



NOTICE

Filling Out of the Mandatory Disclosure Form Online

TO: ALL SEC REGISTERED NON-STOCK CORPORATIONS

Notice is hereby given that you may now fill out the Mandatory Disclosure Form online. Said Mandatory Disclosure Form is required to be submitted to the Commission as mandated by SEC Memorandum Circular No. 25, Series of 2019.

In submitting the said Form, please follow the steps outlined below:

1. Fill out the form online by accessing the same through the following link:

<https://forms.gle/ekyFwQxsL67pHKgs5>

2. After filling out and submitting the form online, a printable copy of the accomplished form will be automatically sent to the email address indicated in the form. Please have the accomplished form printed.
3. Click the following link to the Declaration/Verification Page:

http://www.sec.gov.ph/2019mandatorydisclosure_declaration_verification_page/

This will automatically send the Declaration/Verification Page to your registered email address. Have it printed, filled out with the corresponding details, signed and notarized.

4. Attach the signed and notarized Declaration/Verification Page to the duly filled out Mandatory Disclosure Form.
5. Submit one (1) original copy of the signed and notarized printed form together with supporting attachments, if any, as indicated in the Self-Assessment Questionnaire Page to the Enforcement and Investor Protection Department – Anti-Money Laundering Division (EIPD-AML) or to the nearest Extension Office on or before 28 February 2020.

For your guidance and information.