD-IPSD, SEC website

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures Registration Form from MSR.D. 1.1. All applications shall be accompanied by an application fee	6. Gives client the necessary application form and additional instructions	None	5 minutes	Support Clerk, IPSD
2. Presents the accomplished form and supporting documents for pre-processing	7. Pre-processes the accomplished form and supporting documents 7.1. If complete, prepare the Payment Assessment Form (PAF) and advise client to pay the prescribed fee at the Cashier 7.2. If incomplete, advise client to complete the documents first	None	30 minutes	Examiner/Specialist
3. Presents the PAF at the Cashier and settle the prescribed fee	8. Processes payment and issue Official Receipt (OR) and machine-validated PAF	<b>Application fee</b> - PHP 50,000.00  <b>Legal Research Fee (LRF)</b> – PHP 500.00 (1% of the total filing fee)  <b>Total Filing Fee</b> – PHP 50,500.00	15 minutes	Cashier Finance and Management Division







	<p>4.6.1. If application for registration is approved, prepare certificate or license of registration and inform applicant to pick up said proof of registration</p> <p>4.6.2. If the Commission favors instituting proceedings for denial, it will conduct a hearing</p> <p>4.6.3. If after hearing,</p> <p>4.6.3.1. Registration is approved, go to <b>STEP 4.6</b></p> <p>4.6.3.2. Registration is denied, draft response letter informing applicant of the decision</p> <p>4.6.4. Records and forwards to the Mailing Section of the SEC the signed letter for transmittal to the applicant</p> <p>4.6.5. Files replicate copy</p>			
<p>5. Receives license or certificate</p>	<p>5. Provide license and certificate.</p>	<p>None</p>	<p>1 day</p>	<p>Support Clerk, IPSD</p>
<p><b>TOTAL</b></p>		<p><b>Application fee</b> - PHP 50,000.00</p>	<p><b>90 days</b></p>	

	<p><b>Legal Research Fee (LRF) – PHP</b> 500.00 (1% of the total filing fee)</p> <p><b>Total Filing Fee – PHP</b> 50,500.00</p>		
--	---	--	--

Application of Operator of Alternative Trading System and Central Trade Reporting System is covered under Section No. 33.4 of R.A. 8799, otherwise known as the Securities Regulation Code.

## 5. Application for Registration as an Exchange/SRO/Clearing Agency/ Clearing Agency-SRO and Depository

This service details the guidelines in the application of registration of the following:

1. Exchange/Exchange-SRO (SEC Form 33/SEC Form 33-SRO)
2. Clearing Agency/Clearing Agency-SRO (SEC Form 42-CA/SEC Form 42-SRO)
3. Depository (SEC Form 42-CA/SEC Form 42-SRO)

<b>Office or Division:</b>	Investment Products and Services Division (IPSD), Markets and Securities Regulation Department (MSRD)	
<b>Classification:</b>	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	<p>A. As an Exchange/Exchange-SRO Any Stock Corporation, provided; that:</p> <ol style="list-style-type: none"> <li>1) No person may beneficially own or control, directly or indirectly, more than five percent (5%) of the voting rights of the Exchange.</li> <li>2) No industry or business group may beneficially own or control, directly or indirectly, more than twenty percent (20%) of the voting rights of the Exchange.</li> </ol> <p>B. As a Clearing Agency/Clearing Agency-SRO/Depository Any entity as may be allowed by the Commission.</p>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Cover Sheet</li> <li>2. SEC Form-33/SEC Form 33-SRO (For Exchange); SEC Form 39-SRO; SEC Form 42-CA/SEC Form 42-SRO (For Clearing Agency); SEC Form 42-SD/ SEC Form 42-SRO (For Securities Depository)</li> <li>3. Statements and Exhibits required by SEC Form-33/SEC Form 33-SRO; SEC Form 39-SRO; SEC Form 42-CA/SEC Form 42-SRO; SEC Form 42-SD/SEC Form 42-SRO</li> </ol>		MSRD-IPSD, SEC Website

<ol style="list-style-type: none"><li>4. Copy of the latest GIS</li><li>5. Copy of the license of the CPA</li><li>6. Manual on Corporate Governance</li><li>7. Other requirements under Section 33.1 and 39.1.1 of the 2015 SRC Rules (for Exchange/Exchange-SRO)</li><li>8. Other requirements under Section 42.1 and 39.1.1 of the 2015 SRC Rules (for Clearing Agency and Securities Depository)</li></ol>	
---	--

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures Registration from MSRD. 1.1. All applications shall be accompanied by an application fee.	1. Give client the necessary application form and additional instructions	None	5 minutes	Support Clerk, IPSD
2. Presents the accomplished form and supporting documents for pre-processing by the MSRD Specialist	2. Pre-process the accomplished form and supporting documents: 2.1. If complete, prepare the Payment Assessment Form (PAF) and advise client to pay the prescribed fee at the Cashier 2.2. If incomplete, advise client to complete the documents first	None	30 minutes	Examiner/Specialist
3. Presents the PAF at the Cashier and settles the prescribed fee	3. Process payment and issues Official Receipt(OR) and machine-validated PAF.	Application fee – PHP 500.00  Legal Research Fee (LRF) – PHP 500.00 (1% of the total filing fee)	15 minutes	Cashier Finance and Management Department
4. Forwards the application documents and proof of payment to the Support Clerk	4. Receive application and supporting documents, proof of payment and machine-validated PAF 4.1. Forward the application to the Assistant Director, IPSD for assignment to Examiner/Specialist	None	10 minutes	Support Clerk, IPSD  Examiner/Specialist



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>4.4.3. Review revised Memorandum and then forward it to the Director for final review, signature &amp; presentation</p> <p>4.5. Signing of Memorandum</p> <p>4.5.1. Review Memorandum and sign if no further comments</p> <p>4.5.2. Endorse signed Memorandum to the Supervising Commissioner</p> <p>4.5.3. Transmit signed Memorandum to the Office of the Chairman and Commission Secretary for inclusion in the agenda of the Commission En Banc's meeting</p>		5 days	<p>Assistant Director, IPSD</p> <p>Director, MSRD</p> <p>Executive Assistant, MSRD</p> <p>Executive Assistant, MSRD</p>
5. Receives license or certificate	<p>5. Present Memorandum to the Commission En Banc for consideration/ approval</p> <p>5.1. If application for registration is approved, prepare certificate or license of registration and inform applicant to pick up said proof of registration</p>	None	1 day	<p>Director, MSRD</p> <p>Examiner/Specialist</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>5.2.If the Commission favors instituting proceedings for denial, it will conduct a hearing</p> <p>5.3.If after hearing,</p> <p>5.3.1. Registration is approved, go to <b>STEP 5.1</b></p> <p>5.3.2. Registration is denied, draft response letter informing applicant of the decision</p> <p>5.3.2.1. Record and forward to the Mailing Section of the SEC the signed letter for transmittal to the applicant</p> <p>5.3.2.2. Files replicate copy.</p>		1 day	<p>Director, MSRD Commission En Banc</p> <p>Examiner/Specialist</p> <p>Support/Clerk, IPSD</p> <p>Examiner/Specialist</p>
<b>TOTAL</b>		<p><b>Application fee – PHP 500.00</b></p> <p><b>Legal Research Fee (LRF) – PHP 500.00 (1% of the total filing fee)</b></p>	<b>90 days</b>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<b>TOTAL – PHP 55,500.00</b>		

Application of Registration as an Exchange/SRO/Clearing Agency/ Clearing Agency-SRO and Depository is covered under Section No. 33.4 of R.A. 8799, otherwise known as the Securities Regulation Code.

## 7. Application of Registration as Registrar of Qualified Buyer

This service details the guidelines for the application of registration of a registrar of qualified buyer.

<b>Office or Division:</b>	Investment Products and Services Division (IPSD), Markets and Securities Regulation Department (MSRD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Any entity as may be allowed by the Commission (2015 SRC IRR Rule 39.1.4.1)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>A. Cover Sheet</li> <li>B. SEC Form 39-Registrar and its required attachments</li> <li>C. Other requirements under Section 39.1.4 of the 2015 SRC Rules</li> </ul>		MSRD-IPSD, SEC website



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secures Registration Form from MSRD	1. Give client the necessary application form and additional instructions	None	5 minutes	Support Clerk, IPSD
2. Presents the accomplished application form and supporting documents for pre-processing	2. Pre-process the accomplished form and supporting documents 2.1. If complete, receive the documents and proceed to <b>STEP 3</b> 2.2. If incomplete, advise client to complete the documents first	None	30 minutes	Examiner/Specialist
3. Make a presentation on the registry functions and procedures	3. Presentation of applicant on their registry functions and procedures 3.1. Prepare letter to applicant informing them to make a presentation 3.2. Attend the presentation  3.3. Review application to check compliance with the requirements of relevant rules and regulations of the SRC 3.3.1. If registration documents are complete and compliant, proceed to <b>STEP 4.3</b>	None	1 day          3 days	Examiner/Specialist  Assistant Director, IPSD  Director, MSRD  Examiner/Specialist



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.2.2. Transmit signed approval letter for mailing to applicant			
<b>TOTAL</b>		<b>None</b>	<b>7 days</b>	

Application of Registration as Registrar of Qualified Buyer is covered under Section No. 33.4 of R.A. 8799, otherwise known as the Securities Regulation Code.

## 8. Exemption from Registration of Limited Public Offering and Other Exempt Transaction

This service details the procedures of reviewing and processing application of exemption from registration of securities including stock options.

<b>Office or Division:</b>	Securities Regulation Division (SRD), Markets & Securities Regulation Department (MSRD)	
<b>Classification:</b>	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	All Companies	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	<ol style="list-style-type: none"> <li>1. Letter Request</li> <li>2. Other documents that the Commission may prescribe.</li> </ol>	Applicant/client SEC website: <a href="http://www.sec.gov.ph">http://www.sec.gov.ph</a>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the accomplished SEC Form 10.2 and supporting documents for pre-processing <sup>2</sup> .	1. Pre-processes the accomplished form and supporting documents: 1.1. If incomplete, returns documents for completion 1.2. If complete, prepares the Payment Assessment Form (PAF) and advises client to pay the prescribed fee at the Cashier.	None	30 minutes	Securities Specialist
2. Presents the PAF at the Cashier and pay the prescribed filing fee.	2. Processes payment and issues Official Receipt and machine-validated PAF	1/10 of 1% of the Aggregate Total Value of the Shares / Securities being offered + 1% LRF + DST	10 minutes	Cashier
3. Submits application, supporting documents and machine-validated PAF to CRMD	3. Receives and encodes documents 3.1. Delivers document to Assistant Director (AD) for assignment. <b>Go to Step 3.2</b> 3.1.1. Updates records and delivers documents to assigned Specialist. <b>Go to Step 3.3</b> 3.1.2. Delivers Memo to Supervising Commissioner/Commission Secretary. <b>Go to Step 3.8</b>	None	3 Days	CRMD Support Staff

<sup>2</sup> See SEC website to secure the checklist of requirements for SEC Form 10.2 application.



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>3.1.3. Forwards records to ICTD for microfilming. <b>END</b></p> <p>3.2. Assigns application to Specialist and return the documents to the Support Staff. <b>Go to Step 3.1.1</b></p> <p>3.2.1. Reviews and initials the DRAFT/FINAL Memo:</p> <p>3.2.1.1. If there's comments/findings, return to Specialist. <b>Go to Step 3.3</b></p> <p>3.2.1.2. If no comments/findings, forward to the Director. <b>Go to Step 3.5</b></p> <p>3.2.2. Review and Initials the DRAFT/FINAL Resolution</p> <p>3.2.2.1. If there's comments/findings, return to Specialist. <b>Go to Step 3.6</b></p> <p>3.2.2.2. If no comments/findings, forward to the Director. <b>Go to Step 3.7</b></p> <p>3.3. Receives and review the application and supporting documents:</p> <p>3.3.1. If there's comments/findings, contact the applicant via phone call or thru email to address the issue.</p>		<p>30 minutes</p> <p>1 Day</p> <p>3 Days</p>	<p>MSRD Support Staff Assistant Director</p> <p>Specialist</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>3.3.2. If no comments/findings, prepare and initials the DRAFT/FINAL Memo. <b>Go to Step 3.2.1</b></p> <p>3.4. Prepares DRAFT/FINAL Resolution. <b>Go to Step 3.2.2</b></p> <p>3.5. Reviews and signed the DRAFT/FINAL Memo:</p> <p>3.5.1. If there's comments/findings, return Draft Memo to the Specialist</p> <p>3.5.2. If no comments/findings, approve and initials the Final Memo. <b>Go to Step 3.1.3</b></p> <p>3.6. Informs the Specialist of En Banc Decision:</p> <p>3.6.1. If approved, <b>Go to Step 3.4</b></p> <p>3.6.2. If denied, Inform the applicant. <b>END</b></p> <p>3.7. Reviews and signs Resolution:</p> <p>3.7.1. If there's comments/findings, return Draft Memo to the Specialist. <b>Go to Step 3.4</b></p> <p>3.7.2. If no comments/findings, approve and initials the Final Resolution. <b>Go to Step 4</b></p> <p>3.8. Discusses the application during the En Banc Meeting. <b>Go to Step 4</b></p>		2 Days	Director
4. Receives the Resolution or	4. Provides client with the resolution or Letter from MSR.D.	None	30 minutes	MSRD Support Staff

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Letter from MSR D				
<b>TOTAL</b>		<b>1/10 of 1% of the Aggregate Total Value of the Shares / Securities being offered + 1% LRF + DST</b>	<b>10 Days</b>	

Exemption from Registration of Limited Public Offering and Other Exempt Transaction is covered under R.A. 8799, otherwise known as the Securities Regulation Code.

## 9. Exemption from Registration of Securities including Stock Options

This service details the procedures of reviewing and processing application of exemption from registration of securities including stock options.

<b>Office or Division:</b>	Securities Regulation Division (SRD), Markets & Securities Regulation Department (MSRD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	All Companies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. SEC Cover Sheet</li> <li>2. SEC Form 10.2</li> <li>3. Notarized attestation of the Corporate Secretary of the Issuer that the:                             <ol style="list-style-type: none"> <li>3.1. The Stock Option Plan (“the Plan”) to be implemented in the Philippines was approved by the majority of the Board of Directors and Stockholders (representing at least 2/3 of the outstanding Capital Stock) of the Issuer-corporation;</li> <li>3.2. Genuineness and due execution of the Plan, a copy of which shall be attached to the certificate and a copy of the Stock Option Plan (shall also include the procedure or guidelines of the Stock Option Plan on the sale, assignment, transfer of disposition of the shares acquired by the Optionees);</li> <li>3.3. If applicable, a breakdown of the number of option shares earlier exempted from registration, the shares subscribed by the optionees, aggregate value of the number of shares subscribed and the remaining unissued shares computed on a year-to-year basis, status of the unissued shares and an explanation on why the applicant has renewed its application in spite of the availability of unissued shares;</li> <li>3.4. Human Resource Head or any position of equivalent nature attesting that:                                     <ol style="list-style-type: none"> <li>3.4.1. Optionees-employees were given a copy of the Plan to enable them to make intelligent judgment on the advantages and disadvantages of</li> </ol> </li> </ol> </li> </ol>		SEC website: <a href="http://www.sec.gov.ph">http://www.sec.gov.ph</a>

<p>the Plan; the names of optionees-employees; their corresponding positions; no. of shares allotted or the formula for the allotment of shares;</p> <p>3.4.2. The Independent Directors (ID) of the participating companies subsidiary/affiliate will be granted options/ shares. (to include the name of the ID. No. of options/ shares and their corresponding percentage of ownership after the grant vis-a vis the outstanding capital stock of the issuer and the participating corporation); and</p> <p>3.4.3. Statement whether or not the offering will be underwritten:</p> <p>3.4.3.1. If the applicant is a foreign corporation, it should state whether the terms and conditions of the Plan in the Philippines are the same as that in other jurisdictions;</p> <p>3.4.3.2. Undertaking to: (1) continuous access of the optionees-employees on the key performance indicators of the Issuer-company until the termination of the Plan; and (2) to pay additional filing fee should there be an increase in price of the securities from the date of filing of this application for exemption until the date the options were granted to the optionees-employees.</p> <p>4. Latest Audited Financial Statements of the Issuer; and</p> <p>5. Payment Assessment Form/ proof of payment of the prescribed filing fee Articles of Incorporation</p> <p><i>Note:</i></p> <ol style="list-style-type: none"> <li>1. <i>The applicant shall file with the Commission three (3) copies of this SEC Form 10.2, one of which shall be manually signed by the Issuer- corporation's President or a duly authorized person of the Issuer- Corporation; and</i></li> <li>2. <i>All documents, including SEC Form 10.2, if executed abroad, shall be in English and authenticated by the Philippine Embassy or Consulate where the documents were executed.</i></li> </ol>	
--	--

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents the duly accomplished SEC Form 10.2 and supporting documents for pre-processing <sup>3</sup> .	1. Pre-processes the accomplished form and supporting documents: 1.1. If incomplete, returns documents for completion 1.2. If complete, prepares the Payment Assessment Form (PAF) and advises client to pay the prescribed fee at the Cashier.	None	30 minutes	Securities Specialist
2. Presents the PAF at the Cashier and pay the prescribed filing fee.	2. Processes payment and issues Official Receipt and machine-validated PAF.	1/10 of 1% of the Aggregate Total Value of the Shares / Securities being offered + 1% LRF + DST	10 minutes	Cashier
3. Submits application, supporting documents and machine-validated PAF to CRMD	3. Advises the applicant to follow-up the application at MSRDR. 3.1. Upon receipt of the application: 3.1.1. Encodes the application in the SEC Internal Database, and provide "Document ID Number" 3.1.2. Attaches a copy of the latest submitted (Amended) Articles of incorporation and/or any incorporation documents 3.2. Logs and delivers the application form	None	3 Days	CRMD Support Staff

<sup>3</sup> See SEC website to secure the checklist of requirements for SEC Form 10.2.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>to MSRD</p> <p>3.3. Receives the application form and the supporting documents from the CRMD;</p> <p>3.3.1. Encodes the documents.</p> <p>3.3.2. Delivers document to Assistant Director (AD) for assignment. Go to <b>Step 3.4</b></p> <p>3.3.3. Updates records and delivers documents to assigned Specialist. Go to <b>Step 3.5</b></p> <p>3.3.4. Delivers Memo to Supervising Commissioner/Commission Secretary for the Commission En Banc approval. Go to <b>Step 3.6.3</b></p> <p>3.4. Assigns application to Specialist and return the documents to the Support Staff. Go to <b>Step 3.3.3</b></p> <p>3.4.1. Reviews and initials the <b>DRAFT/FINAL Memo:</b></p> <p>3.4.1.1. If there's comments/findings, return to Specialist. Go to <b>Step 3.5</b></p> <p>3.4.1.2. If no comments/findings, forward to the Director. Go to <b>Step 3.6</b></p> <p>3.4.2. Reviews and Initials the <b>DRAFT/FINAL Resolution</b></p> <p>3.4.2.1. If there's comments/</p>		<p>30 minutes</p> <p>1 Day</p>	<p>MSRD Support Staff</p> <p>Assistant Director</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>findings, return to Specialist. Go to <b>Step 3.5.3</b></p> <p>3.4.2.2. If no comments/findings, forward to the Director. Go to <b>Step 3.6.4</b></p> <p>3.5. Receives and review the application and supporting documents</p> <p>3.5.1. If there's comments/findings, contact the applicant via phone call or thru email to address the issue.</p> <p>3.5.2. If no comments/findings, prepare and initials the <b>DRAFT/FINAL Memo</b>. Go to <b>Step 3.4.1</b></p> <p>3.5.3. Prepare <b>DRAFT/FINAL Resolution</b>. Go to <b>Step 3.4.2</b></p> <p>3.6. Reviews and signs the <b>DRAFT/FINAL Memo</b></p> <p>3.6.1. If there's comments/findings, return Draft Memo to the Specialist</p> <p>3.6.2. If no comments/findings, approve and initials the Final Memo. Go to <b>Step 3.3.4</b></p> <p>3.6.3. Inform the Specialist of En Banc Decision</p> <p>3.6.3.1. If approved, Go to <b>Step 3.5.3</b></p> <p>3.6.3.2. If denied, _____ (subject for discussion)</p> <p>3.6.4. Reviews and signs <b>Resolution</b></p>		<p>3 Days</p> <p>2 Days</p>	<p>Specialist</p> <p>Director</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.6.4.1. If there's comments/findings, return Draft Memo to the Specialist. Go to <b>Step 3.5.3</b> 3.6.4.2. If no comments/findings, approve and initials the Final Resolution. Go to <b>Step 4.</b>			
4. Receives the Resolution from MSRD	4. Logs and reproduce a copy of the Resolution for filing. 4.1 Forward records to ICTD for microfilming. <b>END</b>	None	30 minutes	MSRD Support Staff
<b>TOTAL</b>		<b>1/10 of 1% of the Aggregate Total Value of the Shares / Securities being offered + 1% LRF + DST</b>	<b>10 Days</b>	

Exemption from Registration of Securities including Stock Options is covered under R.A. 8799, otherwise known as the Securities Regulation Code.

### 10. Petition for Voluntary Revocation of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, Reals Estate Investment Trust (REIT)

This service details the procedures of reviewing and processing application of exemption from registration of securities including stock options.

<b>Office or Division:</b>	Securities Regulation Division (SRD), Markets & Securities Regulation Department (MSRD)	
<b>Classification:</b>	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Registered Issuers, Publicly Listed Companies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Verified Petition for Revocation of Registration</li> <li>2. Board Resolution approving the revocation, certified under oath by the Corporate Secretary and attested to by the President or anyone performing a similar function;</li> <li>3. List of Stockholders;</li> <li>4. All relevant books and papers of the Issuer, as may be determined by the Commission;</li> <li>5. Proposed Notice of Filing of Petition for Voluntary Revocation of Registration of Securities, reciting the facts supporting the said petition; and</li> <li>6. Copy of Payment Assessment Form/Official Receipt representing payment of the prescribed filing fees.</li> </ol>		SEC website: <a href="http://www.sec.gov.ph">http://www.sec.gov.ph</a>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>3.2.1. Reviews and initials the following:                      3.2.1.1. DRAFT letter/memo/advisement/ Order of Revocation. <b>Go to Step 3.4 and Step 3.1.3</b>                      3.2.1.2. FINAL letter/memo/advisement letter/ Order of Revocation. <b>Go to Step 3.4</b></p> <p>3.3. Reviews documents, prepares and initials DRAFT/FINAL Notice of Filing of Petition for Voluntary Revocation. <b>Go to Steps 3.2.1.1, 3.4 or 4 and 3.1.3</b>                      3.3.1. Prepares DRAFT/FINAL Memo.                      3.3.2. Repeat <b>Step 3.2.1.1</b></p> <p><b>3.4. For DRAFT COMMENT/ NOTICE/MEMORANDUM/ORDER:</b>                      3.4.1. Reviews and initials document                      3.4.2. Returns document to Legal Counsel. <b>Go to Step 3.3</b></p> <p><b>3.5. For FINAL COMMENT/ NOTICE/MEMORANDUM/ORDER:</b>                      3.5.1. Reviews and signs document. <b>Go to Step 3.1.3, 3.1.4 and 3.1.6.</b></p>		<p>2 days 7 hours</p> <p>2 days</p>	<p>Legal Counsel</p> <p>Director</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>3.5.1.1. If FINAL MEMO, reviews and signs document. <b>Go to Step 3.1.5.</b></p> <p>3.5.2. Presents to the Commission En Banc.</p> <p>3.5.3. Informs Legal Counsel of En Banc Decision. <b>Go to Step 3.3.1</b></p> <p><b>3.6. For ORDER OF REVOCATION:</b></p> <p>3.6.1. Reviews and signs document. <b>Go to Step 3.1.3 and 3.1.6</b></p>			
<p>4. Receives and publishes approved Notice of Filing of Petition for Voluntary Revocation.</p> <p>4.1. Submits Affidavit of Notice of Publication</p>	<p><b>4.</b> Receives affidavit and wait for compliance. <b>Go to Step 3.2.1.1</b></p> <p>4.1. Upon receipt of the Commission’s action on the Memorandum:</p> <p>4.1.1. If DENIED/DEFERRED, prepare DRAFT/FINAL ADVISEMENT LETTER. <b>Repeat Steps 3.1.1, 3.3.1, 3.4, 3.4.1 and 3.1.4</b></p> <p>4.1.2. If GRANTED, <b>Go to Step 5</b></p>	<p>None</p>	<p>15 days 30 minutes</p>	<p>Legal Counsel</p>
<p>5. Receives ORDER of Revocation</p> <p>5.1 Publish Order of Revocation</p>	<p><b>5.</b> Prepares ORDER OF REVOCATION</p> <p>5.1. Prints draft/final copies of Order of Revocation</p> <p>5.2. Initial Copy</p> <p><b>5.3. Repeat Steps 3.2.1 and Go to Step 3.6</b></p> <p>5.4. Notifies issuer that the Order is</p>	<p>None</p>	<p>1 day</p>	<p>Legal Counsel</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	ready for release at the MSRD. <b>Go to Step 6 and Step 3.1.6</b>			
6. Submit proof of publication of the Order of Revocation	6. Endorse copy of the Order to ICTD for posting. 6.1. Posting of Order of Revocation at the Commission's website.	None	1 day	ICTD Staff
<b>TOTAL</b>		<b>P10,000.00 per MC No. 3, Series of 2017</b>	<b>26 Days</b>	

Petition for Voluntary Revocation of Certificate of Permit to Sell Securities for Sale and Order of Registration for Equities, Debt Securities, Real Estate Investment Trust (REIT) is covered under R.A. 8799, otherwise known as the Securities Regulation Code.

