



Republic of the Philippines
Department of Education
REGION X – NORTHERN MINDANAO
SCHOOLS DIVISION OF EL SALVADOR CITY

**Office of the Schools
Division Superintendent**

DIVISION ADVISORY
No. 042, s. 2022
April 05, 2022

*In compliance with DepEd Order No. 8, s. 2013,
this Advisory is issued not for endorsement as per DO No. 28, 2001
but for the information of DepEd Officials, Personnel/ Staff and the concerned public
(visit <https://depedelsalvadorcity.net>)*

SECURITIES AND EXCHANGE COMMISSION (SEC) UPDATES

The Securities and Exchange Commission (SEC) has released its webinar materials during its virtual conference for private school administrators on March 17 for private school administrators, staff, faculty, and SDOs private school coordinator.

Participation shall be subject to the *no-disruption-of-classes policy* stipulated in DepEd Order No. 09, s. 2005 entitled *Instituting Measures to Increase Engaged Time-On-Task and Ensuring Compliance Therewith*.

Immediate and wide dissemination of this Advisory is desired.

OLGA C. ALONSABE, PhD, CESO V
Schools Division Superintendent

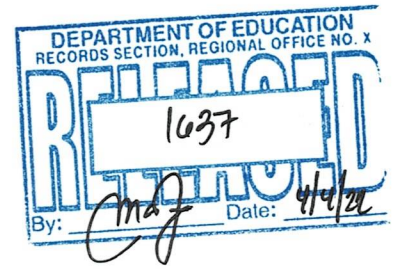
Encl: As stated
Reference: Letter of Invitation from the Organizer
To be indicated in the Perpetual Index
under the following subjects: TRAINING PROGRAMS
SGOD/HRD/MPM



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Republic of the Philippines
Department of Education
 REGION X - NORTHERN MINDANAO



Regional Advisory No. 77, s. 2022
 March 31, 2022

Complying with DepEd Order No. 8, s. 2013,
 this Office issues this Advisory, not for endorsement per DO 28, s. 2001,
 but for the information of DepEd Officials,
 personnel/staff, and the concerned public.
 (Visit deped10.com)

SEC UPDATES

The Securities and Exchange Commission (SEC) has released its webinar materials during its virtual conference for private school administrators on March 17 for private school administrators, staff, faculty, SDOs private school coordinator, and QAD personnel.

Attached is a copy of webinar materials for updates.

This Office directs the immediate and wide dissemination of this Advisory.

ATCH.: As stated
 To be indicated in the Perpetual Index
 under the following subjects:

MATERIALS PRIVATE SCHOOL
 QAD/Noel



DepEd Regional Office X, Zone 1, Upper Balulang, Cagayan de Oro City
 (088) 856-3932 | (088) 881-3137 | (088) 881-3031
 Department of Education Region 10
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Republic of the Philippines
Department of Finance
Securities and Exchange Commission

ANNEX "D"

**SUBMISSION OF E-MAIL ADDRESSES AND MOBILE NUMBERS
(for Corporations)**

Corporate name: _____

SEC registration number: _____

Official electronic mail address: _____

Official mobile number: _____

Alternate electronic mail address: _____

Alternate mobile number: _____

AUTHORIZATION

I, [Name of the Duly Authorized Representative], the duly authorized representative of [name of the corporation], (hereinafter "the Corporation"), a corporation duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby authorize the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the Corporation's electronic ("e-mail") addresses [e-mail addresses of the Corporation], and mobile numbers [mobile numbers of the Corporation] for the purpose of complying with the notice requirement of administrative due process.

or

CERTIFICATION OF AUTHORIZATION

I, [Name of the Corporate Secretary], the duly elected/appointed corporate secretary of [name of the corporation], (hereinafter "the Corporation"), a corporation duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby certify that, in a resolution dated [date of resolution], the board of directors/trustees of the Corporation approved the designation of the following electronic ("e-mail") addresses, [e-mail addresses of the Corporation], and mobile numbers [mobile numbers of the Corporation], and authorized the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the foregoing e-mail addresses and mobile numbers for the purpose of complying with the notice requirement of administrative due process.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ at _____.

