



NOTICE

TO : ALL CONCERNED

**SUBJECT : ZERO FACE-TO-FACE TRANSACTION IN SEC MAIN OFFICE
FROM 13 JANUARY 2022 UNTIL FURTHER NOTICE**

DATE : 11 JANUARY 2022

In view of the fresh surge in COVID-19 cases particularly in the National Capital Region, the Securities and Exchange Commission (SEC) shall adopt a **“Zero Face-to-Face Transaction”** policy in its main office within the PICC Complex in Pasay City and former headquarters along EDSA in Mandaluyong City, **from 13 January 2022 until further notice.**

The Commission shall accept and process all applications for company registration, submissions of reportorial requirements, and other transactions through its online portals, email, courier and other remote means. The interim guidelines are attached; other procedures will be added or issued separately.

The Commission shall maintain a skeleton workforce and implement other alternative work arrangements to ensure uninterrupted delivery of services despite the adjustments in its operations. Interim hotline numbers have likewise been activated.

For queries and other concerns, the public may contact the concerned departments or offices at the mobile phone numbers and email addresses provided in the attached SEC Contact Center, which is also posted on www.sec.gov.ph/contact-us/.

The public is encouraged to monitor the Commission’s website at www.sec.gov.ph and official Facebook page at www.facebook.com/PhilippineSEC, as well as download the SEC Check App on Google Play Store, for updates.

For your information and guidance.



INTERIM GUIDELINES ON AVAILING OF SEC ONLINE SERVICES

as of 11 January 2022

I. COMPANY REGISTRATION

All applications for the registration of domestic stock and nonstock corporations and for the recording of partnerships and licenses to do business for foreign corporations shall be made through the Commission's new electronic registration system.

1. Electronic Simplified Processing of Application for Registration of Company (eSPARC)

The facility, which may be accessed at <http://esparc.sec.gov.ph/application>, allows an applicant or their duly appointed representative to submit the proposed company name and input the details of its articles of incorporation online.

Once an application is reviewed and cleared for payment, the applicant may pay the registration and/or license fees specified on the Payment Assessment Form (PAF), which may be paid online as well.

The original, printed, signed and/or notarized/authenticated¹ documentary requirements, along with the proof of payment, may be submitted through courier to the following address:

SEC Company Registration and Monitoring Department (CRMD)
1F, Secretariat Building
Philippine International Convention Center (PICC) Complex
Roxas Boulevard
Pasay City

The transacting public shall avail of the services of courier companies of their choice or through the Commission's in-house courier service called "SEC a-LISTO." Applicants shall select shipping solutions with prepaid return services or include a prepaid return pouch or envelope in their submissions.

For inquiries about the services offered by SEC a-LISTO, the public may call 0960-891-4290 and 0995-005-3451, or send an email to listodeliveryservices@gmail.com.

¹ The Commission accepts for registration Articles of Incorporation that are accompanied by a Certificate of Authentication signed by all incorporators in the form prescribed. See SEC Memorandum Circular No. 16, Series of 2020 for the Guidelines on Authentication of Articles of Incorporation in Applications for Registration of New Domestic Corporations at https://www.sec.gov.ph/wp-content/uploads/2020/05/SECMCNo16_1.pdf.



The Commission shall deliver the printed Certificate of Incorporation/Registration, Certificate of Registration of Associated Persons or License to the mailing address provided by the applicant in the online application form.

2. One-day Submission and E-registration of Companies (OneSEC)

OneSEC is a subsystem of eSPARC. It currently accepts and processes applications for registration of domestic stock corporations, which may be One Person Corporations or corporations with two to 15 incorporators, board of directors and stockholders.

OneSEC requires minimal encoding of data on the part of applicants, with most of the company information already pre-filled. The entire registration process, including the issuance of the Digital Certificate of Incorporation, may be completed within one day.

3. Email Application for Other CRMD Transactions

All other applications with the CRMD such as Amendments, Monitoring, Certificate of No Derogatory Information, Increase and Decrease of Capital, Merger, Consolidation, Petition for Correction may be made through email. Refer to the SEC Contact Center for the email addresses dedicated for such applications.

Submissions required for processed/approved CRMD applications may only be transmitted by the company's representatives through a courier of their choice or through SEC a-LISTO.

II. SUBMISSION OF REPORTS AND OTHER DOCUMENTS

The Commission shall not accept manual and mailed submissions in its main office in Pasay City and former headquarters in Ortigas, Mandaluyong City. No dropbox shall likewise be provided for the submission of printed reports.