## 11. Request for Comment/Recommendation on the Application for Articles of Incorporation/By-Laws/Secondary License and amendments relative thereto that falls within the jurisdiction of the Department

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

<b>Office or Division:</b>	Market Intermediaries Division (MID), Markets and Securities Regulation Department (MSRD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	All Companies and holders of secondary license	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
SEC-MSRD Request Form		MSRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files one (1) copy of duly-accomplished MSRDR Request Form	1. Advises and instructs applicant to submit duly accomplished SEC-MSRD request form.  1.1. Receives, logs and forwards the request to the Examiner for processing.  1.2. Evaluates the request, prepares Comments/Recommendations, revise if needed, upon review. 1.2.1. Conference with the client is performed if needed for some clarifications on the application or amendment.  1.3. Reviews, initials, and signs the comments/ recommendation.	None	10 minutes  40 minutes  3 days, 6 hours, 55 minutes  2 days	Support Clerk, MID  Examiner/ Specialist  Securities Counsel Asst. Director Director
2. Receives originally signed Comments/ Recommendation	2. Issues signed Comments/ Recommendations, file the duplicate copy of the same with supporting documents.	None	15 minutes	Executive Assistant/ Support Clerk
<b>TOTAL</b>		<b>None</b>	<b>7 days</b>	



## 12. Request for Exemptive Relief/Confidential Treatment of Information Filed and Request for Extension

This service details the procedure of reviewing and processing application of exemption from registration of securities including stock options.

<b>Office or Division:</b>	Securities Regulation Division (SRD), Markets & Securities Regulation Department (MSRD)	
<b>Classification:</b>	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Registered Issuer of Equities, Debt Securities and Real Estate Investment Trust (REIT)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter-Request and the required exhibits		SEC website: <a href="http://www.sec.gov.ph">http://www.sec.gov.ph</a>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Files Letter-request and supporting documents.	1. Received Letter-request. 1.1. Review Letter-request and supporting documents 1.2. Issues Payment Assessment Form (PAF) 1.3. Instructs the client to pay the prescribed filing fee.	None	30 minutes (for exemptive relief)  2 weeks (for confidential treatment)	Support Staff/ Securities Specialist
2. Presents the PAF at the Cashier and pay the prescribed filing fee.	2. Receives payment and issue Official Receipt and machine-validated PAF.	Exemptive Relief P 50,000.00 per issue per Company  Confidential Treatment P 50,000.00 per information per company	10 minutes	Cashier
3. Submits the Letter-request and machine-validated PAF to MSRD	3. Receives and forwards request and supporting documents to the assigned Securities Specialist. 3.1. Review letter-request and supporting documents , prepare draft Memo to En banc and forwards the same to Assistant Director for initial review. 3.2. Review draft Memo, return to Specialist for any revision, or initials and forward to the Director for final review/signature.			Support Staff  Securities Specialist/ Legal Counsel  Assistant Director/  Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>3.3. Conducts Final Review of the Memo, returns the Memo for any revisions or signs the Memo.</p> <p>3.4. Endorses Memo to Supervising Commissioner for clearance.</p> <p>3.5. Upon receipt of clearance, forwards Memo to Commission Secretary for inclusion in the Agenda.</p> <p>3.6. Presents to the Commission En Banc for approval.</p> <p>3.7. Informs Assistant Director/Legal Counsel/Securities Specialist of En Banc decision.</p> <p>3.8. If approved, prepares a letter informing the applicant of the approval.</p> <p>3.9. If not approved, prepares a letter informing the applicant of the denial of the request and additional instructions/guidance from the Commission.</p> <p>3.10. Issues advisement letter to the client.</p> <p>3.11. Seals documents and forwards to the Office of the Commission Secretary for safekeeping. <i>(Applicable only for</i></p>			<p>Securities Specialist/ Legal Counsel Support Staff</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<i>request for Confidential Treatment)</i>			
3. Receives the Letter of Advisement	3. Transmits letter to registrant. 3.1. Forwards records to ICTD for micro- filming. <b>END</b>	None	30 minutes	MSRD Support Staff
<b>TOTAL</b>		<b>Exemptive Relief P 50,000.00 per issue per Company</b>  <b>Confidential Treatment P50,000.00 per information per company</b>	<b>10 Days</b>	

Request for Exemptive Relief/Confidential Treatment of Information Filed and Request for Extension is covered under R.A. 8799, otherwise known as the Securities Regulation Code.

### 13. Request for SEC MSR D Certification

This service details the procedure on how Private Entities and Individuals, Government Offices, SEC Department/Offices from SEC-MSRD.

<b>Office or Division:</b>	Investment Products and Services Division (IPSD), Markets and Securities Regulation Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government	
<b>Who may avail:</b>	Private Entities and Individuals, Government Offices, SEC Department/Offices	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter or memo request for Certification to MSR D.		MSRD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Files and/or sends via email the letter or memo request for Certification to MSRD.</p> <p>Note: Letter-request from private entities and individuals are subject for payment amounting to <b>Php530.00.</b></p> <p>The memo request from other Department and government agencies are exempt from payment.</p>	<p>1. Receives letter or memo request for certification; and</p> <p>1.1. Prepares Payment Assessment Form (PAF) and advises client to pay the prescribed fee at the Cashier</p>		<p>4 minutes</p>	<p>Executive Assistant/ Support Staff</p>
<p>2. Presents the PAF at the Cashier and settles the prescribed fee</p>	<p>2. Processes the payment and issues the machine-validated PAF and Official Receipt (OR).</p>	<p><b>PHP 530.00</b> (with PHP 30.00 Documentary Stamp Tax)</p> <p>SEC Memorandum Circular No. 3</p>	<p>10 minutes</p>	<p>Cashier Finance and Management Department</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	review/initials			
	3.3. Reviews and initials the Memo		5 minutes	Chief Counsel
	3.4. Forwards Memo to the Director for signature		3 minutes	Executive Assistant/ Support Staff
	3.5. Reviews and signs the Memo		5 minutes	Director
	3.6. Forwards Memo to CRMD		3 minutes	Executive Assistant/ Support Staff
	3.7. Upon receipt of the CRMD Memorandum reply, receives, logs and forwards the CRMD Memo to assigned Specialist/Support Staff		3 minutes	Executive Assistant/ Support Staff
	3.8. Evaluates the CRMD memo-reply		10 minutes	Specialist/Support Staff
	3.9. Prepares Certification			
	3.10. Forwards Certification for review/initials			
	3.11. If the Request for Certification is on whether or not the entity is a			



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Registered Issuer of Securities, there is no need for an endorsement to CRMD. <b>Proceed to Steps Nos. 3.1, 3.9 to 4.</b></p> <p>3.12. Reviews and initials the Certification</p> <p>3.13. Forwards Certification to the Director for signature</p> <p>3.14. Reviews and signs the Certification.</p>		<p>5 minutes</p> <p>3 minutes</p> <p>5 minutes</p>	<p>Chief Counsel</p> <p>Executive Assistant/ Support Staff</p> <p>Director</p>
4. Receives the Certification	4. Transmits or Issues Certification to requesting party		3 minutes	Executive Assistant/ Support Staff
<b>TOTAL</b>		<b>PHP 530.00</b>	<b>1 hour, 12 minutes</b>	

## 14. Review of Information Statement prior to its Distribution in the Stockholders Meeting

This service details the procedures of reviewing the Information Statement prior to its distribution to the stockholders for the annual stockholder’s meeting.

<b>Office or Division:</b>	Securities Registration Division (SRD), Markets and Securities Regulation Department (MSRD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Registered Issuer of Equities, Debt Securities and Real Estate Investment Trust (REIT) and Reporting Companies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. SEC Form 20-IS</li> <li>2. Management Report</li> <li>3. Audited Financial Statements with Supplementary Schedules</li> <li>4. Latest Audited Financial Statements with supplementary Schedules (Interim FS, if applicable)</li> </ol>		MSRD-SRD, SEC website

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Presents Preliminary copies of Information Statement (IS) and Management Report (MR)	1. Prepares Payment Assessment Form (PAF) and advises client to pay the prescribed fee at the Cashier	P 7,500.00 for registrant  P 5,000.00 for other than the registrant + LRF	10 minutes	Specialist
2. Presents the PAF at the Cashier and pay the prescribed filing fee.	2. Processes payment and issues Official Receipt and validates PAF		10 minutes	Cashier
3. Submits IS, MR and and machine-validated PAF	3. Receives and forwards documents 3.1. Receives, encodes and/or forwards documents to assigned Specialist 3.2. Reviews and prepares DRAFT comment letter 3.3. Reviews and Initials DRAFT comment letter 3.4. Reviews and signs FINAL Comment letter 3.5. Faxes/mails comment letter	None	5 minutes  5 minutes  1 day <sup>4</sup>  30 minutes  3 hours  5 minutes	Executive Assistant  MSRD Support Staff  Specialist  Assistant Director/Director  Executive Assistant

<sup>4</sup> May vary (due to the number of applications being reviewed by Specialist)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Files Definitive Information Statement (DIS) and MR 4.1 Calls MSRD Specialist for clearance to distribute DIS. 4.2 Comply with the instructions.	4. Reviews documents 4.1 Reviews DIS and MR 4.1.1. If compliant, advises the registrant to distribute copies to stockholders. <b>END</b> 4.1.2. If not compliant, inform the registrant to comply with the instructions.	None	30 minutes	Specialist
5. Pay for Haphazard filing fee for DIS	5. Instructs the client to pay the Haphazard filing fee.	P 5,000.00 for Amended DIS (Haphazard filing), if applicable	10 minutes	Specialist
6. Submits machine-validated PAF and Amended DIS 6.1 Repeat Step 4.1	6. Forwards machine-validated PAF and Amended DIS for review.  6.1. Reviews submitted documents  6.2. If found in order, advises the registrant to distribute copies to stockholders.  6.3. Encodes and forwards documents to ICTD for microfilming. <b>END</b>	None	1 hour 30 minutes	Support Staff/Specialist
7. Publish in national newspaper the Order of the Commission granting the request	7. Issues an Order granting the approval of the request for changes in the said DIS.	None	1 day	Specialist/ Assistant Director/ Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
to make such changes.				
8. Files relevant portion of the DIS to MSRDR within the prescribed period. 8.1 Distributes relevant portion of the DIS within the prescribed period.	8. Receives relevant portion of the DIS and proof of publication of the Order of the Commission		15 minutes	Support Staff/Specialist
<b>TOTAL</b>		<b>P 7,500.00 for registrant + LRF</b>  <b>P 5,000.00 for other than the registrant + LRF</b>  <b>P 5,000.00 for Amended Definitive (Haphazard filing), if applicable</b>	<b>3 days</b>	

Review of Information Statement prior to its Distribution in the Stockholders Meeting is covered under R.A. 8799, otherwise known as the Securities Regulation Code.

<sup>5</sup> Review of Information Statement prior to its Distribution in the Stockholders Meeting is covered under R.A. 8799

**Corporate Governance and Finance  
Department  
External Services**

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

This service details the procedure governing the accreditation of qualified MF-NGOs by the Microfinance NGO Regulatory Council (MNRC) under R.A. No. 10693 for purposes of availing of the preferential tax rate under Section 20 thereof.

The MNRC is a multi-agency body, composed of three (3) private sector representatives and four (4) public sector representatives, i.e. one representative each from the SEC, the Department of Finance (DOF), Department of Trade and Industry (DTI) and the Department of Social Welfare and Development (DSWD). The Monitoring Division (MD) of the Corporate Governance and Finance Department (CGFD) acts as the Secretariat of the Council.

<b>Office or Division:</b>	Multi-Agency; MD-CGFD acts as Secretariat of the MNRC	
<b>Classification:</b>	Highly Technical / Multi-Agency	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	MF-NGOs that meet the requirements under R.A. No. 10693	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly accomplished Sworn Application Form	<a href="http://www.sec.gov.ph/wp-content/uploads/2018/12/2018Form_MNRC-Sworn-Application-Form-for-MNRC-Accreditation_181214.docx">http://www.sec.gov.ph/wp-content/uploads/2018/12/2018Form_MNRC-Sworn-Application-Form-for-MNRC-Accreditation_181214.docx</a>	
2. Articles of Incorporation or Latest Amended Articles of Incorporation filed with the SEC	Applicant	
3. By-Laws or Latest Amended By-Laws filed with the SEC	Applicant	
4. Latest General Information Sheet filed with the SEC	Applicant	
5. National Bureau of Investigation (NBI) Clearance of each Trustee and Officer, or equivalent document for non-resident Trustee/Officer	NBI or equivalent agency of the country of residence of the foreign Trustee/Officer	
6. Bureau of Internal Revenue (BIR) Certificate of Registration	BIR	

7. Curriculum Vitae (CV) of all Trustees and Officers	Trustees and Officers
8. In case of Foreign Trustees/Officers, applicant must also submit: <ul style="list-style-type: none"> <li>a) Clearance from the Bureau of Immigration (BI)</li> <li>b) Photocopy of passport with valid visa or stay in the Philippines</li> <li>c) Photocopy of Alien Certificate of Registration Identity Card (ACR I-Card)</li> <li>d) Work permits issued by the Department of Labor and Employment (DOLE)</li> </ul>	BI Issuing agency of the country of nationality of the foreign Trustee/Officer  BI  DOLE
9. Sworn Statement with full description of the microfinance activities for the past three (3) years, present activities, and activities proposed for the next three (3) years, including the following: <ul style="list-style-type: none"> <li>a) Profile of its client/s or members for the preceding and current year; and</li> <li>b) List of main, branch or unit offices</li> </ul> <i>Note: The applicant MF-NGO has the burden to prove that it has been engaged in microfinance activities for at least three (3) years, based on documents submitted.</i>	To be accomplished by the applicant MF-NGO's Chairperson, President and Treasurer
10. Business plan including list of products, projects and programs, method of marketing its products and sources of the funds and maturities of credit	Applicant
11. Location map indicating the exact address of the principal office, signed by the President and Corporate Secretary	Applicant



<p>12. Certificate of No Derogatory Information (CNDI) issued at least no more than two (2) months from the submission of its application</p>	<p>SEC – Company Registration and Monitoring Department; or SEC – Extension Office, as applicable</p>
<p>13. Notarized Certificate for the adoption of the Standard Chart of Accounts</p>	<p>Applicant MF-NGO’s Chairperson, President and Treasurer. Use MNRC form available at: <a href="http://www.sec.gov.ph/microfinance-ngo-regulatory-council/forms/">http://www.sec.gov.ph/microfinance-ngo-regulatory-council/forms/</a></p>
<p>14. Duly accomplished Report Card using the prescribed template, signed by the Chairperson, President and Treasurer, or his/her equivalent, showing the results of its self-rated assessment of its microfinance operations</p>	<p>Applicant MF-NGO’s Chairperson, President and Treasurer. Use MNRC form available at: <a href="http://www.sec.gov.ph/microfinance-ngo-regulatory-council/forms/">http://www.sec.gov.ph/microfinance-ngo-regulatory-council/forms/</a></p>
<p>15. Latest Audited Financial Statement (AFS) for the immediately preceding year, duly received by the SEC. In case said AFS is not yet available at the time of application, the MF-NGO may submit an Interim Financial Statement for the said year, which shall be used in accomplishing the Financial Report Card template, provided that the AFS shall be submitted based on the filing schedule.</p>	<p>Applicant</p>
<p>16. In case of a spin-off, the applicant MF-NGO must also submit:</p> <ul style="list-style-type: none"> <li>a) Audited Financial Statements of old entity for the past three (3) years (3 years from the year of registration of the new entity)</li> <li>b) Microfinance Operations Report of the old entity for the last three years, signed by the President and Treasurer</li> <li>c) Proof that the Officers/Trustees of the old and new entities are the same</li> </ul>	<p>Applicant</p>

<p>d) Certification from the existing entity stating that the new entity is established for the microfinance operations of the existing entity</p> <p><i>Note: The applicant MF-NGO has the burden to prove that the old entity had been engaged in microfinance activities for at least three (3) years, based on the documents submitted.</i></p>	
<p>17. For the release of the Certificate of Accreditation, if the application is granted, the applicant must also submit:</p> <p>a) If to be claimed in person: (i) an authorization letter signed by the Chairperson, President or CEO of the MF-NGO authorizing the representative to claim the Certificate, (ii) valid ID of the representative and (iii) Documentary Stamp Tax (DST)</p> <p>b) If to be sent by registered mail: (i) an authorization letter signed by the Chairman, President or CEO authorizing the MNRC to send the Certificate to the MF-NGO's principal office address by registered mail, (ii) DST, (iii) proof of transmittal of the letter (i.e. receipt and tracking number) via registered mail.</p>	<p>The authorization letter is to be provided by the Applicant.</p> <p>DST may be obtained from the BIR.</p> <p>Proof of transmittal is to be provided by the courier or other mailing service used by the applicant.</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
1. Submits application form with complete requirements	1.1. Checks submitted documents for completeness 1.2. Issues checklist to applicant 1.3. Reviews and evaluates the application 1.4. Prepares Memorandum to be presented to the MNRC	<i>Total Portfolio</i>	<i>Accreditation Fee</i>	15 days, 5 hours (maximum)	Securities Specialist Securities Counsel II Assistant Director Director
	Not more than PHP 200 Million	PHP 20,000.00			
	More than P200 Million but not more than P800 Million	PHP 30,000.00			
		More than PHP 800 Million but not more than PHP 1 Billion	PHP 40,000.00		
		More than PHP 1 Billion	PHP 50,000.00		
		<i>*Note: Payment of accreditation fee is currently suspended until further notice</i>			
	1.5. MNRC deliberates and decides on the approval or denial of the application during its meeting	None		1 day (depending on presence of quorum)	The MNRC is composed of government representatives from the SEC, DOF, DTI, DSWD and 3 representatives from the private sector.
	1.6. Prepares the Notice of Approval (or Denial) and the Certificate of	None		3 days	Securities Specialist Securities Counsel II Assistant Director Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Accreditation and endorses to the Chairperson for signature			
	1.7. Reviews and signs the Notice and the Certificate of Accreditation, as applicable	None	30 minutes	Chairperson
2. Client receives the Certificate of Accreditation	2. Releases the Certificate of Accreditation to the client thru his/her preferred mode	DST (amounting to PHP 30.00)	2 hours, 30 minutes	Securities Specialist
<b>TOTAL</b>		<b>DST (amounting to PHP 30.00)</b>	<b>20 days</b>	

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

## 2. Amendment of Registration Statement

This service details the procedure on how an investment company and issuer of proprietary shares or certificates and non-proprietary shares or certificates can apply for an Order approving the amendment/s in the registration statement under the Securities Regulation Code (SRC) or R.A. No. 8799 and Investment Company Act or R.A. 2629.

<b>Office or Division:</b>	Licensing Division, Corporate Governance and Finance Department (CGFD)
<b>Classification:</b>	Highly Technical  <i>Pursuant to Section 12.6 of the SRC, the SEC has within 45 days after filing the registration statement (RS) to declare the RS effective or rejected. Such period may be adjusted to a later date provided the Client consented thereto or when the Client is allowed to amend the RS as provided in Section 14 of the SRC.</i>
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Fund Managers, Authorized representatives of Investment Companies, and Issuers of Proprietary and Non-Proprietary Shares or Certificates
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>1. Request Slip</b>	Security Guard on Duty
<b>2. Accomplished Prescribed Forms</b> <ul style="list-style-type: none"> <li>• SEC Form 12-1-ICA for open-end and close-end investment company</li> <li>• SEC Form 12-1 ETF for Investment Company classified as ETF</li> <li>• SEC Form 12-1 for issuers of proprietary and non-proprietary shares or certificates</li> </ul>	Applicant (source: <a href="http://www.sec.gov.ph/forms-and-fees/secondary-license/">http://www.sec.gov.ph/forms-and-fees/secondary-license/</a> )
<b>3. Prescribed Disclosures (References):</b> SRC Rule 12, Annex C, and Investment Company Act Implementing Rules and Regulations	<a href="http://www.sec.gov.ph/laws-rules-decisions-and-resolutions/legislation/#">http://www.sec.gov.ph/laws-rules-decisions-and-resolutions/legislation/#</a>

<p><b>4. Number of copies:</b> 1 original and 3 conformed copies (exclusive of client copy)</p>	
<p><b>Supporting Documents</b></p> <p>I. Prospectus, Product Highlight Sheet and Financial Statements</p> <p>II. Exhibits</p> <ul style="list-style-type: none"> <li>a. Draft Notice re: Filing of RS for Publication (Proof of Publication of Notice, with Affidavit and copy of Publication, shall be submitted after the publication);</li> <li>b. Articles of Incorporation and By-laws which are compliant with the provisions of the SRC and its IRR;</li> <li>c. Notarized Curriculum Vitae and Recent Photographs of Officers and Members of the Board of Directors;</li> <li>d. Copy of Board Resolution approving the securities offering and authorizing the filing of the RS;</li> <li>e. Duly verified Board Resolution dated and manually signed by a majority of the issuer's Board of Directors; approving the disclosures contained in the RS and assuming responsibility for the information contained therein;</li> <li>f. Sample of Subscription Agreement/Form which are compliant with SRC Rules or ICA IRR if with amendments;</li> <li>g. Material contracts/documents which would support the disclosures of the registrant (if with amendments)</li> </ul>	<p>Applicant</p> <p>Applicant</p> <p>Members of the Board of Directors</p> <p>Corporate Secretary</p> <p>Corporate Secretary</p>

<p><b>Additional Exhibits (required if with amendments):</b></p> <p><b>a. For Investment Companies:</b></p> <ol style="list-style-type: none"> <li>1. Management Agreement;</li> <li>2. Distribution Agreement;</li> <li>3. Custodian or Escrow Agreement;</li> <li>4. Transfer Agency Agreement;</li> <li>5. Advisory Agreement (if any);</li> <li>6. Certification, under oath, by the President and Chairman of the Board, or their equivalent in rank, describing the involvement, if any, by management or members of the Board of Directors in companies that the investment company will be dealing with;</li> <li>7. Redemption Form</li> </ol> <p><b>b. Investment Companies as Exchange Traded Funds:</b></p> <ol style="list-style-type: none"> <li>1. Agreement with Fund Manager;</li> <li>2. Agreement with Authorized Participants;</li> <li>3. Agreement with Market Maker;</li> <li>4. Agreement with Index Provider;</li> <li>5. Agreement with Custodian Bank;</li> <li>6. Agreement with Transfer Agent;</li> <li>7. Certification under oath, by the President and Chairman of the Board, or their equivalent in rank, describing the involvement, if any, by management or members of the Board of Directors in companies that the investment company will be dealing with; and</li> <li>8. Key Product Information</li> </ol> <p><b>c. Proprietary/Non-Proprietary Securities:</b></p> <ol style="list-style-type: none"> <li>1. Escrow/Custodian Agreement with a reputable bank;</li> <li>2. Credit Line Agreement;</li> </ol>	<p>Fund Manager Fund Distributor Custodian Bank Transfer Agent Investment Advisor President and Chairman of the Board</p> <p>Applicant</p> <p>Fund Manager Registered Broker or Authorized Market Participants Market Makers Service Provider Custodian Bank Transfer Agent President and Chairman of the Board</p> <p>Applicant</p> <p>Custodian Bank Reputable Bank</p>
---	---

<ol style="list-style-type: none"> <li>3. House/Membership Rules;</li> <li>4. Lease Contract (if property is under Lease);</li> <li>5. Certified true copy of Transfer Certificate of Title (TCT);</li> <li>6. Brochures and other selling materials;</li> <li>7. Development Agreement, if any;</li> <li>8. Trust Agreement (if timeshares);</li> <li>9. Project Plan and Timetable of Project Construction;</li> <li>10. Resort Calendar (if timeshares);</li> <li>11. Proposed Contract of Suretyship covering the undertaking of the Issuer to refund the amount of investments if the project is not completed as disclosed</li> </ol>	<p>Applicant                  Owner of the Property                  Registry of Deeds                  Applicant                  Developer or Contractor of Property                  Applicant                  Applicant                  Insurance Company</p>
---	---



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client presents request slip, the prescribed forms with complete documents	1.1. Check completeness of basic requirements using Pre-evaluation Checklist.	None	1 Day	Officer-of-the-Day (OD)
	1.2. If complete, compute the filing fees and issues Payment Assessment Form (PAF) if the application is complete.		10 Minutes	Officer-of-the-Day (OD)
2. Client pays the corresponding fee at the Cashier	2. Receives payment and issues SEC Official Receipt	Basic fee- PHP12,000.00 LRF – PHP120.00 Documentary Stamp – PHP30.00 Total – PHP12,150.00	10 Minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
1.1. Submits the validated PAF and complete documents to CGFD	3.1. Receives and processes application.	None	29 Days, 7 Hours, and 40 Minutes	Administrative Assistant Securities Specialist Securities Counsel Assistant Director Director
3.2 Publishes the Notice of filing the Amended Registration Statement and submits Affidavits of Publication	3.2. Approves the application	None	7 Days	Supervising Commissioner Commission en Banc
	3.3. Advises client on the approval of the	None	1 Day	Securities Specialist

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	amended RS			
4. Submits Final Prospectus	4.1 Receives and review Final Prospectus 4.2 Prepares Order	None	5 Days	Administrative Assistant Securities Specialist Securities Counsel Assistant Director Director
1.1. Receives the Order 1.2. Publish the Order and submits a copy of the Affidavit of the Publication	5. Issuance of the Order	None	1 Day	Administrative Assistant Securities Specialist
<b>TOTAL</b>		PHP12,150.00	45 Days*	

\*Processing time assuming the contents in the RS is complete or accurate, or by such later date to which the client has consented. If the RS is on its face incomplete or inaccurate, the SEC may reject the RS unless the Client is allowed to amend the RS. Likewise, the processing time does not include the period when Client prepares the amended documents/RS.