[Signature over printed name]
Representative/Corporate Secretary



Republic of the Philippines
Department of Finance
Securities and Exchange Commission

ANNEX "E"

**SUBMISSION OF E-MAIL ADDRESSES AND MOBILE NUMBERS
(for Partnerships)**

Partnership name: _____

SEC registration number: _____

Official electronic mail address: _____

Official mobile number: _____

Alternate electronic mail address: _____

Alternate mobile number: _____

AUTHORIZATION

I, [Name of the Managing-Partner/Duly Authorized Representative], the Managing-Partner/Duly Authorized Representative of [name of the partnership], (hereinafter the "Partnership"), a partnership duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby authorize the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the Partnership's electronic ("e-mail") addresses [e-mail addresses of the Partnership], and mobile numbers [mobile numbers of the Partnership] for the purpose of complying with the notice requirement of administrative due process.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ at

_____.

[Signature over printed name]
Managing-Partner/Representative



Republic of the Philippines
Department of Finance
Securities and Exchange Commission

ANNEX "F"

***SUBMISSION OF E-MAIL ADDRESSES AND MOBILE NUMBERS
(for Individuals)***

Complete name: _____

Identification/SEC registration number: _____

Official electronic mail address: _____

Official mobile number: _____

Alternate electronic mail address: _____

Alternate mobile number: _____

AUTHORIZATION

I, [Name of individual/duly authorized representative], hereby authorize the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through my electronic ("e-mail") addresses [e-mail addresses of the individual], and mobile numbers [mobile numbers of the Individual] for the purpose of complying with the notice requirement of administrative due process.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ at _____.

[Signature over printed name]
[Title/Position/Profession]



**Republic of the Philippines
Department of Finance
Securities and Exchange Commission**

ANNEX "G"

**NOTICE TO CHANGE E-MAIL ADDRESS AND/OR MOBILE NUMBER
(for Corporations)**

Corporate name: _____

SEC registration number: _____

Electronic mail address to be replaced: _____

New Electronic mail address: _____

Designation of New E-mail Address (check the appropriate box):

[] Official [] Alternate

Mobile Number to be replaced: _____

New Mobile Number: _____

Designation of New Mobile Number (check the appropriate box):

[] Official [] Alternate

AUTHORIZATION

I, [Name of the Duly Authorized Representative], the duly authorized representative of [name of the corporation], (hereinafter "the Corporation"), a corporation duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby authorize the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the Corporation's electronic ("e-mail") address [new e-mail address of the Corporation], and/or mobile number [new mobile number of the Corporation] for the purpose of complying with the notice requirement of administrative due process.

or

CERTIFICATION OF AUTHORIZATION

I, [Name of the Corporate Secretary], the duly elected/appointed corporate secretary of [name of the corporation], (hereinafter "the Corporation"), a corporation duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby certify that, in a resolution dated [date of resolution], the board of directors/trustees of the Corporation approved the designation of the following electronic ("e-mail") address, [new e-mail address of the Corporation], and/or mobile number [new mobile number of the Corporation], and authorized the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the foregoing e-mail address and/or mobile number for the purpose of complying with the notice requirement of administrative due process.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ at _____.

[Signature over printed name]
Representative/Corporate Secretary



SEC. 5. *Person in Control.* - The e-mail addresses and cellular phone numbers shall be under the control of the corporate secretary, the person charged with the administration and management of the corporation sole, the resident agent of the foreign corporation, the managing partner, the individual, or the duly authorized representative; Provided, that the corporation, association, partnership or individual shall also submit proof of the authorized representative's authority (*i.e.* special power of attorney or secretary's certificate) to control the e-mail addresses and cellular phone numbers, and to sign and file the Submission (described in paragraph 6), Authorization/Certification of Authorization (described in paragraph 9) and/or Certification (described in paragraph 11).

SEC. 6. *Submission.* - The Submission of E-mail Addresses and Cellular Phone Numbers shall include the following:

- a. Complete name of the corporation, association, partnership, or person;
- b. The SEC registration number or identification number;
- c. Official electronic mail address;
- d. Official cellular phone number;
- e. Alternate electronic mail address;
- f. Alternate cellular phone number;
- g. For corporations, the complete name and signature of the corporate secretary, the person charged with the administration and management of the corporation sole, or the duly authorized representative;
- h. For partnerships, the complete name and signature of the managing-partner or the duly authorized representative; and
- i. For natural persons, his/her signature or his/her duly authorized representative's signature.

SEC. 7. *Inclusion in GIS or NUF.* - Beginning February 23, 2021 onwards, the e-mail addresses and cellular phone numbers shall be included in the General Information Sheet (GIS) or Notification Update Form (NUF) regularly filed with the Commission. If a corporation fails to include the e-mail addresses and cellular phone numbers in the GIS or NUF regularly filed with the Commission, such GIS or NUF shall be considered incomplete.

(Modified 1st page of GIS for Stock, Non-Stock and Foreign Corporations are attached hereto as Annexes "A" to "C" and "C-1".)

