



# NOTICE

The Securities and Exchange Commission (SEC) Main Office within the Philippine International Convention Center (PICC) Complex in Pasay City, as well as the temporary payment center in the SEC Ortigas Building in Mandaluyong City, will remain **closed until 26 July 2020**.

The extended suspension of operations in the SEC Main Office and SEC Ortigas Building will allow for the further disinfection of the premises and the containment of the spread of COVID-19 in the Commission.

Three more of the Commission's personnel have tested positive for COVID-19 in Reverse Transcription Polymerase Chain Reaction (RT-PCR) tests. To date, the Commission has identified six confirmed cases among its workforce.

The Commission is implementing all necessary health protocols, pursuant to and consistent with the directives and guidelines of the Department of Health, for the protection of the employees and transacting public alike.

To minimize disruption in the delivery of services to the public, the Commission will continue adopting alternative work arrangements, in accordance with the guidelines issued by the Civil Service Commission.

Necessary adjustments in the procedures and schedules for the submission of annual reports such as Annual Financial Statements and the General Information Sheet, and other documents to the SEC Main Office shall be made and announced on the Commission's website ([www.sec.gov.ph](http://www.sec.gov.ph)) and official Facebook page (@PhilippineSEC).

In the meantime, the public may reach the departments or offices concerned during office hours through the email addresses and interim hotline numbers provided in the attached SEC Contact Center. The Commission will set up more interim hotlines and update the SEC Contact Center accordingly.

11 July 2020

## SEC CONTACT CENTER

MATTERS OF CONCERN	EMAIL ADDRESS	INTERIM HOTLINE
<b>Information &amp; Communications Technology Department</b>		
<i>Filing of Audited Financial Statements (AFS)</i>	ermdfs1@sec.gov.ph ermdfs2@sec.gov.ph	(+63) 906-620-2298 (+63) 939-426-6081 (+63) 939-588-5262 (+63) 918-962-0311
<i>Request for Copies of SEC documents</i>	<a href="https://secexpress.ph">https://secexpress.ph</a>	
<i>Filing of the General Information Sheet (GIS)</i>	mlmliwanag@sec.gov.ph mtdmabuyo@sec.gov.ph	
<b>Company Registration and Monitoring Department</b>		
<i>Online Application through the SEC Company Registration System (CRS)</i>	bearceo@sec.gov.ph	(+63) 998-841-3548
<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>Report of Non-holding of Election</i>	cmdnotice@sec.gov.ph	
<b>Corporate Governance and Finance Department</b>		
<i>Mutual Fund Companies, Corporate Governance, Financing and Lending Companies, Filing of Annual Reports</i>	cgfd@sec.gov.ph	(+63) 926-017-0248
<b>Markets and Securities Regulation Department</b>		
<i>Registration of Equity and Debt Securities, Brokers, Dealers, Other Market Participants, Publicly Listed Companies Filing of Annual Reports</i>	msrd_covid19@sec.gov.ph	
<b>Enforcement and Investor Protection Department</b>		
<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	

<b>Economic Research and Training Department</b>		
<i>Certification Examinations and Seminar</i>	certification@sec.gov.ph	(+63) 998-841-3545
<i>General Form for Financial Statements (GFFS) or Special Form for Financial Statements (SFFS)</i>	ertd_gffs@sec.gov.ph	(+63) 998-841-3544
<i>Statistics</i>	mtmbersabal@sec.gov.ph	
<b>Financial Management Department</b>		
<i>Payment of Filing Fees</i>	dbpabuaya@sec.gov.ph rbtan@sec.gov.ph cabrown@sec.gov.ph	(+63) 966-527-2050
<b>Office of the General Accountant</b>		
<i>Accreditation of Auditing Firms, External Auditors, Financial Reporting, Audit Issues</i>	secoga@sec.gov.ph	
<b>Office of the General Counsel</b>		
<i>En Banc Cases, Appeals, Legal Opinions</i>	rcpadilla@sec.gov.ph kflazaro@sec.gov.ph	
<b>Human Resource and Administrative Department</b>		
<i>Vacancies and Other HR Matters</i>	hrad@sec.gov.ph	
<i>Bidding and Awards Committee (BAC)</i>	bacsecretariat@sec.gov.ph	
<b>SEC Extension Offices</b>		
<i>SEC Baguio</i>	secbaguio@sec.gov.ph	(074) 309-5804
<i>SEC Tarlac</i>	rrilaus@sec.gov.ph mrtorres@sec.gov.ph	(045) 491-0140
<i>SEC Legazpi</i>	secbicol@gmail.com	(052) 480-8272 (+63) 929-883-1917
<i>SEC Cebu</i>	seccebu@sec.gov.ph tjyabutay@sec.gov.ph	(032) 416-9339 (032) 253-5337
<i>SEC Bacolod</i>	sec.bcdextension@gmail.com secbacolod2018@gmail.com	(034) 445-5714
<i>SEC Iloilo</i>	sec_jeo6@yahoo.com	(033) 337-9984 (033) 335-0025
<i>SEC Cagayan de Oro</i>	secddoeo@gmail.com nmconde@sec.gov.ph	(088) 857-4325 (+63) 945-708-8317
<i>SEC Davao</i>	secdavao@gmail.com	(+63) 915-327-4459 (+63) 933-455-3547
<i>SEC Zamboanga</i>	sec_zeo@yahoo.com	(062) 991-7163 (062) 993-1437 (+63) 977-671-5853