### 3. Application for Accreditation as Corporate Governance Institutional Training Provider

This service details the procedure on how to apply for accreditation as a Corporate Governance Institutional Training Provider.

<b>Office or Division:</b>	Corporate Governance Division (CGD) of the Corporate Governance and Finance Department (CGFD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	All companies	
	<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
	1. Written application (1 original)	Applicant
	2. Certification that the applicant complies with the procedural requirements and meets the minimum standards (1 original)	Applicant
	3. Supporting documents such as the following: a. Summary of business experience and plan; b. Credentials of resource persons; c. Course program and training materials; d. Latest Audited Financial Statements; and e. Latest General Information Sheet. (1 original <u>or</u> photocopy per document)	Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete documents to the Officer-of-the-day	1.1 Receives and reviews the documents submitted	None	10 minutes	Officer-of-the-day
	1.2 Issues Payment Assessment Form		5 minutes	
2. Pays the corresponding fee at the Cashier	2. Receives payment and issues Official Receipt	PHP 5,000.00 (Application Fee) + PHP 50.00 (1% Legal Research Fee) + PHP 30.00 (Documentary Stamp Tax)	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
	2.1. Processes application	None	6 days, 7 hours and 25 minutes	Securities Specialist-in-Charge Securities Counsel Assistant Director Director
3. Receives the Advisement Letter/ Certificate of Accreditation as ITP	3. Issues the Advisement Letter / Certificate of Accreditation to the requesting party and secures a receiving copy	None	10 minutes	Administrative Assistant
<b>TOTAL</b>		<b>PHP 5,080.00</b>	<b>7 days</b>	

#### 4. Application for Renewal of Accreditation as Corporate Governance Institutional Training Provider

This service details the procedure on how to apply for the renewal of accreditation as a Corporate Governance Institutional Training Provider.

<b>Office or Division:</b>	Corporate Governance Division (CGD) of the Corporate Governance and Finance Department (CGFD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Accredited Institutional Training Providers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Written application (1 original)		Applicant
2. Certification that the applicant complies with the procedural requirements and meets the minimum standards (1 original)		Applicant
3. Supporting documents such as the following: a. Summary of business experience and plan; b. Credentials of resource persons; c. Course program and training materials; d. Latest Audited Financial Statements; and e. Latest General Information Sheet. (1 original <u>or</u> photocopy per document)		Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete documents to the Officer-of-the-day	1. Receives and reviews the documents submitted	None	10 minutes	Officer-of-the-day
	1.1 Issues Payment Assessment Form		5 minutes	
2. Pays the corresponding fee at the Cashier	2. Receives payment and issues Official Receipt	PHP 5,000.00 (Application Fee) + PHP 50.00 (1% Legal Research Fee) + PHP 30.00 (Documentary Stamp Tax)	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
	3. Processes application		None	
3. Receives the Advisement 3.1. Letter/ Certificate of 3.2. Accreditation as ITP	4. Issues the Advisement Letter / Certificate of Accreditation to the requesting party and secures a receiving copy	None	10 minutes	Administrative Assistant
<b>TOTAL</b>		<b>PHP 5,080.00</b>	<b>7 days</b>	

## 5. Petition for Voluntary Revocation

This service details the procedure on how to request for a voluntary revocation of an existing registration of securities and Certificate of Permit to Offer Securities for Sale issued in favor of Investment Companies, Exchange Traded Funds (ETFs) and Issuers of Proprietary and Non-Proprietary Securities.

<b>Office or Division:</b>	Licensing Division - Corporate Governance and Finance Department
<b>Classification:</b>	Highly Technical / Service covered under SRC Rule 13.2.3.2 and ICA Rule 13.1.6(b)(ii)
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Investment Companies, ETFs, and Issuers of Proprietary / Non-Proprietary Securities
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Request Slip	Guard on Duty
2. At least three (3) copies of a Verified Petition for Voluntary Revocation sufficient in form and substance together with the following exhibits:	Applicant
<p>a. <i>For Issuers of Proprietary and Non-Proprietary Securities</i> (SRC Rule 13.2.1):</p> <ul style="list-style-type: none"> <li>i) Board Resolution approving the revocation, certified under oath by the corporate secretary and attested to by the president or anyone performing a similar function;</li> <li>ii) List of stockholders indicating their respective shareholdings as of the latest date;</li> <li>iii) All relevant books and papers of the Issuer, as may be determined by the Commission</li> <li>iv) Proposed Notice of Filing of Petition for Voluntary Revocation of Registration of Securities, reciting facts supporting the said petition which shall be subject to the approval of the Commission</li> </ul>	

<p>v) Such other requirements or conditions the Commission may deem necessary (SRC Rule 13.2.2)</p> <p>b. <i>For Investment Companies and ETFs</i> (ICA IRR Rule 13.1.6 (a)):</p> <ul style="list-style-type: none"> <li>i) Board Resolution approving the revocation stating therein the reason for the revocation, certified under oath by the corporate secretary and attested to by the President or anyone performing a similar function, and duly approved by a majority of the stockholders;</li> <li>ii) Proof that the holders were notified within thirty (30) days after the board has decided to voluntarily cause the revocation of the registration of securities of the Investment Company;</li> <li>iii) List of stockholders/unit holders indicating their respective shareholdings/unit holdings as of the latest date;</li> <li>iv) A mechanism that will inform all its shareholders and unitholders in the redemption of the investments which should include the establishment of redemption centers.</li> <li>v) All relevant books and papers of the Investment Company, as may be determined by the Commission;</li> <li>vi) Proposed Notice of Filing of Petition for Voluntary Revocation of Registration of Securities, reciting the facts supporting the said petition which shall be subject to the approval of the Commission; and</li> </ul> <p>3. Copy of Official Receipt representing payment of filing fee</p> <p>4. Affidavit of Publication of Notice of Filing</p>	<p>Applicant</p> <p>Newspaper publishing company</p>
---	--



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished Request Slip and submits it to Officer-of-the-Day	1.1 Receives Request Slip and forwards it to Legal Counsel	None	5 minutes	Officer-of-the- Day
	1.2 Issues Payment Assessment Form (PAF)	None	10 minutes	Securities Specialist
2. Receives the PAF and pays the filing fee at the Cashier	2.1 Receives payment and issues OR	PHP 10,000.00 + LRF of PHP 100.00	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
3. Forwards validated PAF and Petition with complete exhibits to Officer- of-the-Day	3.1 Receives the validated PAF and documents	None	10 minutes	Officer- of-the-Day
4. Receives Notice	3.2 Reviews Notice of Filing of Petition for Voluntary Revocation (“Notice”) and delivers signed Notice to Client	None	3 hours	Support Staff Assistant Director Director
5. Publishes in newspaper of general circulation			Dependent on Client	
6. Submits Affidavit of Notice of Publication (“Affidavit”)	6.1 Receives Affidavit and waits for 15 business days from publication to allow parties who stand to suffer any	None	15 business days from date of publication <sup>1</sup>	Administrative Officer Assistant Director

<sup>1</sup> In compliance with period prescribed under SRC Rule 13.2.3.2 and ICA Rule 13.1.6(b)(ii).

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	damage to file their complaints with the Commission.			
	6.2 If no complaint is received within 15 business days, proceeds to process Petition	None	9 days	Securities Counsel Assistant Director Director
	6.3 Approves or denies the Petition	None	1 day	Commission En Banc
	6.4 Issues ORDER OF REVOCATION (“Order”)	None	½ day	Administrative Officer Securities Counsel Assistant Director Director
	6.5 Uploads the Order in the Commission website	None	½ day	Administrative Officer ICTD
<p>7. Receives and publishes Order in a newspaper of general circulation and submits proof of publication to the Commission.</p> <p>For Investment Companies and ETFs, publication of the Order shall conform to the requirements specified in ICA Rule 13.1.6 (b)(iii). <b>END</b></p>		None		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<b>TOTAL</b>		PHP 10,000.00 + LRF of PHP 100.00	26 days, 3 hours, 35 minutes*	

\*Excludes waiting time for Client to comply with any comment/s on the Petition.

## 6. Processing of Information Statement (SEC Form 20-IS)

This service details the procedure on how a registered investment company, issuers of proprietary and non-proprietary shares or certificates, and individual proxy solicitor can apply for approval of their Information Statement which is a requirement prior to the holding of Annual and Special Stockholders' Meeting pursuant to Rule 20 of the Implementing Rules and Regulations of the Securities Regulation Code (SRC).

<b>Office or Division:</b>	Licensing Division, Corporate Governance and Finance Department (CGFD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Fund Managers, Authorized representatives of an Investment Company, and Proxy Solicitors (individual)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Request Slip</li> <li>2. Accomplished SEC Form 20-IS</li> <li>3. Management Discussion and Analysis</li> <li>4. Applicable Financial Statements pursuant to SRC Rule 68, as amended</li> </ol> <p><i>All documents must be submitted in 2 copies, 1 original and 1 photocopy, exclusive of Client's copy</i></p>		Guard on Duty Applicant (Reference: <a href="http://www.sec.gov.ph/forms-and-fees/secondary-license/">http://www.sec.gov.ph/forms-and-fees/secondary-license/</a> )

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client submits request slip with complete documents	1. Issues Payment Assessment Form (PAF)	None	10 Minutes	Officer-of-the-Day (OD)
2. Client pays the corresponding fee at the Cashier	2. Receives payment and issues SEC Official Receipt	Company: Basic -PHP7,500.00 LRF – PHP75.00 Total – PHP7,575.00  Proxy Solicitor: Basic –PHP5,000.00 LRF – PHP50.00 Total – PHP5,050.00	10 Minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
3. Submits the validated PAF and complete documents to CGFD	3.1 Receives and processes application  3.2 Advises client on deficiencies, if any, through a letter with a checklist, and directs client to submit Definitive Information Statements	None	10 Days	Administrative Assistant Securities Specialist Supervising Securities Examiner Assistant Director Director
4. Submits compliance/ Definitive Information Statements (DIS)	4.1 Received and evaluates the DIS  4.2 If the DIS is incomplete, advises the client to amend the DIS and to pay the	None	6 Days	Administrative Assistant Securities Specialist  If DIS is incomplete: Supervising Securities Examiner

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	additional fee			Assistant Director Director
5.1 Presents amended DIS	5.1 Issues PAF	Basic– PHP5,000.00 LRF – PHP50.00 Total – PHP5,050.00*	10 Minutes	Officer-of-the-Day
5.2 Pays additional filing fee at the Cashier  <i>(Additional payment is not applicable if the DIS is complete)</i>	5.2 Accepts payment and issues SEC Official Receipt		10 Minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
	5.3 Receives and evaluates validated PAF and amended DIS		2 Days	Administrative Assistant
	5.4 Advises the Client that the DIS is okay for distribution to stockholders via telephone/ electronic mail		1 Day	Securities Specialist
<b>TOTAL</b>		<b>Company: PHP7,575.00* Proxy Solicitor: PHP5,050.00</b>	<b>19 Days and 40 Minutes</b>	

\*Additional fee of PHP 5,050.00 will be charged only if submitted DIS is incomplete.

## 7. Receiving of Walk-in Complaints Filed Against Covered Companies

This service details the procedure on how a citizen can file a complaint against covered companies.

<b>Office or Division:</b>	Monitoring Division (MD), Corporate Governance and Finance Department (CGFD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Slip	Guard on Duty	
2. Complaint Form	For Financing Companies and Lending Companies:  Prescribed form downloadable in the SEC Website: <a href="http://www.sec.gov.ph/wp-content/uploads/2019/09/2019CGFD_UPDATED-COMPLAINT-FORM_MC18.docx">http://www.sec.gov.ph/wp-content/uploads/2019/09/2019CGFD_UPDATED-COMPLAINT-FORM_MC18.docx</a>	
3. Photocopy of evidence/proof to support complaint such as disclosure statement, amortization schedule, receipts, promissory notes, and other relevant documents	Client Records/Files	
4. Photocopy of valid government issued I.D.	Client Records/Files	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Request Slip, Complaint Form and complete documentary requirements to Specialist/Examiner or OD	1. Evaluates/Assesses the documents submitted by the Client	None	30 minutes	Securities Specialist Securities Examiner Contract of Service Assistant Director, MD
2. Waits for receiving copy	2. Issues receiving copy. Client is advised to wait for the comment/answer from the company	None	10 minutes	Securities Specialist Securities Examiner  Contract of Service Assistant Director, MD
<b>TOTAL</b>		<b>None</b>	<b>40 minutes</b>	



## 8. Registration of Securities and Licensing of Investment Company

This service details the procedure on how an investment company and issuer of proprietary shares or certificates and non-proprietary shares or certificates can apply for a Certificate of Permit to Sell Securities to the Public and Order of Registration of Securities under the Securities Regulation Code (SRC) or R.A. No. 8799 and Investment Company Act or R.A. 2629.

<b>Office or Division:</b>	Licensing Division, Corporate Governance and Finance Department (CGFD)
<b>Classification:</b>	Highly Technical  <i>Pursuant to Section 12.6 of the SRC, the SEC has within 45 days after filing the registration statement (RS) to declare the RS effective or rejected. Such period may be adjusted to a later date provided the Client consented thereto or when the Client is allowed to amend the RS as provided in Section 14 of the SRC.</i>
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Fund Managers, Authorized representatives of Investment Companies, and Issuers of Proprietary and Non-Proprietary Shares or Certificates
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
<b>Request Slip</b>  <b>Accomplished Prescribed Forms</b> <ul style="list-style-type: none"> <li>• SEC Form 12-1-ICA for open-end and close-end investment company</li> <li>• SEC Form 12-1 ETF for Investment Company classified as ETF</li> <li>• SEC Form 12-1 for issuers of proprietary and non-proprietary shares or certificates</li> <li>• SEC ICA Form 7-A for Investment Company applying for a license</li> </ul>	Security Guard on Duty  Applicant (source: <a href="http://www.sec.gov.ph/forms-and-fees/secondary-license/">http://www.sec.gov.ph/forms-and-fees/secondary-license/</a> )

<p><b>Prescribed Disclosures (References):</b> SRC Rule 12, Annex C, and Investment Company Act Implementing Rules and Regulations</p> <p><b>Number of copies:</b> 1 original copy and 3 conformed copies (exclusive of client copy)</p>	<p><a href="http://www.sec.gov.ph/laws-rules-decisions-and-resolutions/legislation/#">http://www.sec.gov.ph/laws-rules-decisions-and-resolutions/legislation/#</a></p>
<p><b>Supporting Documents</b></p> <p>i. Prospectus, Product Highlight Sheet and Financial Statements</p> <p>ii. Exhibits</p> <p>a. Draft Notice re: Filing of RS for Publication (Proof of Publication of Notice, with Affidavit and copy of Publication, shall be submitted after the publication);</p> <p>b. Articles of Incorporation and By-laws which are compliant with the provisions of the SRC and its IRR;</p> <p>c. Opinion re: Tax Matter;</p> <p>d. Consents of Experts and Independent Counsel (applicable only if the direct or indirect interest of an expert or independent counsel in the registrant exceeds Php500,000);</p> <p>e. Notarized Curriculum Vitae and Recent Photographs of Officers and Members of the Board of Directors;</p> <p>f. Bank Authorization which shall be continuous as long as the registration of securities of the issuer is effective;</p> <p>g. Copy of Board Resolution approving the securities offering and authorizing the filing of the RS;</p>	<p>Applicant</p> <p>Applicant</p> <p>Tax Expert Independent Counsel</p> <p>Members of the Board of Directors</p> <p>Corporate Secretary</p> <p>Corporate Secretary</p> <p>Corporate Secretary</p>

<p>h. Duly verified Board Resolution dated and manually signed by a majority of the issuer's Board of Directors; approving the disclosures contained in the RS and assuming responsibility for the information contained therein;</p> <p>i. Secretary's Certificate as to adoption by the company's Board re: (1) Adoption of a Fit and Proper Rule for the selection of corporate directors/officer; (2) Submission of an Undertaking allowing the SEC to resolve conflicting issues regarding the selection of independent directors;</p> <p>j. Sample of Subscription Agreement/Form which are compliant with SRC Rules or ICA IRR;</p> <p>k. Manual on Corporate Governance;</p> <p>l. Monitoring Clearance, if previously operating as ordinary corporation; and</p> <p>m. Material contracts/documents which would support the disclosures of the registrant</p>	<p>Applicant</p> <p>Applicant Applicant Company Registration and Monitoring Department Applicant</p> <p>Fund Manager Fund Distributor Custodian Bank Transfer Agent Investment Advisor President and Chairman of the Board</p>
<p><b>Additional Exhibits:</b></p> <p>a. <b>For Investment Companies:</b></p> <ol style="list-style-type: none"> <li>1. Management Agreement;</li> <li>2. Distribution Agreement;</li> <li>3. Custodian or Escrow Agreement;</li> <li>4. Transfer Agency Agreement;</li> <li>5. Advisory Agreement (if any);</li> <li>6. Certification, under oath, by the President and Chairman of the Board, or their equivalent in rank, describing the involvement, if any, by management or members of the Board of Directors in companies that the investment</li> </ol>	<p>Applicant Applicant</p> <p>Fund Manager Registered Broker or Authorized Market Participants Market Makers Service Provider Custodian Bank Transfer Agent</p>

<p>company will be dealing with;</p> <p>7. Redemption Form; and</p> <p>8. Anti-Money Laundering Manual/MLPP</p> <p>b. <b>Investment Companies as Exchange Traded Funds:</b></p> <ol style="list-style-type: none"> <li>1. Agreement with Fund Manager;</li> <li>2. Agreement with Authorized Participants;</li> <li>3. Agreement with Market Maker;</li> <li>4. Agreement with Index Provider;</li> <li>5. Agreement with Custodian Bank;</li> <li>6. Agreement with Transfer Agent;</li> <li>7. Certification under oath, by the President and Chairman of the Board, or their equivalent in rank, describing the involvement, if any, by management or members of the Board of Directors in companies that the investment company will be dealing with; and</li> <li>8. Key Product Information; and</li> <li>9. Anti-Money Laundering Manual/MLPP</li> </ol> <p>c. <b>Proprietary/Non-Proprietary Securities:</b></p> <ol style="list-style-type: none"> <li>1. Escrow/Custodian Agreement with a reputable bank;</li> <li>2. Credit Line Agreement (if project is not yet completed);</li> <li>3. House/Membership Rules;</li> <li>4. Environmental Compliance Certificate;</li> <li>5. Lease Contract (if property is under Lease);</li> <li>6. Certified true copy of Transfer Certificate of Title (TCT);</li> <li>7. Brochures and other selling materials;</li> </ol>	<p>President and Chairman of the Board</p> <p>Applicant</p> <p>Applicant</p> <p>Custodian Bank</p> <p>Reputable Bank</p> <p>Applicant</p> <p>Department of Environment and Natural Resources</p> <p>Lessor</p> <p>Registry of Deeds</p> <p>Applicant</p> <p>Developer or Contractor of Property</p> <p>Applicant</p> <p>Legal Counsel</p> <p>Applicant</p> <p>Insurance Company</p>
--	---

<p>8. Development Agreement, if any; 9. Trust Agreement (if timeshares); 10. Project Plan and Timetable of Project Construction; 11. Opinion re: Legality of Issue (notarized); 12. Resort Calendar (if timeshares); 13. Proposed Contract of Suretyship covering the undertaking of the Issuer to refund the amount of investments if the project is not completed as disclosed.</p>	
---	--

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE								
1. Client presents request slip, the prescribed forms with complete documents	1.1 Check completeness of basic requirements using Pre-evaluation Checklist.	None	1 Day	Officer-of-the-Day (OD)								
	1.2 If complete, compute the filing fees and issues Payment Assessment Form (PAF) if the application is complete.	None	10 Minutes	Officer-of-the-Day (OD)								
2. Client pays the corresponding fee at the Cashier	2. Receives payment and issues SEC Official Receipt	Filing fee for the registration of shares of an Investment Company, proprietary and non-proprietary shares or certificates: <table border="1" data-bbox="1016 922 1424 1372"> <thead> <tr> <th data-bbox="1016 922 1211 1034">Aggregate price of securities</th> <th data-bbox="1211 922 1424 1034">Fee</th> </tr> </thead> <tbody> <tr> <td data-bbox="1016 1034 1211 1074">&lt;PHP500M</td> <td data-bbox="1211 1034 1424 1074">0.10%</td> </tr> <tr> <td data-bbox="1016 1074 1211 1262">&gt;PHP500M &lt;PHP750M</td> <td data-bbox="1211 1074 1424 1262">PHP500,000 plus 0.075% of the excess of PHP500M</td> </tr> <tr> <td data-bbox="1016 1262 1211 1372">&gt;PHP750M &lt;PHP1 B</td> <td data-bbox="1211 1262 1424 1372">PHP687,500 plus 0.05% of the</td> </tr> </tbody> </table>	Aggregate price of securities	Fee	<PHP500M	0.10%	>PHP500M <PHP750M	PHP500,000 plus 0.075% of the excess of PHP500M	>PHP750M <PHP1 B	PHP687,500 plus 0.05% of the	10 Minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
Aggregate price of securities	Fee											
<PHP500M	0.10%											
>PHP500M <PHP750M	PHP500,000 plus 0.075% of the excess of PHP500M											
>PHP750M <PHP1 B	PHP687,500 plus 0.05% of the											

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
			excess of PHP750M		
		>PHP1 B	PHP812,500 plus 0.025% of the excess over PHP1 B		
		Plus 1% Legal Research Fee (LRF) based on the computed filing fee and Document Stamp – Php30.00			
		Filing fee for the registration of units of participation of an Investment Company:  Basic filing fee- PHP10,000.00 LRF – PHP100.00 Document Stamp – PHP30.00 Total – PHP10,130.00			
		Filing fee for a license to operate as Investment Company:  Basic fee- PHP10,000.00			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		LRF – PHP100.00 Total – PHP10,100.00		
3.1 Submits the validated PAF and complete documents to CGFD  3.2 Publishes the Notice of filing the Registration Statement and submits Affidavits of Publication	3.1 Receives and processes application. The financial statements are forwarded to the Office of the General Accountant (OGA) for comment	None	29 Days, 7 Hours and 40 Minutes	Administrative Assistant Securities Specialist Securities Counsel Assistant Director Director
	3.2 Review of the financial statements			Office of the General Accountant
	3.3 Approves the application	None	7 Days	Supervising Commissioner Commission en Banc
	3.4 Advises client on the approval of the RS	None	1 Day	Securities Specialist
4. Submits Final Prospectus	4.1 Receives and review Final Prospectus  4.2 Prepares the Certificate of Permit to Offer Securities to the Public and Order of	None	5 Days	Administrative Assistant Securities Specialist Securities Counsel Assistant Director Director



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5.1 Receives Certificate of Permit to Sell Securities to the Public and Order of Registration  5.2 Publish the Order of Registration and submits a copy of the Affidavit of the Publication	Registration  5. Issuance of the Certificate of Permit to Sell Securities and Order of Registration	None	1 Day	Administrative Assistant Securities Specialist
<b>TOTAL</b>		Please see table of fees above  <b>Registration of Units – PHP10,130.00</b>  <b>License Fee – PHP10,100.00</b>	<b>45 Days*</b>	

\*Processing time assuming the contents in the RS is complete or accurate, or by such later date to which the client has consented. If the RS is on its face incomplete or inaccurate, the SEC may reject the RS unless the Client is allowed to amend the RS. Likewise, the processing time does not include the period when Client prepares the amended documents/RS.