SEC. 8. *Purpose of E-mail Addresses.* - Both the official and alternate e-mail addresses shall be where transactions, applications, letters, requests, papers and pleadings under the jurisdiction of, or for consideration by, the Commission may be processed, submitted and/or filed online. The Commission may likewise send notices, letter-replies, orders, decisions and/or other documents through said e-mail addresses, and the corporations, associations, partnerships and individuals are deemed to have received those notices, letter-replies, orders, decisions and/or other documents on the date so sent by the



Commission. Service of notice through this process shall be considered compliance with the notice requirement of administrative due process.

SEC. 9. *Authorization.* - The Submission of the e-mail addresses and cellular phone numbers shall be accompanied by a duly signed Authorization or Certification of Authorization, which shall state that the corporation, partnership, association, or person allows the Commission to send notices, letter-replies, orders, decisions, and/or other documents through the e-mail addresses and cellular phone numbers provided, for the purpose of complying with the notice requirement of administrative due process. If the principal is an individual, he or she shall sign the Authorization, or it shall be signed by the duly authorized representative. If the principal or entity is a partnership, it shall be signed by the managing-partner or the duly authorized representative. If the principal or entity is a foreign corporation, it shall be signed by the resident agent or the duly authorized representative. If the principal or entity is a corporation sole, the Certification of Authorization shall be signed by the person charged with the administration and management of the corporation sole or the duly authorized representative. For other types of domestic corporations, the Certification of Authorization shall be signed by the corporate secretary, or the Authorization shall be signed by the duly authorized representative.

Samples of the Submission of E-mail Addresses and Cellular Phone Numbers are attached hereto as Annexes "D" to "F".

SEC. 10. *Purpose of Cellphone Numbers.* -The provision for designating an official cellphone number to be provided by all entities registered with the SEC is an additional security measure to ensure that the person accessing the e-mails sent by the Commission is the authorized person of the corporation or partnership to receive and retrieve the same. For every transmittal, Multi-Factor Authentication (MFA) utilizing mechanisms such as One-Time Personal Identification Number (OTP) scheme or Two-Step Verification by a Software-Based Authenticator will be performed by SEC to said cell phone number which the authorized person will have to input before the e-mail message can be retrieved.

SEC. 11. *No Internet Access.* - If a corporation, association, partnership, or person is unable to create an e-mail account due to the fact that the area where the principal office address is located has no internet access, only the official and alternate cellular phone numbers shall be required to be submitted to the Commission; Provided, that such person, the corporate secretary, the managing partner, the person charged with the administration and management of the corporation sole, or the authorized representative shall execute and file a Certification that the corporation, partnership, association, or person is unable to create an e-mail account due to the fact that the area where the principal office address is located has no internet access; Provided, further, that, within thirty (30) days from the time the area where the principal office is located gains access to the internet, the corporation, partnership, association, or person shall submit to the Commission the official e-mail address and alternate e-mail address.



SEC. 5. *Person in Control.* - The e-mail addresses and cellular phone numbers shall be under the control of the corporate secretary, the person charged with the administration and management of the corporation sole, the resident agent of the foreign corporation, the managing partner, the individual, or the duly authorized representative; Provided, that the corporation, association, partnership or individual shall also submit proof of the authorized representative's authority (*i.e.* special power of attorney or secretary's certificate) to control the e-mail addresses and cellular phone numbers, and to sign and file the Submission (described in paragraph 6), Authorization/Certification of Authorization (described in paragraph 9) and/or Certification (described in paragraph 11).

SEC. 6. *Submission.* - The Submission of E-mail Addresses and Cellular Phone Numbers shall include the following:

- a. Complete name of the corporation, association, partnership, or person;
- b. The SEC registration number or identification number;
- c. Official electronic mail address;
- d. Official cellular phone number;
- e. Alternate electronic mail address;
- f. Alternate cellular phone number;
- g. For corporations, the complete name and signature of the corporate secretary, the person charged with the administration and management of the corporation sole, or the duly authorized representative;
- h. For partnerships, the complete name and signature of the managing-partner or the duly authorized representative; and
- i. For natural persons, his/her signature or his/her duly authorized representative's signature.

SEC. 7. *Inclusion in GIS or NUF.* - Beginning February 23, 2021 onwards, the e-mail addresses and cellular phone numbers shall be included in the General Information Sheet (GIS) or Notification Update Form (NUF) regularly filed with the Commission. If a corporation fails to include the e-mail addresses and cellular phone numbers in the GIS or NUF regularly filed with the Commission, such GIS or NUF shall be considered incomplete.

