**REQUEST SLIP**

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| --- | --- | --- | --- | --- |
| Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Time in: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Time out: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Assign to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Financing Company with CA | Lending Company with CA | Foundation | Accredited Microfinance NGO |
| Name of Corporation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | SEC Registration No.:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Requesting Person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(*Note: Attach Valid Government-Issued ID)* | Designation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Contact Information: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Name of Representative, if Applicable: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*(Note: Attach (1) Valid Government-Issued ID; (2) Special Power of Attorney, if not part of Board of Directors/Trustees or Officer as of latest General Information Sheet)* |

**Please Check ( ✓ ) Appropriate Box**

|  |  |
| --- | --- |
| Purpose(s) of Request for Monitoring: | Other Request(s): |
| Good Standing/ Clearance/ CNDI | Request for Exemption – CP | Payment Assessment Form  |
| Amendment of AI/BL*(Note: Attach Proposed AAI/ABL)* | Complaints *(Note: Attach Duly Filled Out Complaint Form)* | AF | FF | P |
| Application of CA – Branch | Dissolution | Follow-up/Update |
|  |  | Query*(Note: Attach Letter with Details of Inquiry/ Request)* |
|  |  |  |

LEGEND: CA-Certificate of Authority CNDI-Certificate of No Derogatory Information CP-Commercial Papers BL-By-laws

 AI-Articles of Incorporation AF-Annual Fee FF-Filing Fee P-Penalty

**PLEASE FILL OUT REQUEST SLIP COMPLETELY AND ACCURATELY**

**PRIVACY NOTICE:** We collect the following personal information from you when you submit this request slip:

* Full Name
* E-mail address
* Contact number

**Use:** The collected personal information will be utilized solely for documentation and processing of your request for monitoring within the SEC and, when appropriate, endorsement to other government agency/ies that has/have jurisdiction over the subject of your request.

**Protection Measures:** Only authorized SEC personnel has access to these personal information, the exchange of which will be facilitated through email and hard copy. SEC will only retain personal data **as long as necessary** for the fulfillment of the purpose.