1. Electronic Filing and Submission Tool (eFAST)

The public may submit the following reports through the SEC Electronic Filing and Submission Tool (eFAST), which may be accessed at <https://cifss-ost.sec.gov.ph/>:

- a. Annual Financial Statements (AFS)
- b. General Information Sheet (GIS)
- c. Sworn Statement for Foundation (SSF)/ Nonstock, Non-profit Organizations (NSPO) Forms
- d. General Form for Financial Statements (GFFS)
- e. Special Form for Financial Statements (SFFS)



- f. Affidavit of Non-Operation (ANO), to be filed with the AFS/GIS
- g. Affidavit of Non-Holding of Annual Meeting (ANHAM), to be filed with the GIS

Under [SEC Memorandum Circular No. 3, Series of 2021](#), all stock corporations were required to enroll and submit their reports through eFAST in time for last year's filing season. Nonstock corporations, meanwhile, were required to submit their reports through eFAST starting this year.

In a [Notice dated 22 December 2021](#), however, the Commission extended the enrollment period to 31 March 2022. Accordingly, all corporations, whether stock or nonstock, shall be required to submit their reports through eFAST effective 01 April 2022.

Among the requirements for enrollment is a copy of the company's report in compliance with [SEC Memorandum Circular No. 28, Series of 2020](#) (MC 28), which requires corporations and other entities registered with the Commission to designate their official and alternate mobile phone numbers and email addresses.

Those who have not submitted their MC 28 Reports, as well as those who wish to update their contact details, may file the accomplished forms online at <https://apps010.sec.gov.ph>, as announced in a [Notice dated 07 January 2022](#).

Those who encountered errors in the eFAST enrollment may immediately call 0975-223-3958, 0930-838-7807, 0927-034-8654, 0930-838-7938, and 0966-876-0267, or send an email to inquiry_ost1@sec.gov.ph and inquiry_ost2@sec.gov.ph.

Those who encountered errors in their eFAST submissions after enrollment may call 0997-093-6460 or 0966-429-1332.

To learn about the requirements and procedures, please watch: <https://fb.watch/59PYc11QR/>.

2. Email Submission

Reports, documents and other communications which are not yet covered by eFAST may be submitted through email at ictdsubmission@sec.gov.ph.

Companies with secondary licenses and/or subject to special reportorial requirements shall likewise comply with the guidelines issued by the departments or units supervising them in submitting their reports.

III. REQUEST FOR SEC DOCUMENTS



The public may request for plain and/or authenticated copies of documents submitted by corporations to the Commission through the SEC Express System.

All documents requested through the system shall be delivered to the mailing address of the applicant through courier within 10 to 15 days.

1. Online Application

The public may request for SEC documents through a user-friendly, web-based interface that includes online payment and courier delivery of the requested documents nationwide by filling out an online request form at <http://www.secexpress.ph>.

2. Call Center Facility

The public may call [\(02\) 8737-8888](tel:(02)8737-8888) to request for SEC documents, choose the mode of payment, and arrange for the delivery of the requested document.

IV. PAYMENTS

The public may avail of online and cashless payment options through the Electronic System for Payment to the SEC (eSPAYSEC), which may be accessed at <https://espaysec.sec.gov.ph/>.

eSPAYSEC accepts payments for registration and other transaction fees, as well as penalties, using debit and credit cards, digital wallets and other cashless payment options.

V. OTHER TRANSACTIONS

Other transactions such as applications for secondary licenses, as well as submissions of other requests requiring the payment of fees, documents and communications, may be emailed to the office or department concerned. Refer to the SEC Contact Center for the respective email addresses of the processing offices and departments.



SEC CONTACT CENTER

MATTERS OF CONCERN	EMAIL ADDRESS/ WEBSITE	PHONE NUMBER
Information & Communications Technology Department		
<i>Enrollment in the SEC Online Submission Tool (OST) or Electronic Filing and Submission Tool (eFAST)</i>	inquiry_ost1@sec.gov.ph inquiry_ost2@sec.gov.ph	0975-223-3958 0966-876-0267 0930-838-7807 0927-034-8654 0930-838-7938
<i>Online Submission of Annual Financial Statements (AFS), General Information Sheet (GIS) and Other Reports using the eFAST</i>	To learn about the requirements and procedures, please watch: https://fb.watch/59PYcj1QR/	0997-093-6460 0966-429-1332
<i>Request for Copies of SEC documents</i>	https://secexpress.ph	8737-8888
Company Registration and Monitoring Department		
<i>Request for Monitoring and Status of Ordinary Domestic Corporations</i>	crmd_monitoring@sec.gov.ph	
<i>Request for Regular Monitoring of Foreign Corporations (Branch Offices, Representative Office, Regional Headquarters (RHQ) and Regional Operating Headquarters (ROHQ))</i>	cmd_foreign_monitoring@sec.gov.ph	
<i>Request for Monitoring with Amendment and Other Applications</i>	cmd_amendment_monitoring@sec.gov.ph	
<i>Petition to Lift Order of Revocation/ Suspension</i>	cmd_petitiontolift_suspension-revocation@sec.gov.ph	
<i>Monitoring Inquiries</i>	0956-885-3615	
<i>Public Assistance Service of CRMD by Answering Email Queries</i>	crmd_publicassistance@sec.gov.ph	