(Modified 1st page of GIS for Stock, Non-Stock and Foreign Corporations are attached hereto as Annexes "A" to "C" and "C-1".)

SEC. 8. *Purpose of E-mail Addresses.* - Both the official and alternate e-mail addresses shall be where transactions, applications, letters, requests, papers and pleadings under the jurisdiction of, or for consideration by, the Commission may be processed, submitted and/or filed online. The Commission may likewise send notices, letter-replies, orders, decisions and/or other documents through said e-mail addresses, and the corporations, associations, partnerships and individuals are deemed to have received those notices, letter-replies, orders, decisions and/or other documents on the date so sent by the



Commission. Service of notice through this process shall be considered compliance with the notice requirement of administrative due process.

SEC. 9. *Authorization.* - The Submission of the e-mail addresses and cellular phone numbers shall be accompanied by a duly signed Authorization or Certification of Authorization, which shall state that the corporation, partnership, association, or person allows the Commission to send notices, letter-replies, orders, decisions, and/or other documents through the e-mail addresses and cellular phone numbers provided, for the purpose of complying with the notice requirement of administrative due process. If the principal is an individual, he or she shall sign the Authorization, or it shall be signed by the duly authorized representative. If the principal or entity is a partnership, it shall be signed by the managing-partner or the duly authorized representative. If the principal or entity is a foreign corporation, it shall be signed by the resident agent or the duly authorized representative. If the principal or entity is a corporation sole, the Certification of Authorization shall be signed by the corporate secretary, or the Authorization shall be signed by the person charged with the administration and management of the corporation sole or the duly authorized representative. For other types of domestic corporations, the Certification of Authorization shall be signed by the corporate secretary, or the Authorization shall be signed by the duly authorized representative.

Samples of the Submission of E-mail Addresses and Cellular Phone Numbers are attached hereto as Annexes "D" to "F".

SEC. 10. *Purpose of Cellphone Numbers.* -The provision for designating an official cellphone number to be provided by all entities registered with the SEC is an additional security measure to ensure that the person accessing the e-mails sent by the Commission is the authorized person of the corporation or partnership to receive and retrieve the same. For every transmittal, Multi-Factor Authentication (MFA) utilizing mechanisms such as One-Time Personal Identification Number (OTP) scheme or Two-Step Verification by a Software-Based Authenticator will be performed by SEC to said cell phone number which the authorized person will have to input before the e-mail message can be retrieved.

SEC. 11. *No Internet Access.* - If a corporation, association, partnership, or person is unable to create an e-mail account due to the fact that the area where the principal office address is located has no internet access, only the official and alternate cellular phone numbers shall be required to be submitted to the Commission; Provided, that such person, the corporate secretary, the managing partner, the person charged with the administration and management of the corporation sole, or the authorized representative shall execute and file a Certification that the corporation, partnership, association, or person is unable to create an e-mail account due to the fact that the area where the principal office address is located has no internet access; Provided, further, that, within thirty (30) days from the time the area where the principal office is located gains access to the internet, the corporation, partnership, association, or person shall submit to the Commission the official e-mail address and alternate e-mail address.



SEC. 12. *Change of E-mail Address or Cellphone Number.* - Should a corporation, partnership, association, or person decide to replace the official e-mail address, alternate e-mail address, official cellular phone number, and/or alternate cellular phone number, a Notice to Change E-mail Address and/or Cellular Phone Number shall be filed with the Commission, within five (5) days from the date the corporation, partnership, association, or person decided to change the e-mail address and/or cellular phone number. The Notice shall also be accompanied by an Authorization or Certification of Authorization, as described in Paragraph No. 9 of these rules, allowing the Commission to send notices, letter-replies, orders, decisions, and/or other documents through the new e-mail address and/or cellular phone number, for the purpose of complying with the notice requirement of administrative due process.

A sample Notice to Change E-mail Address and/or Cellular Phone Number is attached hereto as Annex "G".

SEC. 13. *Double-Filing.* - In case of double filing of e-mail addresses and cellular phone numbers, the Commission may summon the parties involved to determine the cause for the double filing, and to determine whether an intra-corporate dispute exists. If the Commission finds that an intra-corporate dispute exists and there is double filing, the Submissions of E-mail Addresses and Cellular Phone Numbers, and/or the Notices to Change E-mail Address and/or Cellular Phone Number, as well as the General Information Sheets, shall be marked "DISPUTED". The said Submissions, Notices and/or General Information Sheets may be unmarked by an order from the appropriate Court.