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

This service details the procedure on how to apply for the approval of In-House Corporate Governance Training/Seminar.

<b>Office or Division:</b>	Corporate Governance Division (CGD) of the Corporate Governance and Finance Department (CGFD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	All companies	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Written request for the approval of In-House Corporate Governance Training/Seminar (1 original)		Applicant
2. Certification that the applicant complies with the procedural requirements and meets the minimum standards (1 original)		Applicant
3. Supporting documents, such as: a. Course outline; b. Course program and training materials; and c. Credentials of resource persons. (1 original <b>or</b> photocopy per document)		Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits complete documents to the Officer-of-the-day	1.1 Receives and reviews the documents submitted	None	10 minutes	Officer-of-the-day
	1.2 Issues Payment Assessment Form		5 minutes	
2. Pays the corresponding fee at the Cashier	2.1 Receives payment and issues Official Receipt	PHP 2,000.00 (Application Fee) + PHP 20.00 (1% Legal Research Fee)	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department
	2.2 Processes application		None	
3. Receives the Advisement Letter	3. Issues the Advisement Letter, re: Request for Approval of In-House Corporate Governance Seminar/Training and secures a receiving copy	None	10 minutes	Administrative Assistant
<b>TOTAL</b>		PHP 2,020.00	7 days	

## 10. Request for Clearance for Financing Companies/Lending Companies/Foundations/ Microfinance NGOs

This service details the procedure on how a citizen can request for monitoring clearance.

<b>Office or Division:</b>	Monitoring Division (MD), Corporate Governance and Finance Department (CGFD)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Financing Companies, Lending Companies, Foundations and Microfinance NGOs
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Request Slip	Guard on Duty
<u>Basic Requirements:</u> <ol style="list-style-type: none"> <li>1) Certificate of Incorporation</li> <li>2) Certificate of Authority (CA), for Lending Companies and Financing Companies only</li> <li>3) Latest approved Articles of Incorporation (AI)</li> <li>4) Latest approved By-Laws (BL)</li> <li>5) General Information Sheet for the last two (2) years</li> <li>6) Audited Financial Statements for the last two (2) years*</li> <li>7) Photocopy of the registration page of the Stock and Transfer Book /Membership Book duly registered with the Commission</li> </ol>	Client Records/Files; and/or External Auditor
<u>Additional Requirements:</u> <ol style="list-style-type: none"> <li>8) For Foundations/MF-NGOs:</li> </ol>	Client Records/Files; and/or

<p>a) Notarized Sworn Statement of the President and the Treasurer (SS) using the prescribed form in SEC Notice dated 18 April 2013 in relation to SEC Memorandum Circular No. 8, Series of 2006 for the last two (2) years</p> <p>b) Certification of Existence of Programs/Projects/Activities(CEP) for the last two (2) years, as applicable</p> <p>c) As applicable, Certification using the prescribed form in SEC Memorandum Circular (MC) No. 15 series of 2016 for the last two (2) years; in lieu of the (a) and (b) (effectivity for the year 2016 SS and CEP onwards)</p> <p>d) NSPO Form-1, for fiscal year ending 31 December 2019 and onwards</p>	<p>Prescribed form downloadable in the SEC Website: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/10/Sworn-Statements-Format-v042513-Foundation.xlsx">http://www.sec.gov.ph/wp-content/uploads/2015/10/Sworn-Statements-Format-v042513-Foundation.xlsx</a></p> <p>Office of the Mayor or the Office of the Barangay Captain or the Head of either the Department of Social Welfare and Development or Department of Health on the locality on which it exercises jurisdiction; or</p> <p>Head/Officers of private institution or actual beneficiaries/recipients of the program/activity (duly notarized)</p> <p>Prescribed form attached as Annex in SEC MC No. 15, Series of 2016: <a href="http://www.sec.gov.ph/wp-content/uploads/2016/03/2016_memo_circular_no.15.pdf">http://www.sec.gov.ph/wp-content/uploads/2016/03/2016_memo_circular_no.15.pdf</a></p>
<p>9) For MF-NGOs:</p> <p>a) Sworn Statement of the President and the Treasurer using the prescribed form in SEC Memorandum Circular No. 4, Series of 2013 for the last two (2) years</p> <p>b) NSPO Form-1, for fiscal year ending 31 December 2019 and onwards</p>	<p>Prescribed form attached as Annex in Revised Securities Regulation Code Rule 68: <a href="http://www.sec.gov.ph/wp-content/uploads/2019/10/2019AccountantsInfo_RevisedRegulationCodeRule68.pdf">http://www.sec.gov.ph/wp-content/uploads/2019/10/2019AccountantsInfo_RevisedRegulationCodeRule68.pdf</a></p>

<p>10) For FCs and LCs:</p> <ul style="list-style-type: none"> <li>a) Special Form of Financial Statements for the last two (2) years</li> <li>b) 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))</li> <li>c) Semi-Annual Financial Statements for the last two (2) years</li> <li>d) Money Laundering and Terrorism Financing Prevention Program (if with P10 Million or more paid up capital and/or more than 40% foreign equity)</li> <li>e) AMLA Compliance Form</li> </ul>	<p>Prescribed form attached as Annex in SEC MC No. 4, Series of 2013: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-no.-4-s2013.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/11/sec-memo-no.-4-s2013.pdf</a></p> <p>Prescribed form attached as Annex in Revised Securities Regulation Code Rule 68: <a href="http://www.sec.gov.ph/wp-content/uploads/2019/10/2019AccountantsInfo_RevisedRegulationCodeRule68.pdf">http://www.sec.gov.ph/wp-content/uploads/2019/10/2019AccountantsInfo_RevisedRegulationCodeRule68.pdf</a></p> <p>Prescribed form downloadable in the SEC Website FC: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/08/FCFS_financing-co_rev-2006.xls">http://www.sec.gov.ph/wp-content/uploads/2015/08/FCFS_financing-co_rev-2006.xls</a> LC: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/08/SEC-Form-LCFS1.pdf">http://www.sec.gov.ph/wp-content/uploads/2015/08/SEC-Form-LCFS1.pdf</a></p> <p>Prescribed form downloadable in the SEC Website : <a href="http://www.sec.gov.ph/wp-content/uploads/2015/08/AIS-SEC-Form-85-18-1.xlsx">http://www.sec.gov.ph/wp-content/uploads/2015/08/AIS-SEC-Form-85-18-1.xlsx</a></p> <p>Prescribed form downloadable in the SEC Website FC: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/08/fcif.zip">http://www.sec.gov.ph/wp-content/uploads/2015/08/fcif.zip</a> LC: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/08/lcif.zip">http://www.sec.gov.ph/wp-content/uploads/2015/08/lcif.zip</a></p>
<p>11) For FCs only:</p> <ul style="list-style-type: none"> <li>a) 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</li> </ul>	<p>Prescribed form downloadable in the SEC Website: <a href="http://www.sec.gov.ph/wp-content/uploads/2015/08/AMLA2.rar">http://www.sec.gov.ph/wp-content/uploads/2015/08/AMLA2.rar</a></p>

stock; and/or have issued exempt or registered commercial papers).	
--	--

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the Request Slip with complete documentary requirements to Specialist/Examiner or OD	1.1. Evaluates documents and check compliance/ submission of the corporation  1.2. Prepares the Monitoring Sheet (MS)	None	6 days	Securities Specialist Securities Examiner Supervising Specialist  Contract of Service Assistant Director, MD
2. Receives the CIS-URDB Clearance and MS	2.1. Generates the CIS-URDB Clearance  2.2. Issues the CIS-URDB Clearance** and MS	None	1 day	Securities Specialist Securities Examiner  Contract of Service Assistant Director, MD
<b>TOTAL</b>		<b>None</b>	<b>7 days</b>	

\*must be audited by an External Auditor with the proper SEC accreditation, for Financing Companies and Lending Companies whose asset in the preceding fiscal year is P10 Million and below and P5 Million and below, respectively.

\*\*the CIS-URDB Clearance shall only be issued to corporations that have fully complied with the SEC Reportorial and other Compliance Requirements or upon payment of assessed penalty, if any.



## 11. Request for Clearance of Publicly-Listed Companies (PLCS)\*

This service details the procedure on how a citizen can request for clearance of PLCs.

<b>Office or Division:</b>	Corporate Governance Division (CGD) of the Corporate Governance and Finance Department (CGFD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Representatives of PLCs	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Slip		SEC Security Guard

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished Request Slip to the Officer-of-the-Day	1. Receives the Request Slip and forwards it to the Securities Specialist-in-Charge	None	10 minutes	Officer-of-the-day
	1.1. Monitors compliance and prepares monitoring slip		2 days, 7 hours and 40 minutes	Securities Specialist-in-Charge
2. Receives the monitoring slip	2. Issues the Monitoring Slip 2.1. containing the findings to 2.2. the requesting party and 2.3. secures a receiving copy	None	10 minutes	Administrative Assistant
<b>TOTAL</b>		<b>None</b>	<b>3 days</b>	

\* for Corporate Governance Requirements only

## 12. Request for Comment on Articles of Incorporation and/or By-Laws of Ordinary Companies, PLCs, Investment Companies, ETFs, PCs, Issuers of Proprietary and Non-Proprietary Securities

This service details the procedure on how a business can request for comment on new/amended Articles of Incorporation and / or By-Laws.

<b>Office or Division:</b>	Licensing Division - Corporate Governance and Finance Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Ordinary Companies, PLCs, Investment Companies, ETFs, PCs, Issuers of Proprietary and Non-Proprietary Securities	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Slip 2. Letter request seeking CGFD comment OR Cover Sheet issued by Company Registration and Monitoring Department (CRMD) 3. Articles of Incorporation and / or By-Laws subject for comment		Guard on Duty Applicant  CRMD Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits accomplished Request Slip with complete documents to the Officer-of-the-Day	1.1 Receives and checks completeness of documents	None	10 minutes	Officer-of-the-Day
	1.2 Processes request and issues comment letter or Memorandum to CRMD	None	2 days, 7 hours and 50 minutes	Administrative Officer Assistant Director Securities Counsel Director
2. Receives comment letter / Memorandum to CRMD. <b>END</b>		None		
<b>TOTAL</b>		<b>None</b>	<b>3 days</b>	

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

This service details the procedure on how to request for Exemptive Relief (SRC Rule 72.2), Confidential Treatment (SRC Rule 66.3), or other filing made requiring action by the Department.

<b>Office or Division:</b>	Licensing Division - Corporate Governance and Finance Department
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Public Companies, Investment Companies and Issuers of proprietary / Non-Proprietary Securities
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Request Slip	Guard on Duty
2. For <i>Request for Exemptive Relief</i> - Duly signed letter request with the complete information and justifications as required under SRC Rule 72.2.1, as follows: i) The specific rule or order, requirement or prohibition from which relief is being sought ii) the legal basis of justification for the exemption; iii) the name, address, and telephone number/s of the applicant b. Other supporting documents, as may be necessary; and	Applicant
3. For <i>Request for Confidential Treatment</i> - Duly signed letter request with the complete statements and justifications as required under SRC Rule 66.3.1, as follows: i) Enumerate or state with particularity, in matrix form, the information or items it wants to be treated as confidential ii) State the justification for the request for each information or item and should answer the question “How will the public disclosure of this information adversely affect my interest?”; and	Applicant

<p>iii) Indication of the period of effectivity of confidential treatment</p> <p>b. A copy of the complete report containing such confidential information prominently labelled “CONFIDENTIAL”</p> <p>c. Other supporting documents, as may be necessary; and</p> <p>4. For <i>Other Filing Made Requiring Action by the Department</i> – Duly signed letter with supporting documents</p> <p>5. Copy of Official Receipt representing payment of filing fee</p>	<p>Applicant</p> <p>Cashier</p>
--	---------------------------------

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits Request Slip to Officer-of-the-Day	1.1 Receives Request Slip, verifies number of companies, issues and rules cited as basis for exemption and	None	30 minutes	Officer-of-the-Day Securities Counsel
	1.2 Issues Payment Assessment Form (PAF)	None	5 minutes	Officer-of-the-Day
2. Presents PAF and pays the filing fees to Cashier	2.1 Receives payment and issues Official Receipt	<p><i>Exemptive Relief:</i> PHP 50,000.00 per issue and per company + LRF of PHP 100.00</p> <p><i>Confidential Treatment:</i> PHP 50,000.00 per information and per company + LRF of PHP 100.00</p> <p><i>Other Filing:</i> PHP 2,000.00 + LRF of PHP 100.00</p>	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	Teller Financial Management Department (FMD)
3. Presents the validated PAF, letter request sufficient in substance and complete supporting documents to Officer- of-the-Day	3.1 Receives the validated PAF and documents	None	10 minutes	Officer-of-the-Day

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	3.2 Processes the request	None	17 days	Administrative Officer Securities Counsel Assistant Director Securities Counsel Director
	3.3 Approves or denies request or	None	1 day	Commission En Banc
	3.4 Prepares, signs, issues and dispatches advisement letter	None	1 day, 5 minutes	Administrative Officer Securities Counsel Assistant Director Securities Counsel Director
4. Receives advisement letter. <b>END</b>		None		
<b>TOTAL</b>		<b>PHP 50,000.00 per issue / information and per company + LRF of PHH 100.00 OR</b>	<b>20 days*</b>	



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<b>PHP 2,000.00 +                      LRF of PHP                      100.00</b>		

\* Excludes waiting time for Client to comply with any comment/s on the Request.

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

This service details the procedure on how a registered investment company, public company, and issuer of proprietary and non-proprietary shares or certificates can apply for monitoring.

<b>Office or Division:</b>	Licensing Division and Corporate Governance Division(CGD)*, Corporate Governance and Finance Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B – Government to Business	
<b>Who may avail:</b>	Representative of Investment Company, Public Company, and Issuer of Proprietary and Non-Proprietary Shares or Certificates	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Slip 2. Copy of proposed Amended Articles of Incorporation (AOI) and By-laws (if the purpose of securing monitoring is amendment of AOI and/or By-Laws)		1. Guard on Duty 2. Applicant

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits duly accomplished Request Slip to the Officer-of-the-Day and copy of proposed AOI and/or By-Laws.	1. Receives the Request Slip including the supporting documents and forwards it to the Securities Specialist-in-Charge	None	10 minutes	Officer-of-the-day
	1.1. Monitors compliance and prepares monitoring slip	None	2 days, 7 hours and 30 minutes	Securities Specialist Assistant Director Director
2. Receives the monitoring slip.	2. Issues the Monitoring Slip containing the findings to the requesting party and secures a receiving copy	None	20 minutes	Administrative Assistant
<b>TOTAL</b>		<b>None</b>	<b>3 Days</b>	

\*In the case of CGD, this applies only with respect to corporate governance requirements.

## 15. Request for Payment Assessment Form (for Payment of Annual Fee and Penalties)

This service details the procedure on how a citizen can request for Payment Assessment Form for payment of Annual Fee and Penalties.

<b>Office or Division:</b>	Monitoring Division (MD), Corporate Governance and Finance Department (CGFD)
<b>Classification:</b>	Simple
<b>Type of Transaction:</b>	G2B – Government to Business
<b>Who may avail:</b>	Financing Companies, Lending Companies, Foundations and Microfinance NGOs
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
1. Request Slip	Guard on Duty
2. <u>For Annual Information Sheet (AIS):</u> Four (4) copies of duly accomplished AIS under SEC Form 85-18-1/2013-IS-ECP with SEC Cover Sheet	Prescribed form downloadable in the SEC Website : <a href="http://www.sec.gov.ph/wp-content/uploads/2015/08/AIS-SEC-Form-85-18-1.xlsx">http://www.sec.gov.ph/wp-content/uploads/2015/08/AIS-SEC-Form-85-18-1.xlsx</a>
3. <u>For Annual Fee (AF):</u> (1) Copy of previous Official Receipt (OR) and/or Payment Assessment Form (PAF) (2) List of Branches certified by the Corporate Secretary	Client Records/Files

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE				
<p>1. Submits the complete documentary requirements to Specialist/Examiner or Officer of the Day (OD)</p>	<p>1.1 Evaluates/Assesses the request and documents submitted by the Client 1.2. Generates and issues PAF. Directs client to pay at the Cashier. Client to be advised to return and submit original and photocopy of the Official Receipt (OR)</p>	<p>None</p>	<p>30 minutes</p>	<p>Securities Specialist Securities Examiner  Contract of Service Assistant Director, MD</p>				
<p>2. Presents PAF at the Cashier and pays the fees/ penalties</p>	<p>2. Receives payment and issues OR</p>	<p><u>Annual Fee:</u> 1/10 of 1% of the required paid-up capital (head office and branches) + 1% LRF <u>Filing Fee for AIS:</u></p> <table border="1" data-bbox="1070 1029 1348 1361"> <tr> <td data-bbox="1070 1029 1227 1252">Not more than PHP 50 Million worth of CPs</td> <td data-bbox="1227 1029 1348 1252">PHP 10,00 0.00 + 1% LRF</td> </tr> <tr> <td data-bbox="1070 1252 1227 1361">Not more than PHP</td> <td data-bbox="1227 1252 1348 1361">PHP 20,00 0.00 +</td> </tr> </table>	Not more than PHP 50 Million worth of CPs	PHP 10,00 0.00 + 1% LRF	Not more than PHP	PHP 20,00 0.00 +	<p>10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD</p>	<p>Teller Financial Management Department (FMD)</p>
Not more than PHP 50 Million worth of CPs	PHP 10,00 0.00 + 1% LRF							
Not more than PHP	PHP 20,00 0.00 +							

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		100.00 Million worth of CPs	1% LRF		
		Up to PHP 150 Million worth of CPs	PHP 30,000.00 + 1% LRF		
		Issuance of more than PHP 150 Million worth of CPs within 12-month period	1/10 of 1% of the value of CPs + 1% LRF		
3. Submits the original machine validated PAF and photocopy of OR and/or SEC Form 85-18-1/2013-IS-ECP, in case of AIS, to Specialist/ Examiner or OD	3. Receives original PAF and photocopy of the OR and AIS, if applicable	None		10 minutes	Securities Specialist Securities Examiner  Contract of Service Assistant Director, MD
<b>TOTAL</b>		<u>Annual Fee:</u>		<b>50 minutes</b>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE								
		<p>1/10 of 1% of the required paid-up capital (head office and branches) + 1% LRF</p> <p><u>Filing Fee for AIS:</u></p> <table border="1" data-bbox="1070 523 1350 1377"> <tr> <td data-bbox="1070 523 1232 746">Not more than PHP 50 Million worth of CPs</td> <td data-bbox="1232 523 1350 746">PHP 10,00 0.00 + 1% LRF</td> </tr> <tr> <td data-bbox="1070 746 1232 970">Not more than PHP 100 Million worth of CPs</td> <td data-bbox="1232 746 1350 970">PHP 20,00 0.00 + 1% LRF</td> </tr> <tr> <td data-bbox="1070 970 1232 1161">Up to PHP 150 Million worth of CPs</td> <td data-bbox="1232 970 1350 1161">PHP 30,00 0.00 + 1% LRF</td> </tr> <tr> <td data-bbox="1070 1161 1232 1377">Issuance of more than PHP 150 Million worth of</td> <td data-bbox="1232 1161 1350 1377">1/10 of 1% of the value of CPs +</td> </tr> </table>	Not more than PHP 50 Million worth of CPs	PHP 10,00 0.00 + 1% LRF	Not more than PHP 100 Million worth of CPs	PHP 20,00 0.00 + 1% LRF	Up to PHP 150 Million worth of CPs	PHP 30,00 0.00 + 1% LRF	Issuance of more than PHP 150 Million worth of	1/10 of 1% of the value of CPs +		
Not more than PHP 50 Million worth of CPs	PHP 10,00 0.00 + 1% LRF											
Not more than PHP 100 Million worth of CPs	PHP 20,00 0.00 + 1% LRF											
Up to PHP 150 Million worth of CPs	PHP 30,00 0.00 + 1% LRF											
Issuance of more than PHP 150 Million worth of	1/10 of 1% of the value of CPs +											

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID		PROCESSING TIME	PERSON RESPONSIBLE
		CPs within 12-month period	1% LRF		



# **Corporate Governance and Finance Department**

## **Internal Services**

## 1. Review of Websites Pursuant to the SEC-Prescribed Website Template

This service details the procedure governing the review of websites of: a) Companies with listing and registration statements filed before the SEC; and b) Publicly-Listed Companies.

<b>Office or Division:</b>	Corporate Governance Division (CGD), Corporate Governance and Finance Department (CGFD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Markets and Securities Regulation Department (MSRD)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request or Referral		MSRD
2. Copy of the company's Registration Statement		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client endorses the request or referral together with complete requirements	1. Receives, encodes, assigns, processes and reviews the request or referral	None	2 days, 50 minutes	Administrative Assistant Securities Specialist Securities Counsel Assistant Director Director
2. Client receives the Memorandum	2. Issues the Memorandum containing the findings to the client and secures a receiving copy	None	10 minutes	Administrative Assistant
<b>TOTAL</b>		<b>None</b>	<b>3 days</b>	

**2. Request for Validation of Qualification of Nominees for Independent Directors (IDs) of Publicly-Listed Companies (PLCs), Investment Companies (ICs), Exchange Traded Funds (ETFs), Public Companies (PCs), Issuers of Proprietary and Non- Proprietary Securities (RIs)**

This service details the procedure for the validation of qualifications of nominees for independent directors of PLCs, ICs, ETFs, PCs and RIs.

<b>Office or Division:</b>	Corporate Governance Division (CGD), Corporate Governance and Finance Department (CGFD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	Licensing Division (LD) of the CGFD and Markets and Securities Regulation Department (MSRD)	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request or Referral		LD/MSRD
2. Copy of the company’s Registration Statement		
3. Copy of the company’s SEC Form 20-IS		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client endorses the request or referral together with complete requirements	1. Receives, encodes, assigns, processes and reviews the request or referral	None	6 days, 50 minutes	Administrative Assistant Securities Specialist Securities Counsel Assistant Director Director
2. Client receives the Memorandum	2. Issues the Memorandum containing the findings to the client and secures a receiving copy	None	10 minutes	Administrative Assistant
<b>TOTAL</b>		<b>None</b>	<b>7 days</b>	

**Company Registration and Monitoring  
Department  
Internal Services**

## 1. Issuance of Affirmative Certification

This service details the procedure on Issuance of Affirmative Certifications without Secondary License.

<b>Office or Division:</b>	Corporate Filing and Records Division (CFRD), Company Registration and Monitoring Department (CRMD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	SEC Offices and/or Departments	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Signed memorandum Request (1 original, 1 photocopy)	Requesting Office/Department	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client will submit a memo request	1. CRMD will receive the memorandum 1.1. Log the memo and will assign to CFRD	None	3 minutes	SEC Executive Assistant III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, CRMD, Office of the Director
2. Client waits to process the request	2. Validates the inquiry, the availability of information in online facilities and other records, routing of request form and drafts certification, as necessary. 2.1. Sign and seal the Certification	None	30 minutes per corporation	Frontline Service Assistant (CFRD-COS) and SEC Administrative Assistant II (CMD) Assistant Director of each Divisions  Frontline Service Assistant (CFRD-COS), SEC Assistant Computer Operator and SEC Administrative Assistant Officer IV Assistant Director, CFRD
3. Client receives the material requested	3. CFRD release and/or issue the certification	None	2 minutes	Frontline Service Assistant (CFRD-COS) Assistant Director, CFRD
<b>TOTAL</b>		<b>None</b>	<b>35 minutes</b>	



## 2. Issuance of Negative Certification

This service details the procedure on Issuance of Negative Certifications without Secondary License.