<p><i>Inquiries of Pending Applications/ Submission of Supplemental Requirements for Registrant OPC (e.g., FIA Forms/ Authenticated Board Resolutions)</i></p>	<p>crmd_registration_opc@sec.gov.ph</p>
<p><i>Inquiries on Pending Applications/ Submission of Supplemental Requirements for Registrant Corporations with Less Than Five Incorporators (e.g., FIA Forms/ Authenticated Board Resolutions)</i></p>	<p>crmd_registration_234@sec.gov.ph</p>
<p><i>Inquiries of Pending Applications/ Submission of Supplemental Requirements for Registrant Regular Corporations (5 to 15 incorporators) (e.g., FIA Forms/ Authenticated Board Resolutions)</i></p>	<p>crmd_registration_regular@sec.gov.ph</p>
<p><i>Inquiries on Status of Issuance of Certificates of Incorporation</i></p>	<p>cprd_appointment01@sec.gov.ph</p>
<p><i>Application for Amendment of Articles of Incorporation other than Article VII/ By- laws and Articles of Partnership</i></p>	<p>crmd_emer_amend1@sec.gov.ph</p>
<p><i>Application for Amendment/ Conversion of SEC Licenses of Foreign Corporations/ Withdrawal of SEC License/ Substitution of Resident Agent</i></p>	<p>crmd_amend_foreign@sec.gov.ph</p>
<p><i>Inquiries on Status of Issuance of Certificates of Amendment of Articles of Incorporation, By-laws/ License</i></p>	<p>cprd_appointment02@sec.gov.ph</p>
<p><i>Actions (Two Party Complaints/ Petitions) such as:</i></p> <p><i>Petition for Revocation, Change of Name, Voluntary Dissolution not prejudicial to the interests of creditors and Other complaints that may fall within CRMD jurisdiction under 2016 Rules of Procedures</i></p>	<p>cprd_2partycomplaints-petitions@sec.gov.ph</p>
<p><i>Petition for Correction</i></p>	<p>cprd_petitionforcorrection@sec.gov.ph</p>

<i>Follow-up/ Inquiry on status of applications for registration and amendment</i>	0956-885-3714
<i>Public Assistance/ Follow-up of CPRD Applications</i>	0956-885-3712
<i>Public Assistance Queries</i>	0998-841-3548 8818-7187 8818-8803
<i>Amendments of Secondary License (Additional/Removal of Funds)</i>	lu_application01@sec.gov.ph
<i>Transfer Agent Renewal</i>	lu_application02@sec.gov.ph
<i>Request for issuance of Certificate of Paid-up capital/ Capital structure</i>	faad_application01@sec.gov.ph
<i>Petition for Cancellation or Substitution of Payment in relation to the use of properties that require Ownership Registration as Paid-up Capital</i> <i>(SEC Memorandum Circular No. 14, Series of 2013)</i>	faad_petitionapplication@sec.gov.ph
<i>Application of Corporate Reorganization</i>	faad_application02@sec.gov.ph
<i>Creation of APIC, Confirmation of Valuation and Property Dividend Application</i>	faad_application03@sec.gov.ph
<i>Issuance of Acknowledgment Letter for Cash Dividend and Stock Dividend</i>	faad_application04@sec.gov.ph
<i>Quasi Reorganization and Equity restructuring</i>	faad_application05@sec.gov.ph