SEC. 14. *Penalty.* - Beginning February 23, 2021, a corporation, partnership, association, or person who fails to submit the e-mail addresses and cellular phone numbers within the period provided under these rules shall be administratively penalized with a penalty on the corporation, partnership, association, or person in the amount of Ten Thousand Pesos (P10,000.00).

SEC. 15. *Confidentiality of Information.* - Any information obtained by the Commission under these rules shall be treated as confidential and proprietary in nature, and shall not be made available to the public, subject to the exceptions provided under the Data Privacy Act of 2012, its implementing Rules and Regulations, and applicable issuances of the National Privacy Commission.

SEC. 16. *Applicability of SEC Rules of Procedure.* - The SEC Rules of Procedure, and other relevant rules and regulations promulgated by the Commission shall be complied with as far as practicable.

SEC. 17. *Separability Clause.* - If any of the provisions of these rules is declared invalid or unconstitutional, other provisions hereof which are not affected thereby shall continue to be in full force and effect.



SEC. 18 *Effectivity.* - These rules shall take effect immediately after its publication in the Official Gazette or in at least Two (2) newspapers of general circulation in the Philippines.

Done this 27th day of August 2020, Pasay City, Philippines.


EMILIO BRAQUINO
Chairperson



ANNEX "A"

GENERAL INFORMATION SHEET (GIS)
FOR THE YEAR _____
STOCK CORPORATION

GENERAL INSTRUCTIONS:

- FOR USER CORPORATION THIS GIS SHOULD BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE ANNUAL STOCKHOLDERS' MEETING. **DO NOT LEAVE ANY ITEM BLANK.** WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE TO THE CORPORATION OR "NONE" IF THE INFORMATION IS NON-EXISTENT. IF THE ANNUAL STOCKHOLDERS' MEETING IS HELD ON A DATE OTHER THAN THAT STATED IN THE BY-LAWS, THE GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS AFTER THE ELECTION OF THE DIRECTORS, TRUSTEES AND OFFICERS OF THE CORPORATION.
- IF NO MEETING IS HELD, THE CORPORATION SHALL SUBMIT THE GIS NOT LATER THAN JANUARY 30 OF THE FOLLOWING YEAR. HOWEVER, SHOULD AN ANNUAL STOCKHOLDERS' MEETING BE HELD THEREAFTER, A NEW GIS SHALL BE SUBMITTED/FILED.
- THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE **CORPORATE SECRETARY** OF THE CORPORATION.
- THE SEC SHOULD BE TIMELY APPRISED OF RELEVANT CHANGES IN THE SUBMITTED INFORMATION AS THEY ARISE. FOR CHANGES RESULTING FROM ACTIONS THAT AROSE BETWEEN THE ANNUAL MEETINGS, THE CORPORATION SHALL SUBMIT AMENDED GIS CONTAINING THE NEW INFORMATION TOGETHER WITH A COVER LETTER SIGNED BY THE CORPORATE SECRETARY OF THE CORPORATION. THE AMENDED GIS AND COVER LETTER SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS AFTER THE ANNUAL MEETING.
- SUBMIT FOUR (4) COPIES OF THE GIS TO THE RECEIVING SECTION AT THE SEC MAIN OFFICE, OR TO SEC SATELLITE OFFICES OR EXTENSION OFFICES. ALL COPIES SHALL UNIFORMLY BE ON A4 OR LETTER-SIZED PAPER. THE PAGES OF ALL COPIES SHALL BE IDENTIFIED AS ORIGINALS AND COPIES. THE ORIGINALS SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS AFTER SUCH CHANGES OCCURRED OR BECAME EFFECTIVE.
- ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS COMPLIANT WITH EXISTING RULES AND REGULATIONS.**
- THIS GIS MAY BE USED AS EVIDENCE AGAINST THE CORPORATION AND ITS RESPONSIBLE DIRECTORS/OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS.

----- PLEASE PRINT LEGIBLY -----

CORPORATE NAME:		DATE REGISTERED:	
BUSINESS/TRADE NAME:		FISCAL YEAR END:	
SEC REGISTRATION NUMBER:		CORPORATE TAX IDENTIFICATION NUMBER (TIN):	
DATE OF ANNUAL MEETING PER BY-LAW:		WEBSITE/URL ADDRESS:	
ACTUAL DATE OF ANNUAL MEETING:		E-MAIL ADDRESS:	
COMPLETE PRINCIPAL OFFICE ADDRESS:		FAX NUMBER:	
COMPLETE BUSINESS ADDRESS:		OFFICIAL E-MAIL ADDRESS:	
ALTERNATE E-MAIL ADDRESS:		ALTERNATE MOBILE NO.:	
OFFICIAL MOBILE NUMBER:		ALTERNATE MOBILE NO.:	
NAME OF EXTERNAL AUDITOR & ITS SIGNING PARTNER:			
SEC ACCREDITATION NUMBER (if applicable):		TELEPHONE NUMBER(S):	
PRIMARY PURPOSE/ACTIVITY/INDUSTRY PRESENTLY ENGAGED IN:		INDUSTRY CLASSIFICATION:	
INDUSTRY CLASSIFICATION:		GEOGRAPHICAL CODE:	