<b>Office or Division:</b>	Corporate Filing and Records Division (CFRD), Company Registration and Monitoring Department (CRMD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	SEC Offices and/or Departments	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Signed memorandum Request (1 original, 1 photocopy)	Requesting Office/Department	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client will submit a memo request	1. CRMD will receive and log the memo and will assign to CFRD	None	3 minutes	SEC Executive Assistant III/ SEC Administrative Assistant II/ SEC Assistant Computer Operator, CRMD, Office of the Director
2. Client waits to process the request	2. Validates the inquiry, the availability of information in online facilities and other records, routing of request form and drafts certification, as necessary. 2.1. Sign and seal the Certification	None	20 minutes per corporation	Frontline Service Assistant (CFRD-COS), Assistant Director, CFRD  Frontline Service Assistant (CFRD-COS), SEC Assistant Computer Operator and SEC Administrative Assistant Officer IV Assistant Director, CFRD
3. Client receives the material requested	3. CFRD release and/or issue the certification	None	2 minutes	Frontline Service Assistant (CFRD-COS) Assistant Director, CFRD
<b>TOTAL</b>		<b>None</b>	<b>25 minutes</b>	

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

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

<b>Office or Division:</b>	Corporate Filing and Records Division (CFRD), Company Registration and Monitoring Department (CRMD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	All SEC Department and Offices in Head Office and Extension Offices	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Signed Memorandum Request (1 original, 1 photocopy)		Requesting Office/Department

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits the memorandum to the Office of the Director (OD) – CRMD	1. Receives the memorandum request 1.1. Assigns and forwards to concerned division/unit	None	3 minutes	Executive Assistant Director, CRMD Director/Officer-in-Charge Supervising Commissioner
2. Waits to process the request	2. Prepares the requested documents and forwards to the Administrative Assistant II 2.1.1 *If plain copy, prints the documents  2.1.2 **If authenticated copy, prints and stamps the documents  2.2 Prepares the memorandum reply and forwards the same together with the documents to the Head of the Division/Officer-in-Charge  2.3 Signs the memorandum and/or documents and forwards to the	None	5 minutes per document  10 minutes per document  10 minutes  5 minutes	Computer Operator Assistant Director, CFRD  Administrative Assistant II Director, CRMD  Assistant Director, CFRD Director, CRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Administrative Assistant II			
3. Receives the transmittal memorandum with attached document/s	3. Transmits the signed memorandum reply with attached documents 3.1. *** If the requesting party is from SEC Head Office, personally transmits to the department/office  3.2. ****If the requesting party is from SEC Extension Office, transmits by courier	None	5 minutes          15 minutes	Administrative Assistant II Director, CRMD          Administrative Assistant II Director, CRMD
<b>TOTAL</b>		<b>None</b>	<b>*+*** = 28 minutes</b> <b>**+*** = 33 minutes</b> <b>*+****=38 minutes</b> <b>**+****=43 minutes</b>	

**Information and Communications Technology  
Department  
External Services**

### 1. Complex Request for Copy/Copies of Corporate Documents (By Appointment)

#### CLIENTS REQUEST FOR PLAIN/AUTHENTICATED COPY OF DOCUMENT/S – OPTION 1 – BY APPOINTMENT

This is where the public can secure plain or authenticated copy of corporate documents on file with the Commission.

<b>Office or Division:</b>	Electronic Records Management Division – Micrographics Unit Information and Communications Department	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Business (G2B)	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Appointment Form - #1		www. secexpress.ph (SEC Express System – print online application) Tel No. 8737-8888 – call application (will be sent to client’s email)
Documentary Stamps		Bureau of Internal Revenue; also available at SEC Cooperative

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Makes an Appointment through call at 8737-8888 or by going online at www.secexpress.ph	1. Receives call and gets required client information  1.1. <i>Note:</i> <i>Maximum of three documents per appointment</i>	None		<i>Third Party Provider/Call Center Agent</i>  Offsite location Can be reached thru call or website.
2. Comes to Head Office, Public Reference Unit and presents Appointment Form	2. Verifies Appointment schedule and ID. Stamps "Time In" on Appointment Form and directs Client to Information Counter	None	2 minutes	<i>'administrative Assistant – Frontline Service Assistant Director Public Reference Unit, Electronic Records Management Division, Information and Communications Technology Department</i>
3. Fills out Paper/Film Request Form	3. Verifies availability of document(s); views and assesses fee(s). Directs client to Payment Assessment Counter. 3.1. Prints requested document/s	Based on MC No. 3, series of 2017 <b>Plain:</b> AI/AAI PHP 100.00 BL/ABL = PHP 100.00 GIS = PHP 25.00 ICS = PHP100.00 Resolution = HP25.00	5 minutes  Within 7 days due to retrieval from offsite which is coursed thru the CRMD who is the custodian of archives.	<i>Paper Counter:</i> <i>SEC Supervising Administrative Officer</i> <i>SEC Computer Operator</i> <i>Third Party Service Provider</i> <i>Film Counter:</i> <i>SEC Computer Operator</i> <i>Third Party Service Provider</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>3.2. In case of any of the following:</p> <ul style="list-style-type: none"> <li>• Documents has missing page/s</li> <li>• Document is unreadable</li> <li>• Other findings</li> </ul> <p>3.3. There may be a need to retrieve the Original File from the SEC offsite warehouse; a Pass for client to come back will be issued in place of an Appointment.</p>	<p>Secretary's Certificate = PHP 25.00                      Board Resolution = PHP 25.00                      RDS = PHP 35.00                      Deed of Assign. = PHP 25.00                      Borrowing Fee = PHP 50.00 per doc                      Others = PHP 10.00 per page + PHP 50.00 per doc  <b>Authenticated:</b>                      AI/AAI = PHP 200.00                      BL/ABL = PHP 200.00                      GIS = PHP 100.00                      ICS = PHP 200.00                      Resolution = PHP 50.00                      Secretary's Certificate = PHP 50.00                      Board Resolution = PHP 25.00                      RDS = PHP 35.00</p>	<p>Once the document has been completed, the client shall proceed from Step 43.4 onwards</p>	<p>Public Reference Unit, Electronic Records Management Division, Information and Communications Technology Department</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Deed of Ass. = PHP 25.00 Others = PHP 10.00 per page + PHP 50.00 per doc		
4. Gets the Payment Assessment Form	4. Prepares Payment Assessment Form (PAF). Directs client to Cashier	None	2 minutes	<i>SEC Information Officer II Third Party Service Provider Public Reference Unit, Electronic Records Management Division,</i>
5. Proceeds to Cashier and pays fee; return to PRU	5 Cashier receives payment and issues official receipt	See above	5 minutes	<i>Cashier Treasury Division Financial Management Dept.</i>
6. Returns to PRU; presents receipt and claims documents (for plain copy) waits for certified copy (for authenticated copy)	6. Plain – releases document/s  Authenticated – forwards document/s to Authentication Counter	None	1 minute	<i>Paper Counter: SEC Supervising Administrative Officer SEC Computer Operator Third Party Service Provider Film Counter: SEC Computer Operator  Public Reference Unit, Electronic Records Management Division,</i>
	6.1 Checks, verifies completeness and clarity of	Documentary Stamp PHP 50.00	5 minutes	<i>SEC Administrative Assistant II SEC Computer Operator</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	document, stamps and initials and forwards to signatory	<i>Note: Documentary Stamps are sold by the SEC Cooperative</i>		Public Reference Unit, Electronic Records Management Division
7. Proceeds to signatory of authenticated copy	7. Signs authentication certification	None	1 minute	<i>SEC Information Officer II or SEC Assistant Director  SEC Administrative Officer II or SEC Information Officer III (alternates)</i>
8. Surrenders Appointment Form to Appointment Verification Counter	8. Stamps "Time Out" on form	None	1 minute	<i>Administrative Assistant – Frontline Service Assistant Director Public Reference Unit Electronic Records Management Division</i>
<b>Total</b>		Based on MC No. 3, series of 2017 <b>Plain:</b> AI/AAI PHP 100.00 BL/ABL = PHP 100.00 GIS = PHP 25.00 ICS = PHP100.00 Resolution = HP25.00	<b>7 days</b>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Secretary's Certificate = PHP 25.00 Board Resolution = PHP 25.00 RDS = PHP 35.00 Deed of Assign. = PHP 25.00 Borrowing Fee = PHP 50.00 per doc Others = PHP 10.00 per page + PHP 50.00 per doc <b>Authenticated:</b> AI/AAI = PHP 200.00 BL/ABL = PHP 200.00 GIS = PHP 100.00 ICS = PHP 200.00		

**2. Complex Request for Copy/Copies of Corporate Documents (By Courier)**

CLIENTS REQUEST FOR PLAIN/AUTHENTICATED COPY OF DOCUMENT/S – OPTION 2 – BY COURIER

This is where the public can secure plain or authenticated copy of corporate documents on file with the Commission.

<b>Office or Division:</b>	Information and Communications Department Electronic Records Management Division – Micrographics Unit	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Business (G2B)	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1 Order Form		www. secexpress.ph – online application or Tel No. 8737-8888 – call application

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Makes an order through call at 8737-8888 or by going online at <a href="http://www.secexpress.ph">www.secexpress.ph</a> pays fee at bank or Bayad center</p>	<p>1.1 Receives call and gets required information; emails fee to be paid; or amount of fee is shown on order form for online request</p>	<p>None</p>		<p>Third Party Provider/Call Center Agent</p> <p>Offsite location Can be reached thru call or website.</p>
	<p>Backoffice Activity:</p> <p>1.2 Verifies availability of document(s); views and prints requested document/s; forwards printed document/s to Third Party Service Provider</p>	<p>Based on MC No. 3, series of 2017</p> <p><b>Plain:</b> AI/AAI PHP 100.00 BL/ABL = PHP 100.00 GIS = PHP 25.00 ICS = PHP100.00 Resolution = HP25.00 Secretary's Certificate = PHP 25.00 Board Resolution = PHP 25.00 RDS = PHP 35.00 Deed of Assign. = PHP 25.00 Borrowing Fee = PHP 50.00 per doc</p>	<p>3 minutes per document</p> <p>Complex = within 7 days due to retrieval from offsite which is coursed thru the CRMD who is the custodian of archives.</p>	<p>CD Counter: SEC Administrative Assistant SEC Computer Operator Film Counter: SEC Computer Operator</p> <p>Public Reference Unit, Electronic Records Management Division, Information and Communications Technology Department</p>
	<p><i>Note: No. of documents is unlimited per order.</i></p> <p>In case of any of the following:</p>		<p>Once the document has been completed, the client shall proceed from Step 1.3 onwards</p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> <li>- Documents has missing page/s</li> <li>- Document is unreadable</li> <li>- Other findings</li> </ul> <p>There may be a need to retrieve the Original File from the SEC offsite warehouse; a Pass for client to come back will be issued in place of an Appointment.</p>	<p>Others = PHP 10.00 per page + PHP 50.00 per doc</p> <p><b>Authenticated:</b>                      AI/AAI = PHP 200.00                      BL/ABL = PHP 200.00                      GIS = PHP 100.00                      ICS = PHP 200.00                      Resolution = PHP 50.00                      Secretary's Certificate = PHP 50.00                      Board Resolution = PHP 25.00                      RDS = PHP 35.00                      Deed of Ass. = PHP 25.00                      Others = PHP 10.00 per page + PHP 50.00 per doc</p> <p><b>Additional charges for courier and service fees</b></p>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Prepares Payment Assessment Form (PAF). Third Party Service Provider proceeds to Cashier to pay.	None	2 minutes per order	SEC Assistant Computer Operator  Public Reference Unit, Electronic Records Management Division,
	1.4 Receives payment and issues official receipt	None	2 minutes per PAF	Cashier  Treasury Division Financial Management Dept.
	1.5 Plain – tags, packs and transmits documents to courier for delivery  Authenticated – forwards document/s to Authentication Counter	None	1 minute	Third Party Service Provider  Public Reference Unit, Electronic Records Management Division, Information and Communications Technology Department
	1.6 Checks, verifies completeness and clarity of document, stamps and initials and	None	5 minutes per document	SEC Administrative Assistant II SEC Computer Operator



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	forwards to signatory			
	1.7 Sign authenticated document/s	None	1 minute per 5 documents	SEC Information Officer II or SEC Assistant Director SEC Administrative Officer II or SEC Information Officer III (alternates)  Public Reference Unit, Electronic Records Management Division, Information and Communications Technology Department
	1.8 Tags and packs documents and transmits to courier for delivery	None	5 minutes per order	Third Party Service Provider  Public Reference Unit, Electronic Records Management Division, Information and Communications Technology Department
2. Receives delivery	1.9 Delivers document/s to client	None	Delivered within 7 working days upon confirmation of payment	Courier
<b>Total</b>		Based on MC No. 3, series of 2017	<b>7 days</b>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p><b>Plain:</b>                      AI/AAI PHP                      100.00 BL/ABL                      = PHP 100.00                      GIS = PHP 25.00                      ICS = PHP100.00                      Resolution =                      HP25.00                      Secretary's                      Certificate =                      PHP 25.00                      Board Resolution                      = PHP 25.00                      RDS = PHP 35.00                      Deed of Assign. =                      PHP 25.00                      Borrowing Fee =                      PHP 50.00 per                      doc                      Others = PHP                      10.00 per page                      + PHP                      50.00 per doc  <b>Authenticated:</b>                      AI/AAI = PHP                      200.00                      BL/ABL = PHP                      200.00                      GIS = PHP                      100.00                      ICS = PHP 200.00</p>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Resolution = PHP 50.00 Secretary's Certificate = PHP 50.00 Board Resolution = PHP 25.00 RDS = PHP 35.00 Deed of Ass. = PHP 25.00 Others = PHP 10.00 per page + PHP 50.00 per doc  <b>Additional charges for courier and service fees</b>		

### 3. Complex Request for Listings

We provide the client list of registered corporation together with name of corporation, registration number, date registered and address for thesis and business purposes. Specific listings covered by this service are as follows:

- Registered for more than a year and maximum of five (5) years
- Two (2) to three (3) codes/divisions as per industry classification within a year
- Registered within one (1) or two (2) cities/provinces more than a year and maximum of five (5) years

<b>Office or Division:</b>	Information Systems Development & Management Division (ISDMD), Systems Operations Division (SOD), Information And Communications Department (ICTD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Paper Fully Accomplished Request Form (1 original copy)		SEC Website ( <a href="http://www.sec.gov.ph">www.sec.gov.ph</a> )

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Fill-up request form and submit to ICTD for review and preparation of Payment Assessment Form (PAF) for the Initial Payment of request.</p>	<p>1. Review request and prepare Payment Assessment Form (PAF).</p>	<p>None</p>	<p>30 minutes</p>	<p>SEC Administrative Officer II</p>
<p>2. Proceed to Cashier for the initial payment and present the Official Receipt (OR) to ICTD for the generation of the requested data listing and wait for the releasing date.</p>	<p>2. Accept payments and issues Official Receipt.</p> <p>2.1. Generates the requested listings, as follows:</p> <ul style="list-style-type: none"> <li>- Registered for more than a year and maximum of five (5) years</li> <li>- Two (2) to three (3) codes/divisions as per industry classification within a year</li> </ul>	<p>Initial Payment - PHP 200.00</p>	<p>5 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD</p> <p>6 days, 23 hours and 15 minutes</p>	<p>Teller Financial Management Department (FMD)</p> <p>Information System Analyst I</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<ul style="list-style-type: none"> <li>- Registered within one (1) or two (2) cities/provinces more than a year and maximum of five (5) years</li> </ul>			
<p>3. Return to ICTD to get the Payment Assessment Form (PAF) for the final payment and proceed to Cashier for payment.</p>	<p>3. Prepares Payment Assessment Form (PAF) for the additional/final payment.</p>	<p>Special Program fee for institutional/individual researchers – PHP 1,000.00</p> <p>Computer Processing charge –PHP 4.00 per minute</p> <p>Soft copy of documents with list containing various information (CD-RW/DVD Media – PHP 100.00 per piece</p> <p><b>Based on MC No. 3, series of 2017</b></p>	<p>5 minutes</p> <p>*Subject to the prescribed processing of the Cashier Treasury Division, FMD</p>	<p>SEC Administrative Officer II</p> <p>Teller Financial Management Department (FMD)</p>
<p>4. Present Official Receipt (OR) to ICTD for the release of request.</p>	<p>4. Release of data requested.</p>	<p>None</p>	<p>5 minutes</p>	<p>SEC Administrative Officer II</p>
<p><b>TOTAL</b></p>		<p><b>Initial Payment - PHP 200.00</b></p>	<p><b>7 days</b></p>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p><b>Special Program fee for institutional/individual researchers – PHP 1,000.00</b></p> <p><b>Computer Processing charge –PHP 4.00 per minute</b></p> <p><b>Soft copy of documents with list containing various information (CD-RW/DVD Media – PHP 100.00 per piece</b></p>		

#### 4. Complex Request for Reverse Search

Generate reverse search result that determines company affiliations of 51 to 100 individuals.

<b>Office or Division:</b>	Information and Communications Technology Department (ICTD)-Systems Operating Division (SOD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Request for Reverse Search		SOD, G/F Secretariat Bldg., PICC Complex, Pasay City



CLIENT STEPS	DIVISION ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter of Request to Electronic Record Management Division (ERMD)	1. Acknowledge the letter of request from ERMD.  1.1. Prepare a memo addressed to Data Protection Officer (DPO) to be signed by the ICTD Director requesting for clearance/approval based on Data Privacy Act.  1.2. Perform reverse search and prepare the corresponding report.  1.3. Prepare response letter to be signed by the ICTD Director and/or Chairperson.	None	2 minutes  3 minutes  5 days, 23 hours, 50 minutes  3 minutes	Accounting Specialist  Information Technology Officer II  Information System Analyst II  Information Technology Officer II
2. Receives the results of reverse search.	2. Release the result of reverse search.to requesting party.	None	2 minutes	Accounting Specialist
<b>TOTAL</b>		<b>None</b>	<b>6 days</b>	

## 5. Highly Technical Request for Listings

We provide the client list of registered corporation together with name of corporation, registration number, date registered and address for thesis and business purposes. Specific listings covered by this service are as follows:

- More than Three (3) codes/divisions industry classification (regardless of period covered)
- Registered within three (3) or more cities or provinces.
- Registered for more than five (5) years.

<b>Office or Division:</b>	Information Systems Development & Management Division (ISDMD), Systems Operations Division (SOD), Information And Communications Department (ICTD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Paper Fully Accomplished Request Form (1 original copy)		SEC Website ( <a href="http://www.sec.gov.ph">www.sec.gov.ph</a> )

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Fill-up request form and submit to ICTD for review and preparation of Payment Assessment Form (PAF) for the Initial Payment of request.</p>	<p>1. Review request and prepare Payment Assessment Form (PAF).</p>	<p>None</p>	<p>30 minutes</p>	<p>SEC Administrative Officer II</p>
<p>2. Proceed to Cashier for the initial payment and present the Official Receipt (OR) to ICTD for the generation of the requested data listing and wait for the releasing date.</p>	<p>2. Accept payments and issues Official Receipt.</p> <p>2.1. Generates the requested listings, as follows:</p> <ul style="list-style-type: none"> <li>- More than Three (3) codes/divisions industry classification (regardless of period covered)</li> <li>- Registered within three (3)</li> </ul>	<p>PHP 200.00 – Initial Payment</p>	<p>5 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD</p> <p>14 days, 23 hours and 15 minutes</p>	<p>Teller Financial Management Department (FMD) Information System Analyst I</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	or more cities or provinces. - Registered for more than five (5) years.			
3. Return to ICTD to get the Payment Assessment Form (PAF) for the final payment and proceed to Cashier for payment.	3. Prepares Payment Assessment Form (PAF) for the additional/final payment	Special Program fee for institutional/individual researchers – PHP 1,000.00  Computer Processing charge –PHP 4.00 per minute  Soft copy of documents with list containing various information (CD-RW/DVD Media – PHP 100.00 per piece  Based on MC No. 3, series of 2017	5 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	SEC Administrative Officer II and Teller Financial Management Department (FMD)
4. Present Official Receipt (OR) to ICTD for the release of request	4. Release of data requested	None	5 minutes	SEC Administrative Officer II
<b>TOTAL</b>		<b>Initial Payment - PHP 200.00</b>  <b>Special Program fee for</b>	<b>15 days</b>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p><b>institutional/individual researchers – PHP 1,000.00</b></p> <p><b>Computer Processing charge –PHP 4.00 per minute</b></p> <p><b>Soft copy of documents with list containing various information (CD-RW/DVD Media) – PHP 100.00 per piece</b></p>		

## 6. Highly Technical Request for Reverse Search

Generate reverse search result that determines company affiliations of more than 100 individuals.

<b>Office or Division:</b>	Information and Communications Technology Department (ICTD)-Systems Operating Division (SOD)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter of Request for Reverse Search		SOD, G/F Secretariat Bldg., PICC Complex, Pasay City

CLIENT STEPS	DIVISION ACTIONS	FEEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the Letter of Request to Electronic Record Management Division (ERMD)	1. Acknowledge the letter of request from ERMD.	None	2 minutes	Accounting Specialist
	1.1. Prepare a memo addressed to Data Protection Officer (DPO) to be signed by the ICTD Director requesting for clearance/approval based on Data Privacy Act.		3 minutes	Information Technology Officer II
	1.2. Perform reverse search and prepare the corresponding report.		19 days, 23 hours, 50 minutes	Information System Analyst II
	1.3. Prepare response letter to be signed by the ICTD Director and/or Chairperson.		3 minutes	Information Technology Officer II
2. Receives the results of reverse search.	2. Release the result of reverse search.to requesting party.	None	2 minutes	Accounting Specialist
<b>TOTAL</b>		<b>None</b>	<b>20 days</b>	

**7. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Walk-in)**

RECEIVING OF REPORTS/REPORTORIAL REQUIREMENTS – OPTION 1 (WALK-IN)

Receiving of hand-carried reports submitted by corporations periodically such as General Information Sheet, Audited Financial Statements, etc.

<b>Office or Division:</b>	Information and Communications Department Electronic Records Management Division – Receiving Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen, Government to Business	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Report to be submitted in 4 sets including 1 original		Prepared by client



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get queue number and wait for number to be called.	1. Calls number on queue	None		SEC Data Controller SEC Computer Operator SEC Assistant Computer Operator Contracts of Service  Receiving Unit, Electronic Records Management Division, Information and Communications Technology Department
2. Presents 4 copies of document including 1 original	2. Encodes, prints barcode page, attaches 1 on each copy;	None	3 minutes	
3. Claims 1 complete set (with barcode page)	3. Retains 3 sets including original and returns 1 to client	None	1 minute	
<b>Total</b>		<b>None</b>	<b>4 minutes</b>	

### 8. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Online Submission)

#### RECEIVING OF REPORTS/REPORTORIAL REQUIREMENTS – OPTION 2 (ONLINE SUBMISSION)

Receiving of reports submitted through SENS by corporations periodically such as General Information Sheet, Audited Financial Statements, etc., delivered by courier

<b>Office or Division:</b>	Information and Communications Department Electronic Records Management Division – Receiving Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen, Government to Business	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Report to be submitted in 4 sets including 1 original		
Accomplished SEC Express Nationwide Submission (SENS) form		<a href="http://www.secexpress.ph">www.secexpress.ph</a>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. 44.1. Go online and accomplish SENS form; enclose form with documents and seal in envelope.				
2. 44.2 Proceeds to courier of choice and pays courier fee	2. Receives and encodes document/s as delivered by courier	Fees vary per courier provider of client's choice	3 minutes per document	<p><i>SEC Administrative Officer II</i>  <i>Assisted by: SEC Administrative Assistant II</i>  <i>Contract of Service</i></p> <p>Receiving Unit, Electronic Records Management Division, Information and Communications Technology Department</p>
<b>Total</b>		<b>Varies</b>	<b>3 minutes</b>	

**9. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Walk-In, Mailed Delivery of Correspondences, Other Documents**

**RECEIVING OF REPORTS/REPORTORIAL REQUIREMENTS – OPTION 3 (WALK-IN, MAILED DELIVERY OF CORRESPONDENCES, OTHER DOCUMENTS**

Receiving of letters, correspondences, other documents submitted by corporations as walk-in or delivered by courier or postal service

<b>Office or Division:</b>	Information and Communications Department Electronic Records Management Division – Receiving Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen, Government to Business	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter		As prepared by client
Other type of documents		As prepared by client

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Gets queue number and waits to be called.	1. Calls clients; receives and encodes document and prints barcode page and attaches 1 for each copy;	None	3 minutes	<i>SEC Administrative Officer II</i> <i>Assisted by: SEC Administrative Assistant II</i> <i>Contract of Service</i>
2. Claims 1 copy with barcode page	2. Returns 1 copy to walk-in client 2.1. For delivered mails – forwards for scanning	None	1 minute	Receiving Unit, Electronic Records Management Division, Information and Communications Technology Department
<b>Total</b>		<b>None</b>	<b>4 minutes</b>	

### 10. Simple Request for Copy/Copies of Corporate Documents (By Appointment)

#### CLIENTS REQUEST FOR PLAIN/AUTHENTICATED COPY OF DOCUMENT/S – OPTION 1 – BY APPOINTMENT

This is where the public can secure plain or authenticated copy of corporate documents on file with the Commission.

