

NOTICE

TO : ALL CONCERNED

**SUBJECT : RESUMPTION OF OPERATIONS IN THE SEC MAIN OFFICE
STARTING 1 JULY 2020 AND ADJUSTMENT OF DEADLINES
FOR ANNUAL REPORTS**

DATE : 30 JUNE 2020

The Securities and Exchange Commission (SEC) is glad to announce that the confirmatory Reverse Transcription Polymerase Chain Reaction (RT-PCR) tests performed on the four personnel, who initially tested positive in a rapid antibody testing for COVID-19 at its Main Office, turned in negative results.

In this light, the SEC Main Office located in Secretariat Building, Philippine International Convention Center (PICC) Complex, Roxas Boulevard, Pasay City shall reopen on **Wednesday, 1 July 2020**.

The Commission, however, shall continue operating at a limited capacity in view of the community quarantine and other health measures being implemented amid the COVID-19 pandemic.

The Commission shall resume accepting Annual Financial Statements (AFS) and the General Information Sheet (GIS) primarily through the SEC Express Nationwide Submission (SENS) facility, which allows for the submission of reports through courier or registered mail.

To further avoid crowding at the SEC Main Office and minimize the exposure of its workforce and stakeholders alike to the COVID-19, the Commission hereby adjusts the deadlines and encourages corporations to take advantage of the alternative modes of filing for reports and other documents, as follows:

1) Adjusted Deadlines

a) Annual Financial Statement

Upon resumption of work at the SEC Main Office, corporations shall strictly follow the filing schedule, based on their SEC registration or license numbers.

The filing schedule shall largely remain the same, as follows:

Filing Schedule	Last Digit of SEC Registration/ License Number
July 1, 2, 3, 6, 7,8, 9, 10	1 and 2
July 13, 14, 15, 16, 17	3 and 4
July 20, 21, 22, 23, 24	5 and 6
July 27, 28, 29, 30	7 and 8
August 3, 4, 5, 6, 7	9 and 0

All corporations shall comply with the Commission's directive that submissions to the SEC Main Office shall be made through courier services, including express delivery services, or through registered mail using the SENS facility at <https://sens.secexpress.ph>.

Corporations may request for their return copies by including in their submissions prepaid return envelopes with stamps or by availing of the queuing and round-trip services offered by express delivery service providers.

Alternatively, they may request for plain or authenticated copies of their AFS through the SEC Express System at <https://secexpress.ph> two months after receipt.

b) General Information Sheet

Corporations, which held their annual stockholders' meetings during the Enhanced Community Quarantine and Modified Enhanced Community Quarantine in the National Capital Region, may submit their GIS **until 31 August 2020**, without incurring penalties.

All corporations shall submit their GIS through courier services, including express delivery services, or through registered mail using the SENS facility at <https://sens.secexpress.ph>.

Corporations may request for their return copies by including in their submissions prepaid return envelopes with stamps or by availing of the queuing and round-trip services offered by express delivery service providers.

Alternatively, they may request for plain or authenticated copies of their GIS through the SEC Express System at <https://secexpress.ph> two months after receipt.

2) Alternative Modes of Filing

a) Email Submissions

Corporations may continue sending the scanned copies of their duly signed and, if applicable, notarized reports through email at the addresses provided below:

Report	Email Address
Annual Financial Statements	ermdfs1@sec.gov.ph ermdfs2@sec.gov.ph
General Information Sheet	mlmliwanag@sec.gov.ph mtdmabuyo@sec.gov.ph

The documents shall be considered received on the date reflected in the Acknowledgment Receipt that the Commission shall send through email. Accordingly, the printed copies may be submitted later or after the prescribed deadlines.

Corporations shall follow the pertinent guidelines provided in previous notices posted on the SEC website at <http://www.sec.gov.ph/public-information-2/investors-education-and-information/covid-19-related-issuances/>.

b) Submissions to the SEC Extension Offices

Corporations headquartered outside the National Capital Region may continue filing their reports with the SEC Extension Offices.