===== INTERCOMPANY AFFILIATIONS =====

PARENT COMPANY	SEC REGISTRATION NO.	ADDRESS
SUBSIDIARY/AFFILIATE	SEC REGISTRATION NO.	ADDRESS



ANNEX "B"

GENERAL INFORMATION SHEET (GIS)
NON-STOCK CORPORATION
FOR THE YEAR _____

GENERAL INSTRUCTIONS:

- FOR USER CORPORATION THIS GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE ANNUAL MEMBERS' MEETING AS STATED IN THE BY-LAWS. **DO NOT LEAVE ANY ITEM BLANK.** WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE TO THE CORPORATION OR "NONE" IF THE INFORMATION IS NON-EXISTENT. IF THE ANNUAL MEMBERS' MEETING IS HELD ON A DATE OTHER THAN THAT STATED IN THE BY-LAWS, THE GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS AFTER THE ELECTION OF THE DIRECTORS, TRUSTEES AND OFFICERS OF THE CORPORATION AT THE ANNUAL MEMBERS' MEETING.
- IF NO MEETING IS HELD, THE CORPORATION SHALL SUBMIT THE GIS NOT LATER THAN JANUARY 30 OF THE FOLLOWING YEAR. HOWEVER, SHOULD AN ANNUAL MEMBERS' MEETING BE HELD THEREAFTER, A NEW GIS SHALL BE SUBMITTED/FILED.
- THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE **CORPORATE SECRETARY** OF THE CORPORATION.
- ALL CHANGES ARISING BETWEEN ANNUAL MEETINGS AND AFFECTING THE INFORMATION STATED IN THE GIS, SUCH AS THE DEATH, RESIGNATION OR CESSATION OF HOLDING OF OFFICE OF A DIRECTOR, TRUSTEE, OR OFFICER, SHALL BE REFLECTED IN AN AMENDED GIS LABELED AS SUCH AND THE CHANGES CLEARLY HIGHLIGHTED. THE AMENDED GIS SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS AFTER SUCH CHANGES OCCURRED OR BECAME EFFECTIVE.
- SUBMIT FOUR (4) COPIES OF THE GIS TO THE RECEIVING SECTION AT THE SEC MAIN OFFICE, OR TO SEC SATELLITE OFFICES OR EXTENSION OFFICES. ALL COPIES SHALL UNIFORMLY BE ON A4 OR LETTER-SIZED PAPER. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE.
- ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS COMPLIANT WITH EXISTING RULES AND REGULATIONS.**
- THIS GIS MAY BE USED AS EVIDENCE AGAINST THE CORPORATION AND ITS RESPONSIBLE DIRECTORS/TRUSTEES/OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS.

----- PLEASE PRINT LEGIBLY -----

CORPORATE NAME:		DATE REGISTERED:	
BUSINESS/TRADE NAME:		FISCAL YEAR END:	
SEC REGISTRATION NUMBER:		CORPORATE TAX IDENTIFICATION NUMBER:	
DATE OF ANNUAL MEETING PER BY-LAW:		WEBSITE/URL ADDRESS:	
ACTUAL DATE OF ANNUAL MEETING:		E-MAIL ADDRESS:	
COMPLETE PRINCIPAL OFFICE ADDRESS:		FAX NUMBER:	
COMPLETE BUSINESS ADDRESS:		OFFICIAL E-MAIL ADDRESS:	
ALTERNATE E-MAIL ADDRESS:		ALTERNATE MOBILE NO.:	
OFFICIAL MOBILE NUMBER:		ALTERNATE MOBILE NO.:	
NAME OF EXTERNAL AUDITOR & ITS SIGNING PARTNER:			
SEC ACCREDITATION NUMBER (if applicable):		TELEPHONE NUMBER(S):	
PRIMARY PURPOSE ENGAGED IN:		INDUSTRY CLASSIFICATION:	
INDUSTRY CLASSIFICATION:		GEOGRAPHICAL CODE:	