<b>Office or Division:</b>	Electronic Records Management Division – Micrographics Unit Information and Communications Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Business (G2B)	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Appointment Form - #1		www. secexpress.ph (SEC Express System – print online application) Tel No. 8737-8888 – call application (will be sent to client’s email)
2. Documentary Stamps		Bureau of Internal Revenue; also available at SEC Cooperative

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Makes an Appointment through call at 8737-8888 or by going online at www.secexpress.ph</p>	<p>1. Receives call and gets required client information</p> <p>1.1. <i>Note: Maximum of three documents per appointment</i></p>	<p>None</p>		<p>Third Party Provider/Call Center Agent</p> <p>Offsite location Can be reached thru call or website.</p>
<p>2. Comes to Head Office, Public Reference Unit and presents Appointment Form</p>	<p>2. Verifies Appointment schedule and ID. Stamps "Time In" on Appointment Form and directs Client to Information Counter</p>	<p>None</p>	<p>2 minutes</p>	<p>Administrative Assistant – Frontline Service Assistant Director Public Reference Unit, Electronic Records Management Division, Information and Communications Technology Department</p>
<p>3. Fills out Paper/Film Request Form</p>	<p>3. Verifies availability of document(s); views and assesses fee(s). Directs client to Payment Assessment Counter.</p> <p>3.1. Prints requested document/s</p>	<p>Based on MC No. 3, series of 2017 Plain: AI/AAI PHP 100.00 BL/ABL = PHP 100.00 GIS = PHP 25.00 ICS = PHP100.00</p>	<p>5 minutes</p> <p>Complex = within 7 days due to retrieval from offsite which is coursed thru the CRMD who is the custodian of archives.</p>	<p>Paper Counter: SEC Supervising Administrative Officer SEC Computer Operator Third Party Service Provider Film Counter: SEC Computer Operator</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Resolution = HP25.00 Secretary's Certificate = PHP 25.00 Board Resolution = PHP 25.00 RDS = PHP 35.00 Deed of Assign. = PHP 25.00 Borrowing Fee = PHP 50.00 per doc Others = PHP 10.00 per page + PHP 50.00 per doc Authenticated: AI/AAI = PHP 200.00 BL/ABL = PHP 200.00 GIS = PHP 100.00 ICS = PHP 200.00 Resolution = PHP 50.00		Third Party Service Provider  Public Reference Unit, Electronic Records Management Division, Information and Communications Technology Department



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		Secretary's Certificate = PHP 50.00 Board Resolution = PHP 25.00 RDS = PHP 35.00 Deed of Ass. = PHP 25.00 Others = PHP 10.00 per page + PHP 50.00 per doc		
4. Gets the Payment Assessment Form	4. Prepares Payment Assessment Form (PAF). Directs client to Cashier	None	2 minutes	SEC Information Officer II Third Party Service Provider  Public Reference Unit, Electronic Records Management Division,
5. Proceeds to Cashier and pays fee; return to PRU	5. Cashier receives payment and issues official receipt	Per MC No. 3 S. 2013 (As assessed by Retrieval Officer)	5 minutes	Cashier Treasury Division Financial Management Dept.
6. Returns to PRU; presents receipt and 7. claims documents (for plain copy), or waits	6. Plain – releases document/s 7. Authenticated – forwards	None	1 minute	Paper Counter: SEC Supervising Administrative Officer SEC Computer Operator

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
for certified copy (for authenticated copy)	document/s to Authentication Counter			Third Party Service Provider Film Counter: SEC Computer Operator  Public Reference Unit, Electronic Records Management Division,
	7.1. Checks, verifies completeness and clarity of document, stamps and initials and forwards to signatory	Documentary Stamp PHP 50.00  Note: Documentary Stamps are sold by the SEC Cooperative	5 minutes	SEC Administrative Assistant II SEC Computer Operator  Public Reference Unit, Electronic Records Management Division
8. Proceeds to signatory of authenticated copy	8. Signs authentication certification	None	1 minute	SEC Information Officer II or SEC Assistant Director  SEC Administrative Officer II or SEC Information Officer III (alternates)
9. Surrenders Appointment Form to Appointment Verification Counter	9. Stamps "Time Out" on form	None	1 minute	Administrative Assistant – Frontline Service Assistant Director

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
				Public Reference Unit Electronic Records Management Division
<b>Total</b>		Based on MC No. 3, series of 2017 Plain: AI/AAI PHP 100.00 BL/ABL = PHP 100.00 GIS = PHP 25.00 ICS = PHP100.00 Resolution = HP25.00 Secretary's Certificate = PHP 25.00 Board Resolution = PHP 25.00 RDS = PHP 35.00 Deed of Assign. = PHP 25.00 Borrowing Fee = PHP 50.00 per doc Others = PHP 10.00 per	22 minutes	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>page +                      PHP 50.00 per                      doc                      Authenticated:                      AI/AAI = PHP                      200.00                      BL/ABL = PHP                      200.00                      GIS = PHP                      100.00                      ICS = PHP                      200.00                      Resolution =                      PHP 50.00                      Secretary's                      Certificate =                      PHP 50.00                      Board                      Resolution =                      PHP 25.00                      RDS = PHP                      35.00                      Deed of Ass. =                      PHP 25.00                      Others = PHP                      10.00 per page                      + PHP 50.00 per                      doc</p>		

### 11. Simple Request for Copy/Copies of Corporate Documents (By Courier)

#### CLIENTS REQUEST FOR PLAIN/AUTHENTICATED COPY OF DOCUMENT/S – OPTION 2 – BY COURIER

This is where the public can secure plain or authenticated copy of corporate documents on file with the Commission.

<b>Office or Division:</b>	Information and Communications Department Electronic Records Management Division – Micrographics Unit	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	Government to Citizen (G2C), Government to Business (G2B)	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1 Order Form		www. secexpress.ph – online application or Tel No. 8737-8888 – call application

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. 43.1. Makes an order through call at 8737-8888 or by going online at <a href="http://www.secexpress.ph">www.secexpress.ph</a> pays fee at bank or Bayad center</p>	<p>1.2 Receives call and gets required information; emails fee to be paid; or amount of fee is shown on order form for online request</p>	<p>None</p>		<p><i>Third Party Provider/Call Center Agent</i></p> <p>Offsite location Can be reached thru call or website.</p>
	<p>Backoffice Activity:</p> <p>1.3 Verifies availability of document(s); views and prints requested document/s; forwards printed document/s to Third Party Service Provider</p>	<p>Based on MC No. 3, series of 2017</p> <p><b>Plain:</b> AI/AAI PHP 100.00 BL/ABL = PHP 100.00 GIS = PHP 25.00 ICS = PHP 100.00 Resolution = HP 25.00 Secretary's Certificate = PHP 25.00 Board Resolution = PHP 25.00 RDS = PHP 35.00 Deed of Assign. = PHP 25.00 Borrowing Fee = PHP 50.00 per doc</p>	<p>5 minutes</p>	<p><i>CD Counter:</i> <i>SEC Administrative Assistant</i> <i>SEC Computer Operator</i> <i>Film Counter:</i> <i>SEC Computer Operator</i></p> <p>Public Reference Unit, Electronic Records Management Division, Information and Communications Technology Department</p>
	<p><i>Note: No. of documents is unlimited per order.</i></p>			

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p>Others = PHP 10.00 per page + PHP 50.00 per doc</p> <p><b>Authenticated:</b> AI/AAI = PHP 200.00 BL/ABL = PHP 200.00 GIS = PHP 100.00 ICS = PHP 200.00 Resolution = PHP 50.00 Secretary's Certificate = PHP 50.00 Board Resolution = PHP 25.00 RDS = PHP 35.00 Deed of Ass. = PHP 25.00 Others = PHP 10.00 per page + PHP 50.00 per doc</p> <p><b>Additional charges for courier and service fees</b></p>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.3 Prepares Payment Assessment Form (PAF). Third Party Service Provider proceeds to Cashier to pay.	None	2 minutes per order	<i>SEC Assistant Computer Operator</i>  Public Reference Unit, Electronic Records Management Division,
	1.4 Receives payment and issues official receipt	None	2 minutes per PAF	Cashier  Treasury Division Financial Management Dept.
	1.5 Plain – tags, packs and transmits documents to courier for delivery  Authenticated – forwards document/s to Authentication Counter	None	1 minute	<i>Third Party Service Provider</i>  Public Reference Unit, Electronic Records Management Division, Information and Communications Technology Department
	1.6 Checks, verifies completeness and clarity of document, stamps and initials and	None	5 minutes per document	<i>SEC Administrative Assistant II</i> <i>SEC Computer Operator</i>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	forwards to signatory			
	1.7 Sign authenticated document/s	None	1 minute per 5 documents	<p><i>SEC Information Officer II or SEC Assistant Director SEC Administrative Officer II or SEC Information Officer III (alternates)</i></p> <p>Public Reference Unit, Electronic Records Management Division, Information and Communications Technology Department</p>
	1.8 Tags and packs documents and transmits to courier for delivery	None	5 minutes per order	<p><i>Third Party Service Provider</i></p> <p>Public Reference Unit, Electronic Records Management Division, Information and Communications Technology Department</p>
2. Receives delivery	1.9 Delivers document/s to client	None	Delivered within 3 working days upon confirmation of payment	<i>Courier</i>
<b>Total</b>		Based on MC No. 3, series of 2017	<b>3 days</b>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p><b>Plain:</b>                      AI/AAI PHP                      100.00 BL/ABL                      = PHP 100.00                      GIS = PHP 25.00                      ICS = PHP100.00                      Resolution =                      HP25.00                      Secretary's                      Certificate =                      PHP 25.00                      Board Resolution                      = PHP 25.00                      RDS = PHP 35.00                      Deed of Assign. =                      PHP 25.00                      Borrowing Fee =                      PHP 50.00 per                      doc                      Others = PHP                      10.00 per page                      + PHP                      50.00 per doc  <b>Authenticated:</b>                      AI/AAI = PHP                      200.00                      BL/ABL = PHP                      200.00                      GIS = PHP                      100.00</p>		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		ICS = PHP 200.00 Resolution = PHP 50.00 Secretary's Certificate = PHP 50.00 Board Resolution = PHP 25.00 RDS = PHP 35.00 Deed of Ass. = PHP 25.00 Others = PHP 10.00 per page + PHP 50.00 per doc  <b>Additional                      charges for                      courier and                      service fees</b>		

## 12. Simple Request for Listings

We provide the client list of registered corporation together with name of corporation, registration number, date registered and address for thesis and business purposes. Specific listings covered by this service are as follows:

- Registered for a period of one (1) year
- One (1) code/division as per industry classification within a year

<b>Office or Division:</b>	Information Systems Development & Management Division (ISDMD), Systems Operations Division (SOD), Information And Communications Department (ICTD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Paper Fully Accomplished Request Form (1 original copy)		SEC Website ( <a href="http://www.sec.gov.ph">www.sec.gov.ph</a> )

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Fill-up request form and submit to ICTD for review and preparation of Payment Assessment Form (PAF) for the Initial Payment of request.	1. Review request and prepare Payment Assessment Form (PAF).	None	30 minutes	SEC Administrative Officer II
2. Proceed to Cashier for the initial payment and present the Official Receipt (OR) to ICTD for the generation of the requested data listing and wait for the releasing date.	2. Accept payments and issues Official Receipt.  2.1. Generates the requested listings, as follows: - Registered for a period of one (1) year - One (1) code/division as per industry	PHP 200.00 – Initial Payment	5 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD  2 days, 23 hours and 15 minutes	Teller Financial Management Department (FMD)  Information System Analyst I

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	classification within a year			
3. Return to ICTD to get the Payment Assessment Form (PAF) for the final payment and proceed to Cashier for payment.	3. Prepares Payment Assessment Form (PAF) for the additional/final payment.	Special Program fee for institutional/individual researchers – PHP 1,000.00  Computer Processing charge –PHP 4.00 per minute  Soft copy of documents with list containing various information (CD-RW/DVD Media – PHP 100.00 per piece  <b>Based on MC No. 3, series of 2017</b>	5 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	SEC Administrative Officer II and Teller Financial Management Department (FMD)
4. Present Official Receipt (OR) to ICTD for the release of request	4. Release of data requested.	None	5 minutes	SEC Administrative Officer II
<b>TOTAL</b>		<b>Initial Payment - PHP 200.00</b>	<b>3 days</b>	

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<p><b>Special Program fee for institutional/individual researchers – PHP 1,000.00</b></p> <p><b>Computer Processing charge –PHP 4.00 per minute</b></p> <p><b>Soft copy of documents with list containing various information (CD-RW/DVD Media) – PHP 100.00 per piece</b></p>		

### 13. Simple Request for Reverse Search

Generate reverse search result that determines company affiliations of 1 to 50 individuals.

<b>Office or Division:</b>	Information and Communications Technology Department (ICTD)-Systems Operating Division (SOD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Request for Reverse Search		SOD, G/F Secretariat Bldg., PICC Complex, Pasay City



CLIENT STEPS	DIVISION ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Submit the Letter of Request to Electronic Record Management Division (ERMD)</p>	<p>1. Acknowledge the letter of request from ERMD.</p>	<p>None</p>	<p>2 minutes</p>	<p>Accounting Specialist</p>
	<p>1.1. Prepare a memo addressed to Data Protection Officer (DPO) to be signed by the ICTD Director requesting for clearance/approval based on Data Privacy Act.</p>		<p>3 minutes</p>	<p>Information Technology Officer II</p>
	<p>1.2. Perform reverse search and prepare the corresponding report.</p>		<p>2 days, 23 hours, 50 minutes</p>	<p>Information System Analyst II</p>
	<p>1.3. Prepare response letter to be signed by the ICTD Director and/or Chairperson.</p>		<p>3 minutes</p>	<p>Information Technology Officer II</p>

2. Receives the results of reverse search.	Release the result of reverse search to requesting party.	None	2 minutes	Accounting Specialist
<b>TOTAL</b>		<b>None</b>	<b>3 days</b>	

# **Economic Research and Training Department External Services**

## 1. Certification of Rank in the Top Philippine Corporations

This presents the process flow for requesting a certification of a corporation’s rank in the Top Philippine Corporations in a given fiscal year which is prepared by and in custody of the Economic Research and Training Department (ERTD). The Certification may be requested by any of the company’s duly authorized representative for whatever legal purpose it may serve (e.g. securing of employment or travel visas, proof of qualification for public bidding, client prospecting activities).

<b>Office or Division:</b>	Economic Research and Statistics Division (ERSD), Economic Research and Training Department (ERTD)	
<b>Classification:</b>	Simple <sup>1</sup>	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	Corporations included in the Annual Ranking	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter and/or Email Request with the following information: <ul style="list-style-type: none"> <li>○ Full Name of the Company</li> <li>○ Fiscal Year/s</li> <li>○ Endorsement from company’s HR</li> </ul>		Authorized Representative/Requesting Party

<sup>1</sup> A simple request/transaction shall mean request submitted by a requestor or requesting parties which only necessitates ministerial actions for readily available statistics, reports or data, or that which presents only inconsequential actions for the production by an Action Officer or employee of SEC.





## 2. Complex Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring SRD (e.g. SEC compiled data, official statistics, other data/reports on registered and regulated entities), which can be generated by the Securities and Exchange Commission (SEC) and may be provided to institutional and individual researchers, subject to further inputs and processing by the SEC Department/Office concerned.

<b>Office or Division:</b>	Economic Research and Statistics Division (ERSD), Economic Research and Training Department (ERTD)	
<b>Classification:</b>	Complex <sup>2</sup>	
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business, and G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter and/or Email Request with the following information: <ul style="list-style-type: none"> <li>○ Timeframe (e.g. Fiscal Year/s)</li> <li>○ Data/Report Type (e.g. Annual Ranking of Top Corporations)</li> <li>○ Data/Report Format (e.g. Pro-Forma, Specialized Templates)</li> </ul>		Requesting Party

<sup>2</sup> A complex request/transaction shall mean a request submitted by a requestor or requesting parties which necessitates evaluation (in the production and vetting by proper authorities) of complicated statistics, reports or data by an Action Officer or employee of SEC, such requests are to be determined by the ERTD.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Sends request for information to ERSD.</p>	<p>1. The Staff acknowledges receipt of the request, documents, and forwards the same to the Supervising Securities Specialist. If the details of the request are not complete or additional details are needed, the staff coordinates with the requestor or requesting party.</p>	<p>None</p>	<p>1 hour</p>	<p>Statistician  Economist  Planning Officer  Information Officer</p>
	<p>1.1. Once the Action Document is reviewed, the Supervising Securities Specialist consults with the Assistant Director for instruction. An Action Document consists of the documented request and transmittal letter.</p>	<p>None</p>	<p>1 hour</p>	<p>Supervising Securities Specialist  Assistant Director</p>
	<p>1.2. Upon receipt of instruction, the Supervising Securities Specialist assigns ERSD staff concerned to forward the Action Document to the appropriate SEC Department/ Office.</p>	<p>None</p>	<p>30 minutes</p>	<p>Statistician  Economist  Planning Officer  Information Officer</p>
	<p>1.3. The appropriate SEC Department/Office acts on the request, and forwards the response to the ERSD upon clearance by its department/office's Assistant Director or Director. If applicable, the Payment Assessment Form (PAF) for the appropriate processing fees is prepared.</p>	<p><b>Special Program Fee:</b> P 1,000.00  <b>Computer Processing Charge:</b> P 4.00 per minute</p>	<p>4 days</p>	<p>SEC Department/ Office Staff  Assistant Director/ Director</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
		<b>Hardcopy/Softcopy of Documents:</b> P 100.00  <i>(See SEC MC No. 3 Series of 2017)p</i>		
	1.4. The Supervising Securities Specialist checks the completeness of the Action Document from the other department/office and endorses the same to the ERSD Assistant Director for clearance.	None	1 day	Supervising Securities Specialist  Assistant Director
2. Receives the requested information.	2. If found in order, the ERSD Information Officer releases/transmits the Action Document to the requesting office/department concerned.	None	30 minutes	Information Officer
<b>TOTAL</b>		<b>Special Program Fee:</b> P 1,000.00  <b>Computer Processing Charge:</b> P 4.00 per minute  <b>Hardcopy/Softcopy of Documents:</b> P 100.00  <i>(See SEC MC No. 3 Series of 2017)</i>	<b>5 days, 3 hours</b>	

### 3. Highly Technical Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring SRD (e.g. SEC compiled data, official statistics, other data/reports on registered and regulated entities), which can be generated by the Securities and Exchange Commission (SEC) and may be provided to institutional and individual researchers, subject to further inputs and processing by the SEC Department/Office concerned, and approval by higher level authorities concerned.

<b>Office or Division:</b>	Economic Research and Statistics Division (ERSD), Economic Research and Training Department (ERTD)	
<b>Classification:</b>	Highly Technical <sup>3</sup>	
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business, and G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter and/or Email Request with the following information: <ul style="list-style-type: none"> <li>○ Timeframe or Period Coverage</li> <li>○ Data/Report Type</li> <li>○ Data/Report Format</li> </ul>		Requesting Party

<sup>3</sup> A highly technical request shall mean a request submitted by a requestor or requesting parties which requires the use of highly technical knowledge and conduct of specialized research in the processing, preparation and/or evaluation.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Sends request for statistical information to ERSD.</p>	<p>1. The Staff acknowledges receipt of the request, documents, and forwards the same to the Supervising Securities Specialist. If the details of the request are not complete or additional details are needed, the staff coordinates with the requestor or requesting party.</p>	<p>None</p>	<p>1 hour</p>	<p>Planning Officer Information Officer</p>
	<p>1.1. Once the Action Document is reviewed, the Supervising Securities Specialist consults with the Assistant Director for instruction. An Action Document consists of the documented request and transmittal letter/ memo.</p>	<p>None</p>	<p>1 hour</p>	<p>Supervising Securities Specialist Assistant Director</p>
	<p>1.2. Upon receipt of instruction, the Supervising Securities Specialist assigns ERSD staff concerned to forward the Action Document to the appropriate SEC Department/Office.</p>	<p>None</p>	<p>1 hour</p>	<p>Planning Officer Information Officer</p>
	<p>1.3. The appropriate SEC Department/ Office acts on the request, and forwards the response to the ERSD upon clearance by its department/ office's Assistant Director or Director. If applicable, the</p>	<p><b>Special Program Fee:</b> P 1,000.00  <b>Computer Processing Charge:</b> P 4.00 per minute</p>	<p>10 days</p>	<p>SEC Department/ Office Staff  Assistant Director/ Director</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	Payment Assessment Form (PAF) for the appropriate processing fees is prepared.	<b>Hardcopy/Softcopy of Documents:</b> P 100.00  <i>(See SEC MC No. 3 Series of 2017)</i>		
	1.4. The ERSD Statistician/ Economist validates the completeness of the Action Document from the other department/office and endorses the same to the ERSD Supervising Specialist for final review and endorsement to the Assistant Director.	None	4 days	Statistician  Economist
	1.5. The ERSD Assistant Director forwards the Action Document to the ERTD Director.	None	1 day	Supervising Securities Specialist  Assistant Director  Director
2. Receives the requested information.	2. Upon clearance by the ERTD Director, the ERSD Information officer releases/transmits the Action Document to the requestor/requesting party.	None	1 hour	Information Officer

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		<p><b>Special Program Fee:</b> P 1,000.00</p> <p><b>Computer Processing Charge:</b> P 4.00 per minute</p> <p><b>Hardcopy/Softcopy of Documents:</b> P 100.00</p> <p><i>(See SEC MC No. 3 Series of 2017)</i></p>	<p><b>15 days, 4 hours</b></p>	

#### 4. Provision of Copy of the Annual Ranking of Top Philippine Corporations

This presents the process flow for requesting a copy of latest available Annual Ranking of Top Philippine Corporations which are produced by and in custody of the Economic Research and Training Department (ERTD) and may be requested by and institutional and individual researchers.

<b>Office or Division:</b>	Economic Research and Statistics Division (ERSD), ERTD	
<b>Classification:</b>	Simple <sup>4</sup>	
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business, and G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Letter and/or Email Request with the specific fiscal year/s.		Requesting Party

<sup>4</sup> A simple request/transaction shall mean request submitted by a requestor or requesting parties which only necessitates ministerial actions for readily available statistics, reports or data, or that which presents only inconsequential actions for the production by an Action Officer or employee of SEC.

CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Sends request for copy of the Annual Ranking to ERSD.</p>	<p>1. The Staff acknowledges receipt of the request, documents, and forwards the documented request to the Supervising Securities Specialist. If the details of the request are not complete or additional details are needed, the staff coordinates with the requestor or requesting party. If applicable, the Payment Assessment Form (PAF) for the appropriate processing fees is prepared.</p>	<p><b>Main Report</b>                      1) Narrative (in PDF format) - PHP 3,000.00                      2) 13 schedules (in MS Excel format) – PHP 5,000.00</p>	<p>30 minutes</p>	<p>Statistician  Economist  Planning Officer</p>
	<p>1.1. Once the Action Document is received, the Supervising Securities Specialist instructs the Information Officer to prepare the requested information and complete the Action Document. An Action Document contains the completed Request Form, draft Transmittal Letter/Memorandum, and the requested information in ERSD templates/schedules.</p>	<p><b>Directory</b>                      1) In PDF format - PHP 5,000.00                      2) In MS Excel format - PHP 10,000.00</p>	<p>30 minutes</p>	<p>Supervising Securities Specialist</p>
	<p>1.2. The Information Officer ensures completeness and correctness of the information based on the official ERSD datasets, and submits the Action Document to the Supervising Securities Specialist for review</p>	<p>(See Resolution No. 442, series of 2017)</p>	<p>4 hours</p>	<p>Information Officer</p>

CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>and/or subsequent endorsement to the Assistant Director.</p> <p>1.3. The Supervising Securities Specialist reviews the Action Document and endorses the same to the Assistant Director for approval. If not in order, the Action Document is returned to the Information Officer for appropriate corrections.</p> <p>1.4. The Assistant Director approves the Action Document and forwards the same to the Information Officer for release. If not in order, the Action Document is returned to the Supervising Securities Specialist for appropriate action.</p>		<p>1 hour</p> <p>1 hour</p>	<p>Supervising Securities Specialist</p> <p>Assistant Director</p>
<p>2. Receives the requested information.</p>	<p>2. The Information Officer releases the requested copy to the requestor/requesting party.</p>	<p>None</p>	<p>1 hour</p>	<p>Information Officer</p>



CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
TOTAL		<p><b>Main Report</b> Narrative (in PDF format) - PHP 3,000.00</p> <p>13 schedules (in MS Excel format) – PHP 5,000.00</p> <p><b>Directory</b> In PDF format - PHP 5,000.00</p> <p>In MS Excel format - PHP 10,000.00</p>	1 day	

## 5. Registration for the Certification Seminars

The SEC currently offers three Certification Seminars that are designed to help prospective capital market professionals prepare for the Certification Examination. These are the Certification Seminar for the Phase 1 Examination, Certification Seminar for Prospective Equities Securities Salesmen and the Certification Seminar for Prospective Compliance Officers/Associated Persons. The upcoming schedules are posted in the SEC website ([www.sec.gov.ph](http://www.sec.gov.ph)) under Notices. The registration is on a first-come, first-served basis. The actual processing time will vary depending on the number of registration forms submitted.