<p><i>Article 7 (Increase and Decrease of Capital Stock) reclassification/ declassification/ conversion of shares and change par</i></p>	<p>faad_application06@sec.gov.ph</p>	
<p><i>Monitoring for FAAD Applications</i></p>	<p>faad_monitoring@sec.gov.ph</p>	
<p><i>Inquiries of requirements and/or procedures of applications under FAAD and other related concerns and clarifications</i></p>	<p>0977-603-5915</p>	
<p><i>Request for Certificates of No Derogatory Records/ Affirmative/ Negative</i></p>	<p>cfrd_application02@sec.gov.ph</p>	
<p><i>Request of Authenticated Copies for Government Agencies</i></p>	<p>cfrd_application01@sec.gov.ph</p>	
<p><i>Follow up and query of all kinds of Certificates, Certified True Copies (CTC) of documents, registration and loss of books, monitoring clearance</i></p>	<p>0945-570-3964</p>	
<p>Corporate Governance and Finance Department</p>		
<p><i>Corporate Governance, Mutual Fund Companies, Financing and Lending Companies, Foundations, Accredited Microfinance NGOs</i></p>	<p>cgfd@sec.gov.ph</p>	<p>0967-365-7324 0926-017-0248</p>
<p>Markets and Securities Regulation Department</p>		
<p><u><i>Securities Registration Division</i></u></p> <p><i>PLCs and other regulated entities</i></p> <ul style="list-style-type: none"> • <i>Registration of Securities</i> • <i>Structured Reports</i> <p><u><i>Market and Intermediaries Division</i></u></p> <p><i>Brokers, Dealers, Other Market Participants, Publicly Listed Companies Filing of Annual Reports and Other Regulatory Reports</i></p>	<p>msrd_covid19@sec.gov.ph</p>	<p>0916-383-8633</p>



Enforcement and Investor Protection Department		
<i>Investigation, Cease and Desist Order (CDO), Revocation Proceedings</i>	epd@sec.gov.ph	0961-519-7829 0931-141-0788 0951-949-8920 0961-713-1472 0951-656-5571
<i>Mandatory Disclosure Form (MDF), Compliance with Anti-Money Laundering Act (AMLA) Requirements, Investigation, Cease and Desist Order (CDO), Revocation Proceedings</i>	eipd-amld@sec.gov.ph	8818-6337 8818-0921 (loc. 208) 8818-0921 (loc. 280)
Economic Research and Training Department		
<i>Certification Examinations and Seminar</i>	certification@sec.gov.ph	0998-841-3545
<i>Top 1,000 Corporations Publication and Certification of Company Rank</i>	ersd@sec.gov.ph	0998-841-3544
<i>Statistics</i>		
Financial Management Department		
<i>Payment of Filing Fees</i>	dbpabuaya@sec.gov.ph rbtan@sec.gov.ph cabrown@sec.gov.ph	0966-527-2050
Office of the General Counsel		
<i>Filing of Petition and Appeal</i>	ogc_picc@sec.gov.ph	
<i>Filing of Request for Legal Opinion</i>		
<i>Public Assistance on Legal Queries</i>		
Office of the General Accountant		
<i>Accreditation of Auditing Firms, External Auditors, Financial Reporting, Audit Issues</i>	secoga@sec.gov.ph	0961-605-1968 8818-9763; and 8818-6120
Office of the Commission Secretary		
<i>Request for Certified True Copy of Resolution</i>	comsec@sec.gov.ph	8291-9613 0969-479-1718

SEC Extension Offices		
SEC Baguio	secbaguio@sec.gov.ph	0945-356-4001 0939-325-3657 (074) 309-5804
SEC Tarlac		
<i>Increase in capital/eSPARC</i>	secteo@sec.gov.ph	0992-379-2157
<i>SEC eSPARC</i>		0926-902-2405
<i>Amendments</i>		0931-791-4841
<i>Monitoring</i>		0915-358-1041 0992 379 2110
<i>OST, Receiving, CTC</i>		0950-029-5715
<i>Other inquiries</i>		0948-133-2685
SEC Legazpi		
<i>Reportorial Requirements Online Submission Tool Requests for Certificate of Good Standing Monitoring</i>	secbicol@sec.gov.ph	0915-354-4131
<i>Company Registration Requests for authenticated copies of documents Other concerns</i>		0929-883-1917
<i>Amendments</i>		0977-039-2820
SEC Cebu		
<i>Information/ Officer of the Day</i>	seccebu@sec.gov.ph	0915-590-7180
<i>Records</i>		(032) 416-9339
<i>Releasing</i>		(032) 412-7091



<i>Monitoring/ Legal/ Accounting</i>		(032) 412-7091
SEC Cebu Satellite Office (Robinsons Galleria)		0969-211-9012
SEC Bacolod	sec.bcdextension@gmail.com secbacolod2018@gmail.com	(034) 445-5713 (034) 445-5174 09616035772 09055688256
SEC Iloilo	sec_ieo6@yahoo.com reports_iloilo@sec.gov.ph	(033) 337-9984 (033) 335-0025
SEC Cagayan de Oro	sec-cdoeo@sec.gov.ph	(088) 857-7225 (088) 327-3309
SEC Davao	secdavao@gmail.com	0915-327-4459 0933-455-3547
SEC Zamboanga	sec_zeo@yahoo.com.ph reports_zeo@sec.gov.ph	(062) 991-7163 0956-226-0229