===== INTERCOMPANY AFFILIATIONS =====

PARENT COMPANY	SEC REGISTRATION NO.	ADDRESS
SUBSIDIARY/AFFILIATE	SEC REGISTRATION NO.	ADDRESS

IF ENGAGED IN MICROFINANCE BUSINESS, CHECK SERVICES

..... Deposits Insurance Products
..... Loans Payment Services
..... Money Transfer Others

TO BE FILLED UP BY SEC PERSONNEL:

INDUSTRY CLASSIFICATION CODE:	NATIONAL GEOGRAPHICAL CODE (NGC):



ANNEX "C"

GENERAL INFORMATION SHEET (GIS) FOREIGN CORPORATION FOR THE YEAR _____			
GENERAL INSTRUCTIONS:			
1. FOR USER CORPORATION: THIS GIS SHOULD BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE ANNIVERSARY DATE OF THE ISSUANCE OF THE SEC LICENSE. DO NOT LEAVE ANY ITEM BLANK. WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE OR "NONE" IF THE INFORMATION IS NON-EXISTENT.			
2. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE RESIDENT AGENT OF THE CORPORATION.			
3. SUBMIT FOUR (4) COPIES OF THE GIS TO THE CENTRAL RECEIVING SECTION, GROUND FLOOR, SEC BLDG., EDSA, MANDALUYONG CITY. ALL COPIES SHALL UNIFORMLY BE ON A4 OR LETTER-SIZED PAPER WITH A STANDARD COVER PAGE. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE. CORPORATIONS SUBMITTING A SOFT COPY OF THEIR GIS SHALL SUBMIT FOUR (4) HARD COPIES OF THE GIS, TOGETHER WITH A CERTIFICATION UNDER OATH BY ITS RESIDENT AGENT THAT THE COPY CONTAINS EXACT DATA IN THE HARD COPIES.			
4. ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS			
5. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE MULTINATIONAL COMPANY AND ITS RESPONSIBLE OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS			
<input type="checkbox"/> STANDALONE		<input type="checkbox"/> REGIONAL/HEADQUARTERS	
<input type="checkbox"/> STOCK <input type="checkbox"/> DOMESTIC MARKET LISTING FEE <input type="checkbox"/> EXCHANGE MARKET LISTING FEE <input type="checkbox"/> NON-STOCK		<input type="checkbox"/> STOCK <input type="checkbox"/> NON-STOCK	
----- PLEASE PRINT LEGIBLY -----			
NAME OF FOREIGN CORPORATION		DATE OF ISSUANCE OF SEC LICENSE	
BUSINESS/TRADE NAME:		FISCAL YEAR END:	
SEC LICENSE NUMBER:		CORPORATE TAX IDENTIFICATION NUMBER (TIN):	
COUNTRY WHERE ORGANIZED:		WEBSITE/URL ADDRESS:	
ASSIGNED CAPITAL:			
OFFICIAL E-MAIL ADDR	ALTERNATE E-MAIL ADDRESS	OFFICIAL MOBILE NUMBER	ALTERNATE MOBILE NO.
COMPLETE OFFICE ADDRESS IN PHILIPPINES:		TELEPHONE/FAX NUMBER(S):	
COMPLETE NAME OF THE RESIDENT AGENT:		TELEPHONE/FAX NUMBER(S):	
BUSINESS AS STATED IN THE SEC LICENSE:			
TOTAL SECURITIES DEPOSITED:		(LOSSES) BEFORE TAX DURING THE PRECEDING TAXABLE YEAR	
KIND OF SECURITIES	AMOUNT		
MUTUAL FUND			
STOCKS			
BONDS			
ACCUMULATED INCOME/FUND BALANCE BASED ON THE FINANCIAL STATEMENT OF THE PRECEDING FISCAL YEAR		TO BE FILLED UP BY SEC PERSONNEL	
		INDUSTRY CLASSIFICATION CODE	NATIONAL GEOGRAPHICAL CODE (NGC)



ANNEX "C-1"