<b>Office or Division:</b>	Training Division, Economic Research and Training Department (ERTD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B - Government to Business			
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Interested individuals</li> <li>• Prospective capital market professionals</li> <li>• Mutual Fund/Investment Companies</li> <li>• Securities Brokerage Companies</li> <li>• Banks</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
One original fully accomplished registration form with attached two copies of recently taken colored ID pictures, with the following photo specifications: <ul style="list-style-type: none"> <li>• 1 ½” x 2” or passport size</li> <li>• With applicant’s name tag and signature</li> <li>• In full-face view directly facing the camera</li> </ul>		Registration forms can be downloaded through this link: <a href="http://www.sec.gov.ph/services-2/capital-market-professionals-3/certification-examination-and-results/">http://www.sec.gov.ph/services-2/capital-market-professionals-3/certification-examination-and-results/</a> or log on to the SEC website at <a href="http://www.sec.gov.ph">www.sec.gov.ph</a> . Under Services of the Home page, click Certification Seminars under the Capital market Professionals.  Registration forms are also available at the Economic Research and Training Department-Training Division.  The required ID photos can be availed in the local photo shop outlets.		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>

1. Submits registration form to ERTD.	1. Accepts registration form and issues Payment Assessment Form (PAF).	None	10 minutes	Training Officer III or Data Analyst (Contract of Service) Training Division, ERTD
2. Proceeds to the Cashier and pays the examination fee, as indicated in the PAF.	2. Issues Official Receipt (OR).	PHP 9,600.00	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	SEC Special Collecting Officer Teller, Financial Management Department (FMD)
3. Returns to ERTD to submit the cashier-validated PAF.	3. Gives the application receipt and includes the applicant's name in the final list of seminar participants and advises the participant about the seminar.	None	10 minutes	Training Officer III or Data Analyst (Contract of Service) Training Division, ERTD
<b>TOTAL</b>		<b>PHP 9,600.00</b>	<b>30 minutes</b>	

## 6. Registration for the Head Office (Computer-Based) and Provincial (Paper and Pen) Certification Examination

The SEC Certification Examination has two phases. Phase 1 covers six general topics, which are applicable to all market professionals while Phase 2 is the industry-specific examination and is composed of five sub-modules, as follows:

- Phase 2-7A: Certified Investment Solicitors (CIS)
- Phase 2-7B: Equities Securities Salesmen (ESS)
- Phase 2-7C: Fixed Income Market Salesmen (FIMS)
- Phase 2-7D: Compliance Officers/Associated Persons (CO/AP) for broker dealers in Equities
- Phase 2-7E: Proprietary/Non-Proprietary Securities (Timeshares) Salesmen (PNPSS)

All prospective capital market professionals need to take and pass both phases before they can apply for the appropriate license. The registration is on a first-come, first-served basis. The actual processing time will vary depending on the number of registration forms submitted.

<b>Office or Division:</b>	Training Division, Economic Research and Training Department (ERTD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizens G2B - Government to Business	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Prospective capital market professionals</li> <li>• Mutual Fund/Investment Companies</li> <li>• Securities Brokerage Companies</li> <li>• Banks</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. One original fully accomplished registration form with attached two copies of recently taken colored ID pictures, with the following photo specifications: <ul style="list-style-type: none"> <li>• 1 ½" x 2" or passport size</li> <li>• With applicant's name tag and signature</li> <li>• In full-face view directly facing the camera</li> </ul>		Registration forms can be downloaded through this link: <a href="http://www.sec.gov.ph/services-2/capital-market-professionals-3/sec-certification-examination-and-results/">http://www.sec.gov.ph/services-2/capital-market-professionals-3/sec-certification-examination-and-results/</a> or log on to the SEC website at <a href="http://www.sec.gov.ph">www.sec.gov.ph</a> . Under Services of the Home page, click Certification Examination and List of Passers under the Capital Market Professionals.

<p>.</p> <p>Additional requirements:</p> <p><u>For all Phase 2 applicants</u> Copy of the List of Passers posted in the SEC website.</p> <p><u>For Phase 2-7B and 7D applicants only</u> Photocopy of the Certificate of Attendance of the required seminar attended by the applicant.</p>	<p>Registration forms are also available at the Economic Research and Training Department-Training Division. The required ID photos can be availed in the local photo shop outlets.</p> <p>Print the List of Passers on when the applicant passed the Phase 1 Exam which can be accessed through this link: <a href="http://www.sec.gov.ph/services-2/capital-market-professionals-3/sec-certification-examination-and-results/">http://www.sec.gov.ph/services-2/capital-market-professionals-3/sec-certification-examination-and-results/</a></p> <p>The Certificate of Attendance can be acquired by attending the Certification Seminar, which is a prerequisite in taking the Phase 2-7B and 7D examination, conducted by the SEC.</p>
--	---

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits registration form to ERTD.	1. Accepts registration form and issues Payment Assessment Form (PAF).	None	10 minutes	Training Officer III or Data Analyst (Contract of Service) Training Division, ERTD
2. Proceeds to the SEC Cashier and pays the registration fee, as indicated in the PAF.	2. Issues Official Receipt (OR).	Head Office exam: PHP 500.00 per applicant Provincial exam: PHP 1,500.00 per applicant	10 minutes *Subject to the prescribed processing of the Cashier Treasury Division, FMD	SEC Special Collecting Officer Teller, Financial Management Department (FMD)
3. Returns to ERTD to submit the cashier-validated PAF.	3. Receives PAF and gives the application receipt and includes the applicant's name in the examination schedule.	None	10 minutes	Training Officer III or Data Analyst (Contract of Service) Training Division, ERTD
<b>TOTAL</b>		<b>Head Office exam: PHP 500.00 per applicant Provincial exam: PHP 1,500.00 per applicant</b>	<b>30 minutes</b>	

## 7. Request for Orientation on SEC Mandates and Functions

The SEC conducts free orientation that aims to give the participants an overview on what SEC does and its governing laws and rules.

<b>Office or Division:</b>	Training Division, Economic Research and Training Department (ERTD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B - Government to Business G2G - Government to Government	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Academic Institutions</li> <li>• Business/Professional Organizations</li> <li>• Local and National Government Agencies</li> <li>• Non-Profit Organizations</li> <li>• Other SEC stakeholders</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Formal request letter addressed to the ERTD Director signed by the requesting institution/organization's authorized official indicating the following: <ul style="list-style-type: none"> <li>• Desired date and time of orientation</li> <li>• Number of participants</li> <li>• Name and contact information (email, landline and mobile phone) of the institution/organization representative coordinating the orientation</li> </ul>		Requesting institution/organization's authorized official.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits formal request letter to ERTD.	1. Receives the letter and will inform the requesting party the final details of the orientation.	None	10 minutes	SEC Administrative Assistant II or SEC Confidential Assistant III ERTD Director's Office
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	



## 8. Request for Provincial (Paper and Pen) Certification Examination

This method of examination is applicable only for examinations conducted in the provinces.

<b>Office or Division:</b>	Training Division, Economic Research and Training Department (ERTD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B - Government to Business	
<b>Who may avail:</b>	<ul style="list-style-type: none"> <li>• Mutual Fund/Investment Companies</li> <li>• Securities Brokerage Companies</li> <li>• Banks</li> </ul>	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Original formal request letter addressed to the ERTD Director signed by the company's authorized official/staff indicating the following: <ul style="list-style-type: none"> <li>• Preferred examination date</li> <li>• Location</li> <li>• Confirmed number of examinees (minimum of 30)</li> </ul>		Requesting company's authorized official/staff.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submits formal request letter to ERTD.	1. Receives the letter and will inform the requesting company the final details of the provincial exam.	None	10 minutes	SEC Administrative Assistant II or SEC Confidential Assistant III ERTD Director's Office
<b>TOTAL</b>		<b>None</b>	<b>10 minutes</b>	

## 9. Simple Request for SEC Statistics, Reports and/or Data (SRD)

This presents the process flow of acquiring readily available SRD (e.g. SEC compiled data, official statistics, other data/reports on registered and regulated entities), which are produced by and in custody of the Economic Research and Training Department (ERTD) and may be requested by institutional and individual researchers.

<b>Office or Division:</b>	Economic Research and Statistics Division (ERSD), ERTD	
<b>Classification:</b>	Simple <sup>5</sup>	
<b>Type of Transaction:</b>	G2C - Government to Citizen, G2B - Government to Business, and G2G - Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter and/or Email Request with the following information: <ul style="list-style-type: none"> <li>○ Timeframe (e.g. Fiscal Year/s)</li> <li>○ Data/Report Type or Format (e.g. Pro-Forma, Specialized Templates)</li> </ul>		Requesting Party

<sup>5</sup> A simple request/transaction shall mean request submitted by a requestor or requesting parties which only necessitates ministerial actions for readily available statistics, reports or data, or that which presents only inconsequential actions for the production by an Action Officer or employee of SEC.

CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Sends request for copy of the Annual Ranking to ERSD.</p>	<p>1. The Staff acknowledges receipt of the request, documents, and forwards the documented request to the Supervising Securities Specialist. If the details of the request are not complete or additional details are needed, the staff coordinates with the requestor or requesting party.</p>	<p>None</p>	<p>5 minutes</p>	<p>Statistician Economist Planning Officer</p>
	<p>1.1. Once the Action Document is received, the Supervising Securities Specialist instructs the Information Officer to prepare the requested information and complete the Action Document. An Action Document contains the completed Request Form, draft Transmittal Letter/Memorandum, and the requested information in ERSD templates/schedules.</p>		<p>5 minutes</p>	<p>Supervising Securities Specialist</p>
	<p>1.2. The Information Officer ensures completeness and correctness of the information based on the official ERSD datasets, and submits the Action Document to the Supervising Securities Specialist for review and/or subsequent endorsement to the Assistant Director.</p>		<p>5 minutes</p>	<p>Information Officer</p>
	<p>1.3. The Supervising Securities Specialist reviews the Action Document and endorses the same to the Assistant</p>		<p>5 minutes</p>	<p>Supervising Securities Specialist</p>

CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>Director for approval. If not in order, the Action Document is returned to the Information Officer for appropriate corrections.</p> <p>1.4. The Assistant Director approves the Action Document and forwards the same to the Information Officer for release. If not in order, the Action Document is returned to the Supervising Securities Specialist for appropriate action.</p>		5 minutes	Assistant Director
2. Receives the requested information	2. The Information Officer releases the statistical information to the requestor/requesting party.	None	5 minutes	Information Officer
<b>TOTAL</b>		<b>None</b>	<b>30 minutes</b>	

# **Economic Research and Training Department**

## **Internal Services**

## 1. Complex Request for SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring SRD (e.g. SEC compiled data, official statistics, other data/reports on registered and regulated entities), which can be generated by the Securities and Exchange Commission (SEC), and may be provided to SEC Departments or Offices including Extension Offices, subject to further inputs and processing by the SEC Department/Office concerned.

<b>Office or Division:</b>	Economic Research and Statistics Division (ERSD), ERTD	
<b>Classification:</b>	Complex <sup>6</sup>	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	SEC Departments, Offices or Units including Extension Offices	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter and/or Email Request with the following information: <ul style="list-style-type: none"> <li>○ Timeframe (e.g. Fiscal Year/s)</li> <li>○ Data/Report Type (e.g. Annual Ranking of Top Corporations)</li> <li>○ Data/Report Format (e.g. Pro-Forma, Specialized Templates)</li> </ul>		Requesting Department/Office

<sup>6</sup> A complex request/transaction shall mean a request submitted by a requestor or requesting parties which necessitates evaluation (in the production and vetting by proper authorities) of complicated statistics, reports or data by an Action Officer or employee of SEC, such requests are to be determined by the ERTD.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Sends request for information to ERSD.</p>	<p>1. The Staff acknowledges receipt of the request, documents, and forwards the same to the Supervising Securities Specialist. If the details of the request are not complete or additional details are needed, the staff coordinates with the requestor or requesting party.</p> <p>1.1. Once the Action Document is reviewed, the Supervising Securities Specialist consults with the Assistant Director for instruction. An Action Document consists of the documented request and transmittal letter/memo.</p> <p>1.2. Upon receipt of instruction, the Supervising Securities Specialist assigns ERSD staff concerned to forward the Action Document to the appropriate SEC Department/ Office.</p> <p>1.3. The appropriate SEC Department/ Office acts on the request, and forwards the response to the ERSD upon clearance by its department/ office's Assistant Director or Director.</p>	<p>None</p>	<p>1 hour</p> <p>1 hour</p> <p>30 minutes</p> <p>4 days</p>	<p>Statistician</p> <p>Economist</p> <p>Planning Officer</p> <p>Information Officer</p> <p>Supervising Securities Specialist and Assistant Director</p> <p>Statistician</p> <p>Economist</p> <p>Planning Officer</p> <p>Information Officer</p> <p>SEC Department/Office Staff</p>



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	1.4. The Supervising Securities Specialist checks the completeness of the Action Document from the other department/office and endorses the same to the ERSD Assistant Director for clearance.		1 day	Assistant Director/ Director  Supervising Securities Specialist  Assistant Director
2. Receives the requested information.	2. If found in order, the ERSD Information Officer releases/transmits the Action Document to the requesting office/department concerned.	None	30 minutes	Information Officer
<b>TOTAL</b>		<b>None</b>	<b>5 days, 3 hours</b>	

## 2. Highly Technical Request of SEC Statistics, Reports, and Data (SRD)

This presents the process flow of acquiring SRD (e.g. SEC compiled data, official statistics, other data/reports on registered and regulated entities), which can be generated by the Securities and Exchange Commission (SEC), and may be provided to SEC Departments or Offices including Extension Offices, subject to further inputs and processing by the SEC Department/Office concerned, and approval by higher level authorities.

<b>Office or Division:</b>	Economic Research and Statistics Division (ERSD), ERTD
<b>Classification:</b>	Highly Technical <sup>7</sup>
<b>Type of Transaction:</b>	G2G – Government to Government
<b>Who may avail:</b>	SEC Departments, Offices or Units including Extension Offices
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Letter of Request and/or Email with the following information: <ul style="list-style-type: none"> <li>○ Timeframe (e.g. Fiscal Year/s)</li> <li>○ Data/Report Type (e.g. Annual Ranking of Top Corporations)</li> <li>○ Data/Report Format (e.g. Pro-Forma, Specialized Templates)</li> </ul>	Requesting Department/Office

<sup>7</sup> A highly technical request shall mean a request submitted by a requestor or requesting parties which requires the use of highly technical knowledge and conduct of specialized research in the processing, preparation and/or evaluation.

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Sends request for information to ERSD.</p>	<p>1. The Staff acknowledges receipt of the request, documents, and forwards the same to the Supervising Securities Specialist. If the details of the request are not complete or additional details are needed, the staff coordinates with the requestor or requesting party.</p>	<p>None</p>	<p>1 hour</p>	<p>Planning Officer  Information Officer</p>
	<p>1.1. Once the Action Document is reviewed, the Supervising Securities Specialist consults with the Assistant Director for instruction. An Action Document consists of the documented request and transmittal letter/memo.</p>		<p>1 hour</p>	<p>Supervising Securities Specialist and Assistant Director</p>
	<p>1.2. Upon receipt of instruction, the Supervising Securities Specialist assigns ERSD staff concerned to forward the Action Document to the appropriate SEC Department/Office.</p>		<p>1 hour</p>	<p>Planning Officer  Information Officer</p>
	<p>1.3. The appropriate SEC Department/ Office acts on the request, and forwards the response to the ERSD upon clearance by its department/</p>		<p>10 days</p>	<p>SEC Department/ Office Staff  Assistant Director/ Director</p>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	<p>office's Assistant Director or Director.</p> <p>1.4. The ERSD Statistician/Economist validates the completeness of the Action Document from the other department/office and endorses the same to the ERSD Supervising Specialist for final review and endorsement to the Assistant Director. If found in order, the ERSD Information Officer releases/ transmits the Action Document to the requesting office/ department concerned.</p>		1 day	<p>Statistician/Economist</p> <p>Supervising Securities Specialist</p> <p>Assistant Director</p>
3. Receives the requested information.	2. Upon clearance by the ERTD Director, the ERSD Information Officer releases/transmits the Action Document to the requestor/requesting party.	None	1 hour	<p>Director</p> <p>Information Officer</p>
<b>TOTAL</b>		<b>None</b>	<b>15 days, 4 hours</b>	

### 3. Provision of Copy of the Annual Ranking of Top 1K Corporations

This presents the process flow for requesting a copy of latest available Annual Ranking of Top 1,000 Philippine Corporations which is produced by and in custody of the Economic Research and Training Department (ERTD) and may be requested by other Departments or Offices including Extension Offices.

<b>Office or Division:</b>	Economic Research and Statistics Division (ERSD), Economic Research and Training Department (ERTD)	
<b>Classification:</b>	Simple <sup>8</sup>	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	SEC Departments, Offices, or Units including Extension Offices	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Letter of Request with the information on the specific fiscal year/s	Requesting Department/Office	

<sup>8</sup> A simple request/transaction shall mean request submitted by a requestor or requesting parties which only necessitates ministerial actions for readily available statistics, reports or data, or that which presents only inconsequential actions for the production by an Action Officer or employee of SEC.

CLIENT STEPS	OFFICE ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<p>1. Sends request for copy of the Annual Ranking to ERSD.</p>	<p>1. The Staff acknowledges receipt of the request, documents, and forwards the documented request to the Supervising Securities Specialist. If the details of the request are not complete or additional details are needed, the staff coordinates with the requestor or requesting party.</p> <p>1.1. Once the Action Document is received, the Supervising Securities Specialist instructs the Information Officer to prepare the requested information and complete the Action Document. An Action Document contains the completed Request Form, draft Transmittal Letter/ Memorandum, and the requested information in ERSD templates/ schedules.</p> <p>1.2. The Information Officer ensures completeness and correctness of the information based on the official ERSD datasets, and submits the Action Document to the Supervising Securities Specialist for review and/or subsequent endorsement to the Assistant Director.</p>	<p>None</p>	<p>30 minutes</p> <p>30 minutes</p> <p>4 hours</p>	<p>Statistician</p> <p>Economist</p> <p>Planning Officer</p> <p>Supervising Securities Specialist</p> <p>Information Officer</p>



# **Human Resource and Administrative Department**

## **External Services and Internal Services**



## 1. Legal Research Assistance (with the Aid of Online Legal Facilities)

This service details the procedure on how a citizen can request for access to online legal facilities available in SEC Library.

<b>Office or Division:</b>	Learning Resource and Information Division (LRID), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government	
<b>Who may avail:</b>	General Public, SEC Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client makes a call through 8-818-5994 or sends an email to <a href="mailto:mcdacillo@sec.gov.ph">mcdacillo@sec.gov.ph</a> to request for reference	1. LRID interviews the client and fills out Client Inquiry and Assistance Form	None	1 minute	Library Specialist and/or Library Assistant
2. Client receives access to online legal facilities	2. LRID provides access to the client using SEC Library's account	None	1 minute	Library Specialist and/or Library Assistant
3. Client uses the SEC online legal facilities	3. LRID assists the client in using the online legal facilities and in finding the needed information, as necessary.	None	10 minutes	Library Specialist and/or Library Assistant
<b>TOTAL</b>		<b>None</b>	<b>12 minutes</b>	

## 2. Library Services – Access to Library Resources (Room Use Reading)

This service details the procedure on how a citizen can request for access to library resources for room use reading.

<b>Office or Division:</b>	Learning Resource and Information Division (LRID), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government	
<b>Who may avail:</b>	General Public, SEC Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None

CLIENT STEPS	AGENCY ACTIONS	FEE TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client accesses the Online Public Access Catalog (OPAC) for the library's collection	1. LRID provides assistance in the use of the OPAC, as necessary	None	5 minutes	Library Specialist and/or Library Assistant
2. Client fills out Client Assistance Form	2. LRID locates and provides needed materials; answers reference queries	None	5 minute	Library Specialist and/or Library Assistant
3. Client proceeds to reading area	3. LRID provides follow-on assistorial service to the client, as necessary	None	1 minute	Library Specialist and/or Library Assistant
<b>TOTAL</b>		<b>None</b>	<b>11 minutes</b>	

### 3. Library Services – Circulation Services

This service details the procedure on how a citizen can request or borrow library materials.

<b>Office or Division:</b>	Learning Resource and Information Division (LRID), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	SEC Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client proceeds to OPAC or database for access to library collection and asks for assistance for materials needed or other reference queries	1. LRID provides assistance in the use of OPAC or database and proceeds with reference interview, validates inquiry and availability of information	None	10 minutes	Library Specialist and/or Library Assistant
2. Client fills out borrower's information and receives materials	2. LRID provides assistorial service to the client, as necessary	None	2 minutes	Library Specialist and/or Library Assistant
<b>TOTAL</b>		<b>None</b>	<b>12 minutes</b>	

#### 4. Library Services – Photocopying/Printing Services

This service details the procedure on how a citizen can photocopy or print SEC materials.

<b>Office or Division:</b>	Learning Resource and Information Division (LRID), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen G2G – Government to Government	
<b>Who may avail:</b>	General Public, SEC Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fills out Client Assistance Form to request for materials for photocopying or printing	1. LRID validates photocopying or printing requests and issues Payment Assessment Form (PAF)	None	30 minutes	Library Specialist and/or Library Assistant
2. Client proceeds to Cashier for payment	2. Cashier receives payment and issues Official Receipt (OR)	PHP 5.00 per page	15 minutes	Teller Financial Management Department (FMD)  Library Specialist and/or Library Assistant
3. Client presents Official Receipt (OR) and submits the validated Payment Assessment Form (PAF)	3. LRID turns over the requested document	None	1 minute	Library Specialist and/or Library Assistant
<b>TOTAL</b>		<b>PHP 5.00 per page</b>	<b>46 minutes</b>	



## 5. Reference Queries in SEC Library

This service details the procedure on how a citizen can request for references in the SEC Library.

<b>Office or Division:</b>	Learning Resource and Information Division (LRID), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client makes a call through 8-818-5994 or sends an email to <a href="mailto:mcdacillo@sec.gov.ph">mcdacillo@sec.gov.ph</a> to request for reference.	1. LRID interviews the client and fills out Client Inquiry and Assistance Form.	None	1 minute	Library Specialist and/or Library Assistant
2. Client waits to process the request.	2. LRID validates the inquiry, the availability of information on online facilities, and the mode of delivery, as per necessary.	None	3 minutes	Library Specialist and/or Library Assistant
3. Client receives the material requested.	3. LRID provides the material or information, if available. If not, alternative sources of information and/service providers will be provided to the client.	None	1 minute	Library Specialist and/or Library Assistant
<b>TOTAL</b>		<b>None</b>	<b>5 minutes</b>	

**Human Resource and Administrative  
Department  
Internal Services**

## 1. Building Services

This service details the procedure on how an employee can request for Building Services, such as repair and maintenance in the SEC Premises.

<b>Office or Division:</b>	General Services Division (GSD), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	All SEC Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client proceed to GSD Office or make a call through local 232 (GSD) for a report and other concerns.	1. GSD provides assistance and validates inquiry and availability of information	None	5 minutes	Officer-In-Charge, GSD
2. Client report concerns to GSD	2. GSD respond and verify or conduct inspections on the reported area of the client.  2.1. GSD provides the materials or information, if available. 2.1.1. If not, alternative sources of information and/or service providers will be provided to the client.  2.2. GSD conduct canvas/purchase on materials to be use for the service	None	30 minutes  10 minutes  2 days  1 day	Officer-In-Charge, GSD
2. Client receives feedback on the status in regards to the reported concerns.	2. GSD provide accomplishment report and present quality	None	30 minutes	Officer-In-Charge, GSD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	assistance feedback form to the client.			
<b>TOTAL</b>		<b>None</b>	<b>3 days</b>	

## 2. Contract Administration Services

This service details the procedure on administering the types of contract acted upon by GSD.