Please note, however, that the SEC - Cebu Extension Office shall be closed while Cebu City remains under Enhanced Community Quarantine. Work at the SEC - Baguio Extension Office, meanwhile, shall be suspended until Friday, 3 July 2020. The SEC - Tarlac Extension Office shall likewise suspend its operations until further notice.

The Commission shall make further adjustments in its operations, when necessary. Updates shall be posted on the SEC website, www.sec.gov.ph, and official Facebook page, @PhilippineSEC.

In the meantime, the public may email their queries to the departments or offices concerned at the addresses provided in the attached SEC Contact Center.

Please be guided accordingly.

SEC CONTACT CENTER

OFFICES/ MATTERS OF CONCERN	EMAIL ADDRESS
Office of the General Counsel <i>En Banc Cases, Appeals, Legal Opinions</i>	rcpadilla@sec.gov.ph kflazaro@sec.gov.ph
Office of the General Accountant <i>Accreditation of auditing firms and external auditors, financial reporting, audit issues</i>	secoga@sec.gov.ph
Company Registration and Monitoring Department <i>Online application through the SEC Company Registration System (CRS)</i>	crmd_publicassistance@sec.gov.ph bearceo@sec.gov.ph
<i>Status of companies</i>	kjaquimio@sec.gov.ph
<i>Corporate records, Change of corporate name, business purpose, principal office address and other ordinary amendments to the articles of incorporation and bylaws</i>	dpgabuyo@sec.gov.ph
<i>Application for increase/decrease of capital, Merger and consolidation</i>	gpmanzon@sec.gov.ph
<i>Filing of the General Information Sheet (GIS)</i>	mlmliwanag@sec.gov.ph mtdmabuyo@sec.gov.ph
<i>Report of Non-holding of Election</i>	cmdnotice@sec.gov.ph
Markets and Securities Regulation Department <i>Registration of equity and debt securities, brokers, dealers, other market participants, Filing of Annual Reports, Publicly Listed Companies</i>	msrd_covid19@sec.gov.ph
Corporate Governance and Finance Department <i>Mutual Fund Companies, Corporate Governance, Financing and Lending Companies, Filing of Annual Reports</i>	cgfd@sec.gov.ph
Enforcement and Investor Protection Department <i>Mandatory Disclosure Form (MDF), Compliance with Anti-Money Laundering Act (AMLA) requirements, Investigation, Cease and desist order (CDO), Revocation proceedings</i>	adlanuzajr@sec.gov.ph sltamayo@sec.gov.ph
Information & Communications Technology Department <i>Filing of Audited Financial Statements (AFS)</i>	ermdfs1@sec.gov.ph ermdfs2@sec.gov.ph
<i>Request for copies of SEC documents</i>	https://secexpress.ph
Economic Research and Training Department <i>Certification Examinations and Seminar</i>	certification@sec.gov.ph
<i>General Form for Financial Statements (GFFS) or Special Form for Financial Statements (SFFS)</i>	ertd_gffs@sec.gov.ph
<i>Statistics</i>	mtmbersabal@sec.gov.ph

Financial Management Department <i>Payment of filing fees</i>	dbpabuaya@sec.gov.ph rbtan@sec.gov.ph cabrown@sec.gov.ph
Human Resource and Administrative Department	hrad@sec.gov.ph
Bidding and Awards Committee (BAC)	bacsecretariat@sec.gov.ph
SEC Baguio	secbaguio@sec.gov.ph
SEC Tarlac	rrlaus@sec.gov.ph mrtorres@sec.gov.ph
SEC Legazpi	secbicol@gmail.com
SEC Cebu	seccebu@sec.gov.ph tjyjabutay@sec.gov.ph
SEC Bacolod	sec.bcdextension@gmail.com secbacolod2018@gmail.com
SEC Iloilo	sec_ieo6@yahoo.com
SEC Cagayan de Oro	seccdoeo@gmail.com nmconde@sec.gov.ph
SEC Davao	secdavao@gmail.com
SEC Zamboanga	sec_zeo@yahoo.com