GENERAL INFORMATION SHEET (GIS) REGIONAL OPERATING HEADQUARTERS AND REGIONAL HEADQUARTERS OF MULTINATIONAL COMPANIES FOR THE YEAR _____			
GENERAL INSTRUCTIONS:			
1. FOR USER CORPORATION: THIS GIS SHOULD BE SUBMITTED:			
a.) WITHIN THIRTY (30) DAYS AFTER THE ISSUANCE OF THE SEC CERTIFICATE OF REGISTRATION AND LICENSE AND			
b.) WITHIN THIRTY (30) DAYS FROM THE ANNIVERSARY DATE OF THE ISSUANCE OF THE SEC CERTIFICATE OF REGISTRATION AND LICENSE, DO NOT LEAVE ANY ITEM BLANK. WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE OR "NONE" IF THE INFORMATION IS NON-EXISTENT.			
2. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY OF THE CORPORATION.			
3. SUBMIT FOUR (4) COPIES OF THE GIS TO THE CENTRAL RECEIVING SECTION, GROUND FLOOR, SEC BLDG., EDSA, MANDALUYONG CITY. ALL COPIES SHALL UNIFORMLY BE ON A4 OR LETTER-SIZED PAPER WITH A STANDARD COVER PAGE. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE. CORPORATIONS SUBMITTING A COPY OF THEIR GIS ONLINE OR VIA INTERNET SHALL SUBMIT ONE (1) HARD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION UNDER OATH BY ITS CORPORATE SECRETARY THAT THE COPY SUBMITTED ONLINE CONTAINS THE EXACT DATA IN THE HARD COPY.			
4. ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS HAVING			
5. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE MULTINATIONAL COMPANY AND ITS RESPONSIBLE OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS			
<input type="checkbox"/> REGIONAL OPERATING HEADQUARTERS		<input type="checkbox"/> REGIONAL HEADQUARTERS	
----- PLEASE PRINT LEGIBLY -----			
NAME OF MULTINATIONAL COMPANY:			
BUSINESS/TRADE NAME:		SEC LICENSE NUMBER:	
DATE OF ISSUANCE OF SEC		CORPORATE TAX IDENTIFICATION NUMBER (TIN):	
COUNTRY WHERE ORGANIZED:		WEBSITE/URL ADDRESS:	
FISCAL YEAR END:			
COMPLETE OFFICE ADDRESS IN THE PHILIPPINES:		TELEPHONE/FAX NUMBER(S):	
OFFICIAL E-MAIL ADDR	ALTERNATE E-MAIL ADDRESS	OFFICIAL MOBILE NUMBER	ALTERNATE MOBILE NO.
BUSINESS AS STATED IN THE LICENSE:			
COMPLETE NAME OF THE RESPONSIBLE OFFICER TO WHOM SUMMONS MAY BE SERVED:		TELEPHONE/FAX NUMBER(S):	
INWARD REMITTANCE AS OF THE END OF THE FISCAL YEAR:	AMOUNT	DATE	
ASSIGNED CAPITAL (For ROB2):		ACCUMULATED INCOME/FUND BALANCE BASED ON THE FINANCIAL STATEMENT OF THE PRECEDING FISCAL YEAR	



ANNEX "D"

**SUBMISSION OF E-MAIL ADDRESSES AND MOBILE NUMBERS
(for Corporations)**

Corporate name: _____

SEC registration number: _____

Official electronic mail address: _____

Official mobile number: _____

Alternate electronic mail address: _____

Alternate mobile number: _____

AUTHORIZATION

I, [Name of the Duly Authorized Representative], the duly authorized representative of [name of the corporation], (hereinafter "the Corporation"), a corporation duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby authorize the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the Corporation's electronic ("e-mail") addresses [e-mail addresses of the Corporation], and mobile numbers [mobile numbers of the Corporation] for the purpose of complying with the notice requirement of administrative due process.

or

CERTIFICATION OF AUTHORIZATION

I, [Name of the Corporate Secretary], the duly elected/appointed corporate secretary of [name of the corporation], (hereinafter "the Corporation"), a corporation duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby certify that, in a resolution dated [date of resolution], the board of directors/trustees of the Corporation approved the designation of the following electronic ("e-mail") addresses, [e-mail addresses of the Corporation], and mobile numbers [mobile numbers of the Corporation], and authorized the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the foregoing e-mail addresses and mobile numbers for the purpose of complying with the notice requirement of administrative due process.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ at _____.

[Signature over printed name]
Representative/Corporate Secretary



ANNEX "E"

**SUBMISSION OF E-MAIL ADDRESSES AND MOBILE NUMBERS
(for Partnerships)**

Partnership name: _____

SEC registration number: _____

Official electronic mail address: _____

Official mobile number: _____

Alternate electronic mail address: _____

Alternate mobile number: _____

AUTHORIZATION

I, [Name of the Managing-Partner/Duly Authorized Representative], the Managing-Partner/Duly Authorized Representative of [name of the partnership], (hereinafter the "Partnership"), a partnership duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby authorize the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the Partnership's electronic ("e-mail") addresses [e-mail addresses of the Partnership], and mobile numbers [mobile numbers of the Partnership] for the purpose of complying with the notice requirement of administrative due process.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ at _____.

[Signature over printed name]
Managing-Partner/Representative