<b>Office or Division:</b>	General Services Division (GSD), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C - Government to Citizen G2B – Government to Business G2G – Government to Government	
<b>Who may avail:</b>	All	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fill out Requisition and Issue Slip Form	1. GSD acknowledge the Request form from the client and verify for the availability of stock supply.	None	5 minutes	Designated Supply Officer
2. Client Received the requested supply	2. GSD issue the requested supply to the client, if available.	None	10 minutes	Designated Supply Officer
3. Client sign the received section of the request form upon receiving the requested supply	3. GSD record and file the request form with the received signature of the client.	None	1 minute	Designated Supply Officer
<b>TOTAL</b>		<b>None</b>	<b>16 minutes</b>	



### 3. GSD Photocopying/Printing Services

This service details the procedure on how to provide printing services to the different offices/departments of the Commission.

<b>Office or Division:</b>	General Services Division (GSD), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	All SEC Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fill out request form with approval of client Department Director/Ass. Director/OIC and approval of HRAD Director/OIC	1. GSD verifies and receive Client Request Form	None	1 minute	GSD Printing Operator
2. Client request for approval	2. GSD approve client request  2.1. GSD prepare and produce copies per rim for the client	None	1 minute  10 minutes	GSD Printing Operator
3. Client Receives Photocopies	3. GSD prepare and Release copies per rim to be received by the client.  4. Client Receives the Production copies	None	10 minutes  1 minute	GSD Printing Operator
<b>TOTAL</b>		<b>None</b>	<b>23 minutes</b>	

**4. Processing of Billing for Transmittal to FMD payment of the following Services (Lease of office spaces, Security, Janitorial, Water, Electricity, Telecommunications, Internet, Pest-Control, and other services necessary to the operations of the commission email, copier, etc.)**

This service details the procedure on how a citizen can photocopy or print SEC materials.

<b>Office or Division:</b>	General Services Division (GSD), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C – Government to Citizen	
<b>Who may avail:</b>	Supplier	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Approaches anyone from GSD personnel for the receiving of Billing Statement/Documents.	1. GSD acknowledge the billing statement and give receiving copy to the client	None	1 minutes	Computer Operator
2. Client received the receiving copy	2. GSD Docket the billing statement and request the Division concerned for CTC of the pertinent documents for attachments to the billing statement.  2.1. Upon receipt of the CTC documents from concerned Division. GSD verify and prepares ORS/ Voucher of pertinent documents and transmit to the FMD for payment processing	None	10 minutes  15 minutes	Computer Operator
<b>TOTAL</b>		<b>None</b>	<b>26 minutes</b>	

## 5. Request for Issuance of Certificates

This service details the procedure on how SEC officers and personnel can request Certificate of Employment and other related Certificates.

<b>Office or Division:</b>	Human Resources Management Division (HRMD), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	All active and former SEC employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Slip		HRMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fills-out the request slip.	1. HRMD staff receives the request slip	None	1 minute	SEC Administrative Assistant  and/or  Human Resource Assistant
2. Client waits while request is being processed.	2. HRMD staff prepares the requested certificate/s: Employment, no pending admin case, and actual last day and leave without pay.	None	2 days, 23 hours, 54 minutes	SEC Administrative Assistant  and/or  Human Resource Assistant
3. Client affixes signature at the request slip upon receipt of the requested document.	3. HRMD staff provides a copy of the certificate.	None	5 minutes	SEC Administrative Assistant  and/or  Human Resource Assistant
<b>TOTAL</b>		<b>None</b>	<b>3 days</b>	

## 6. Request for Issuance of Service Record

This service details the procedure on how SEC officers and personnel can request Service Record.

<b>Office or Division:</b>	Human Resources Management Division (HRMD), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	All active and former SEC employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Request Slip		HRMD
2. Service Record (In case the employee is a transferee from other government agency)		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fills-out the request slip.	1. HRMD staff receives the request slip	None	1 minute	SEC Administrative Assistant  and/or Human Resource Assistant
2. Client waits while request is being processed.	2. HRMD staff prepares the requested service record.	None	2 days, 23 hours, 54 minutes	SEC Administrative Assistant  and/or Human Resource Assistant
3. Client affixes signature at the request slip upon receipt of the requested document.	3. HRMD staff provides copy of the service record.	None	5 minutes	SEC Administrative Assistant  and/or Human Resource Assistant
<b>TOTAL</b>		<b>None</b>	<b>3 days</b>	



## 7. Supply Services

This service details the procedure on how a SEC employee can request for office supplies.

<b>Office or Division:</b>	General Services Division (GSD), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	All SEC Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client fill out Requisition and Issue Slip Form	1. GSD acknowledge the Request form from the client and verify for the availability of stock supply.	None	5 minutes	Designated Supply Officer
2. Client Received the requested supply	2. GSD issue the requested supply to the client, if available.	None	10 minutes	Designated Supply Officer
3. Client sign the received section of the request form upon receiving the requested supply	3. GSD record and file the request form with the received signature of the client.	None	1 minute	Designated Supply Officer
<b>TOTAL</b>		<b>None</b>	<b>16 minutes</b>	

## 8. Transport and Messengerial Services

This service details the procedure on how a SEC employee can request for transport service and delivery of letters and other documents.

<b>Office or Division:</b>	General Services Division (GSD), Human Resource and Administrative Department (HRAD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G – Government to Government	
<b>Who may avail:</b>	All SEC Employees	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
None		None

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Client secure a request for vehicle form from the GSD	1. GSD provides request for vehicle form to the client	None	1 minute	Administrative Officer II
2. Client fills out the form with the request approval of the client's Director and submit to GSD.	2. GSD receives the request for vehicle form at least a day before the scheduled date. 2.1 GSD assign the driver for the trip. 2.2 Trip ticket must be signed by the driver and approved authorized officials before the trip.	None  None  None	1 day	Administrative Officer II
3. Client must sign on the trip ticket on the scheduled trip.	3. Trip ticket must be submitted to GSD the end of the day.	None	1 day	Administrative Officer II
<b>TOTAL</b>		<b>None</b>	<b>2 days</b>	

# Financial Management Department

## External Services

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

These are requests for authentication of official receipts issued from year 2010 to 2015 stored at SEC Building, EDSA Greenhills, Mandaluyong City.

<b>Office or Division:</b>	Treasury Division, Financial Management Department (FMD)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C-Government to Citizen G2B-Government to Business Entity G2B-Government to Government	
<b>Who may avail:</b>	Filer/s or company representative/s	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Request Letter from concerned payee/incorporator indicating the official receipt number, date issued and the purpose, addressed to the Director of FMD</li> <li>2. Authorization letter (if other than the concerned payee/incorporator)</li> <li>3. Valid ID of the concerned payee and/or the authorized person</li> <li>4. Duly signed Payment Assessment Form (PAF) – one (1) original copy</li> </ol>		Treasury Division, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send/Submit request letter with complete details to the Office of the Director, FMD	1. Receive and record duly signed request letter with complete details	None	20 Minutes	SEC Accounting Specialist I or SEC Confidential Assistant III Office of Director, FMD
2. Wait while request is processed	2. Forward request letter to the Treasury Division	None	5 Minutes	SEC Accounting Specialist I or SEC Confidential Assistant III Office of Director, FMD
	2.1. Receive and record the request letter	None	5 Minutes	SEC Administrative Officer II or SEC Administrative Officer I Treasury Division
	2.2. Retrieve and authenticate OR and prepare PAF	None	6 days and 60 minutes	SEC Administrative Officer II or SEC Administrative Officer I Treasury Division
3. Pay to the Cashier in the form of Cash with a duly signed PAF	3. Receive duly signed PAF and check amount of payment		7 Minutes	SEC Collecting Officer Treasury Division
	3.1. Issue pre-numbered official receipt (OR) and check issued OR	None	3 Minutes	SEC Collecting Officer Treasury Division
	3.2. Give the original copy of OR together with the validated PAF	None	1 Minute	SEC Collecting Officer Treasury Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Submit OR and receive authenticated OR	4. Record and release authenticated copy of OR	None	2 Minutes	SEC Administrative Officer II or SEC Administrative Officer I Treasury Division
<b>TOTAL</b>		<b>PHP 100.00/per ctc + PHP 30.00 DST/per ctc</b>	<b>6 days, 1 hour, 43 minutes</b>	



## 2. Payment of Fees for Non-Registration Transaction

These are payments for non-registration transactions such as, license fees, penalties/fines and other charges from corporations, partnerships, and other SEC clients.

<b>Office or Division:</b>	Treasury Division-Financial Management Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Citizen G2B-Government to Business Entity G2B-Government to Government	
<b>Who may avail:</b>	Filer/s or company representative/s	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly signed Payment Assessment Form (PAF)- one (1) original copy		All SEC Departments

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a duly signed PAF from operating department concerned and get a priority service number at SEC-Cashier Kiosk.	1. Provide a priority service number at SEC-Cashier Kiosk	None	3 Minutes	Guard on duty (Agency) Cashier Area
2. Wait for the queuing number to be served  2.1. If not available when number is called at most three (3) times, he/she needs to get a new queuing number.	2. Provide a number of seats for transacting clients  2.1. Client will be called for at most three (3) times. If not available, he/she will be advised to get a new queuing number.	None	6 Minutes	Guard on duty (Agency) Cashier Area
3. Pay to the Cashier in the form of Cash, Manager's/Cashier's Check or Postal Money Order with a duly signed PAF	3.0. Receive duly signed PAF and check amount of payment	Per PAF from concerned operating department	7 Minutes	Special Collecting Officer Treasury Division
	3.1. Issue pre-numbered official receipt (OR) and check issued OR	None	3 Minutes	Special Collecting Officer Treasury Division
4. Return to the concerned department	4.0. Give the original copy of OR together with the validated PAF	None	1 Minute	Special Collecting Officer Treasury Division
<b>TOTAL</b>		<b>None</b>	<b>20 Minutes</b>	

### 3. Payment of Fees for Registration Transaction

These are payment of filing fees for registration of corporations, partnerships and other registered entities.

<b>Office or Division:</b>	Treasury Division-Financial Management Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2B-Government to Business Entity	
<b>Who may avail:</b>	Filer/s or company representative/s	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly signed Payment Assessment Form (PAF)- one (1) original copy		Company Registration and Monitoring Department Corporate Governance and Finance Department Markets and Securities Regulation Department Other operating departments

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Secure a duly signed PAF from operating department concerned and get a priority service number at SEC-Cashier Kiosk	1. Provide a priority service number at SEC-Cashier Kiosk	None	3 Minutes	Guard on duty (Agency) Cashier Area
2. Wait for the queuing number to be served. 2.1. If not available when number is called at most three (3) times, he/she needs to get new a queuing number.	2. Provide a number of seats for transacting clients 2.1. Client will be called at most three (3) times. If not available, he/she will be advised to get a new queuing number	None	6 Minutes	Guard on duty (Agency) Cashier Area
3. Pay to the Cashier in the form of Cash, Manager's/Cashier's Check or Postal Money Order with a duly signed PAF	3. Receive duly signed PAF and check amount of payment	Per PAF from operating department concerned	7 Minutes	Special Collecting Officer Treasury Division
	3.1. Issue pre-numbered official receipt (OR) and check issued OR	None	3 Minutes	Special Collecting Officer Treasury Division
4. Return to the concerned department	4. Give the original copy of OR together with the validated PAF	None	1 Minute	Special Collecting Officer Treasury Division
<b>TOTAL</b>		<b>None</b>	<b>20 Minutes</b>	

#### 4. Purchase of Pin Mailer

The PIN Mailer is a prepaid instrument used to access the SEC i-View. Each PIN Mailer has a denomination of One Hundred Pesos (PHP 100.00) per copy.

<b>Office or Division:</b>	Treasury Division, Financial Management Department	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2C-Government to Citizen G2B-Government to Business Entity G2G-Government to Government	
<b>Who may avail:</b>	Walk-in public clients/customers	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Duly filled-up Purchase Order Slip (POS) – one (1) original copy		SEC Main Cashier, Ground Floor-West Wing

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Get a priority service number and fill-up completely the POS	1. Provide a priority service number at SEC-Cashier Kiosk and POS form at Cashier Area	None	4 Minutes	Guard on duty (Agency) Cashier Area
2. Wait for the queuing number to be served	2. Provide a number of seats for transacting clients	None	6 Minutes	Guard on duty (Agency) Cashier Area
3. Pay to the Cashier in the form of Cash, Manager's/Cashier's Check or Postal Money Order with a duly filled-up POS	3. Receive duly filled-up POS and check amount of payment	PHP 100.00/ PIN Mailer	7 Minutes	Special Collecting Officer Treasury Division
	3.1. Issue pre-numbered official receipt (OR), check issued OR and give the original copy together with copy/copies of PIN Mailer/s.	None	3 Minutes	Special Collecting Officer Treasury Division
<b>TOTAL</b>		<b>PHP 100.00/ PIN Mailer</b>	<b>20 Minutes</b>	

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

These are requests for authentication of official receipts issued from year 2016 up to present at SEC Main Cashier, PICC Complex, Pasay City.

<b>Office or Division:</b>	Treasury Division-Financial Management Department (FMD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G-2-C-Government to Citizen G-2-B-Government to Business Entity G-2-B-Government to Government	
<b>Who may avail:</b>	Filer/s or company representative/s	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
<ol style="list-style-type: none"> <li>1. Request Letter from concerned payee/incorporator indicating the official receipt number, date issued and the purpose, addressed to the Director of FMD</li> <li>2. Authorization letter (if other than the concerned payee/incorporator)</li> <li>3. Valid ID of the concerned payee and/or the authorized person</li> <li>4. Duly signed Payment Assessment Form (PAF) – one (1) original copy</li> </ol>		Treasury Division, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send/Submit request letter with complete details to the Office of the Director, FMD.	1. Receive and record duly signed request letter with complete details	None	20 Minutes	SEC Accounting Specialist I or SEC Confidential Assistant III Office of Director, FMD
2. Wait while request is processed.	2. Forward request letter to the Treasury Division	None	5 Minutes	SEC Accounting Specialist I or SEC Confidential Assistant III Office of Director, FMD
	2.1. Receive and record the request letter	None	5 Minutes	SEC Administrative Officer II or SEC Administrative Officer I Treasury Division
	2.2. Verify and authenticate OR and prepare PAF	None	1 day	SEC Administrative Officer II or SEC Administrative Officer I Treasury Division
3. Pay to the Cashier in the form of Cash with a duly signed PAF.	3. Receive duly signed PAF and check amount of payment	PHP 100.00/per ctc + PHP 30.00/per DST/per ctc	7 Minutes	SEC Collecting Officer Treasury Division
	3.1. Issue pre-numbered official receipt (OR) and check issued OR	None	3 Minutes	SEC Collecting Officer Treasury Division
	3.2. Give the original copy of OR together with the validated PAF	None	1 Minute	SEC Collecting Officer Treasury Division



4. Submit OR and receive the requested and authenticated copy of OR.	4. Record and release authenticated copy of OR	None	5 Minutes	SEC Administrative Officer II or SEC Administrative Officer I Treasury Division
<b>TOTAL</b>		<b>PHP 100.00/per ctc + PHP 30.00 DST/per ctc</b>	<b>1 day, 46 minutes</b>	

**Financial Management Department**  
**Internal Services and External Services**

## 1. Issuance and Release of Payment

These are payments to the SEC personnel and Contract of Service for their salaries and other compensation, and to the SEC creditors for their supply of goods and services through **any** of the following modes of payment:

1. Modified Disbursement Check (MDS) with an Advice of Check Issued and Cancelled (ACIC) or thru a Commercial Check without an ACIC; **or**
2. List of Due and Demandable Accounts Payable with an Advice to Debit Account (LDDAP-ADA) with a Summary LDDAP-ADA Issued and Invalidated ADA Entries (SLAIIAE)

<b>Office or Division:</b>	Treasury Division-Financial Management Department (FMD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G-Government to Government G2B-Government to Business Entity	
<b>Who may avail:</b>	SEC employee, Contract of Service and SEC Creditors	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Approved Disbursement Voucher (DV) with complete Supporting Documents (SD)		Office of the Director, FMD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personnel of the Office of the Director, FMD forwards the approved DV with complete SDs	1. Receive and record the approved DV with complete (SDs)	None	30 Minutes	SEC Administrative Officer I Treasury Division
2. SEC employee/creditor waits while claim is being processed.	2. Prepare LDDAP-ADA with SLIIAE or issue Check with or without ACIC upon availability of Cash or Notice of Cash Allocation 2.1. Record LDDAP-ADA or issued check in the Checks and Advices to Debit Account Disbursement Record (CkADADRec)	None	30 Minutes  20 Minutes	SEC Administrative Officer I or SEC Administrative Officer II Treasury Division
	2.2. Review, initial or sign the LDDAP-ADA with SLIIAE or the Check with or without ACIC as to the correctness of the amount	None	20 Minutes	SEC Administrative Officer II Treasury Division
	2.3. Forward LDDAP-ADA with SLIIAE or the Check with	None	30 Minutes	SEC Assistant Director Treasury Division
				SEC Administrative Officer I Treasury Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	or without ACIC together with the approved DV and complete SDs to the Office of the Director, FMD for signature			
3. Personnel of the Office of the Director, FMD forwards the duly signed LDDAP-ADA with SLIIAE <b>or</b> Check with or without ACIC together with the approved DV and complete SDs	3. Received the duly signed LDDAP-ADA with SLIIAE <b>or</b> Check with or without ACIC	None	20 Minutes	SEC Administrative Officer I or SEC Administrative Officer II Treasury Division
	3.1. Forward the LDDAP-ADA with SLIIAE <b>or</b> Check to the Office of the Director, Human Resource and Administrative Department (HRAD) for counter-signature	None	4 hours	SEC Administrative Officer I Treasury Division
4. Personnel of the Office of the Director, HRAD forwards duly signed LDDAP-ADA with SLIIAE <b>or</b> Check	4. Receive the duly signed LDDAP-ADA with SLIIAE <b>or</b> Check	None	20 Minutes	SEC Administrative Officer I or SEC Administrative Officer II Treasury Division

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Creditor/payee waits the crediting of the amount to its bank account not later than 48 hours but not earlier than 24 hours after receipt of the LDDAP-ADA by the bank per DBM Circular Letter No. 2013-16 dated December 23, 2013	5. Release LDDAP-ADA with SLIAE or ACIC to the MDS-Government Servicing Bank or the issued Check to individual Payee	None	1 hour	SEC Administrative Officer I or SEC Administrative Officer II Treasury Division
	5.1. Inform SEC creditors/payees thru phone call or email to submit an original copy of official receipt	None	20 Minutes	SEC Administrative Officer I Treasury Division
6. Creditor/payee receives payment and provides original copy of official receipt or individual Payee signs the Check Register	6. Receive an original copy of official receipt from SEC creditor for attachment to DV.	None	15 Minutes	SEC Administrative Officer I or SEC Administrative Officer II Treasury Division
<b>TOTAL</b>		<b>NONE</b>	<b>1 day, 25 Minutes</b>	

# Financial Management Department

## Internal Services

## 1. Request for Re-Application/Transfer of Payment

This service covers the procedure on request for re-application of excess payment of filing fees and penalties for the corporation's future transaction/s with the Commission and on transfer of payment of same corporation due to modification or change of corporate name as recommended by the operating department concerned.

<b>Office or Division:</b>	Treasury Division-Financial Management Department (FMD)	
<b>Classification:</b>	Simple	
<b>Type of Transaction:</b>	G2G-Government to Government	
<b>Who may avail:</b>	SEC Operating department	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
1. Memorandum from the Operating Department Recommending Approval of the Request by the Corporation 2. Official Receipt or Land Bank Deposit Slip as proof of payment 3. Duly signed new Payment Assessment Form (PAF)		Company Registration and Monitoring Department Market and Securities and Regulation Department Corporate Governance and Finance Department Other Operating departments



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Personnel of the Office of the Director, FMD forwards the Memorandum from the operating department concerned.	1. Receive, record and forward the Memorandum with supporting documents to the Treasury Division	None	30 Minutes	<i>SEC Administrative Officer II</i> Treasury Division
2. SEC Operating department waits while request is being processed.	2. Verify the payment of the requesting corporation	None	2 days and 1 hour	<i>Supervising Admin. Officer</i> Treasury Division
	2.1. Re-apply or transfer payment to same requesting corporation with a new PAF	None		<i>Supervising Admin. Officer</i> Treasury Division
	2.2. Prepare a reply Memorandum for signature of the Director, FMD approving/denying the request	None	1 Hour	SEC Assistant Director Treasury Division
3. Personnel of the Office of the Director, FMD receives and records the reply Memorandum and forwards the same to the operating department concerned.	3. Forward the reply Memorandum to the Office of the Director, FMD	None		<i>SEC Administrative Officer II</i> Treasury Division
<b>TOTAL</b>		<b>None</b>	<b>2 days, 2 hours, 30 Minutes</b>	



# **FEEDBACK AND COMPLAINTS MECHANISMS**

## **FEEDBACK MECHANISM**

We value your feedback. Please let us know how we have served you through any of the following:

1. Accomplish our “VISITOR’S PASS and FEEDBACK FORM” provided by the guard on duty. Please indicate your feedback, and return the accomplished form to the frontline service provider or the guard on duty before leaving the SEC premises;
2. Send your feedback through the *i-Message mo* facility in the SEC website; or
3. Talk to our officer of the day through telephone numbers 8818-1119 and 8818-7215.

## **REDRESS MECHANISM**

If you are not satisfied with our service, your written/verbal complaints shall immediately be attended to by the officer of the day. You may do any of the following:

1. Please accomplish our “VISITOR’S PASS and FEEDBACK FORM” provided by the guard on duty. Please indicate your complaint, and return the accomplished form to the officer of the day. The officer of the day will forward the form to the Department Director, who shall directly address the complaints against the SEC personnel concerned;
2. Send your complaint through the *i-Message mo* facility in the SEC website; or
3. Talk to our officer of the day through telephone numbers 8818-1119 and 8818-7215.



## **LIST OF DEPARTMENTS**



**HEAD OFFICE**

Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City, 1307

Message Us: [i-Message Mo](#)

Trunk Line No.: 8818-0921

**PUBLIC INFORMATION AND ASSISTANCE HOTLINES**

<b>Department/Office</b>	<b>Local/Ext.</b>	<b>Hotline</b>
<b>Company Registration and Monitoring Department</b>	279	8818-7187
	295	8818-0763
	214	8818-5235
	284	8818-5554
	272	8818-8803
	254	
	294	
<b>Enforcement and Investor Protection Department</b>		8818-5704
<b>Corporate Governance and Finance Department</b>		8818-9227
<b>Markets and Securities Regulation Department</b>		8818-2016
<b>Information Communication Technology Department</b>		8818-7236
<b>Economic Research and Training Department</b>		8818-6219
<b>Financial Management Department</b>		8818-5549
<b>Human Resource and Administrative Department</b>		8818-1119
		8818-7215
<b>Office of the General Counsel</b>		8818-8260
<b>Office of the General Accountant</b>		8818-9763
		8818-6120

<b>Extension Offices</b>	<b>Tel. No./Fax No.</b>	<b>Office Address</b>
<b>Baguio City</b>	(074) 309-5804 442-8756	3/F Newton Square, Navy Base Road, Baguio City
<b>Tarlac City</b>	(045) 491-0140	2F Legislative Bldg. Tarlac City
<b>Legazpi City</b>	(052) 480-8272	SEC Bldg., 2nd Floor Chiniel (Avon) Bldg. Rizal St. Albay District Legazpi City
<b>Cebu City</b>	(032) 253-5337 (032) 416-9339 255-2674 (032) 234-6071	SEC Bldg. V. Rama Ave. Guadalupe, Cebu City  Robinson's Galleria Cebu 3rd Floor Lingkod Pinoy Gen. Maxilom Ave cor S. Osmeña Blvd, Cebu City
<b>Bacolod City</b>	(034) 445-5714	Unit 10 & 11 Redkey Building corner Hernaes & Jocson Streets, Barangay Taculing, Bacolod City
<b>Iloilo City</b>	(033) 337-9984 (033) 335-0025 337-2557	SEC Bldg. Gen. Hughes St. Iloilo City
<b>Cagayan de Oro City</b>	(088) 857-4325 (088) 857-7225	SEC Bldg. Corner 14th and Tomasaco Del Lara Sts. Cagayan de Oro City
<b>Davao City</b>	(082) 298-2170 (082) 298-1894 298-0012 298-1894	SDC Bldg., Purok 13, Maa Road, Brgy. Maa , Davao City
<b>Zamboanga City</b>	(062) 991-7163	SEC Bldg., San Jose Panigayan St. Zamboanga City