Republic of the Philippines
Department of Finance
**Securities and Exchange Commission**
SEC Building, EDSA, Greenhills, Mandaluyong City

**MEMORANDUM CIRCULAR No. 9**
Series of 2015.

TO : **ALL CONCERNED**

SUBJECT : **FINAL EXTENSION FOR AMENDMENT OF THE PRINCIPAL OFFICE ADDRESS**

Whereas, on 16 February 2006, the Securities and Exchange Commission issued SEC Memorandum Circular No. 3, series of 2006, directing registrant corporations and partnerships to state in their Articles of Incorporation or Articles of Partnership, the specific address of their principal office, which shall include, if feasible, the street number, street name, barangay, city or municipality; and that stating "Metro Manila" only shall not be allowed as address of the principal office;

Whereas, on 20 February 2014, the Commission issued SEC Memorandum Circular No. 6, series of 2014, directing all existing corporations and partnerships whose Articles of Incorporation or Articles of Partnership indicate only a general address as their principal office address, to file an amended Articles of Incorporation or amended Articles of Partnership in order to specify their complete address;

Whereas, said SEC Memorandum Circular No. 6, series of 2014 provides that affected corporations and partnerships are given until 31 December 2014 to effect a change in their principal office address and may file the same at the Company Registration and Monitoring Department (CRMD) of the Commission, or at any of the Extension Offices located in the cities of Baguio, Cagayan de Oro, Cebu, Davao, Iloilo, Legazpi, Tarlac and Zamboanga;

Whereas, SEC Memorandum Circular No. 16, series 2014 was issued on 13 August 2014 containing the guidelines for affected corporations and partnerships to observe in effecting amendments to their Articles whenever they transfer or move to a new location;

Whereas, on 07 January 2015, the Commission issued SEC Memorandum Circular No. 1, series of 2015, extending the period for filing the applications for amendment of the Articles of Incorporation or Articles of Partnership in relation to the principal office address until 30 June 2015;

Whereas, due to a number of requests that the said deadline be extended and still numerous requests for amendments received and being filed in CRMD by registrant corporations and partnerships complying with SEC Memorandum Circular Nos. 6 and 16, series of 2014 and 1, series of 2015, there is a need to extend the deadline set for filing the amendments of the principal office address.

IN VIEW OF THE FOREGOING, the Commission resolved to extend for the last time the period for filing the applications for amendment of the Articles of Incorporation or Articles of Partnership in relation to the principal office address until **31 December 2015**.

Failure to file the amendments within the deadline set shall be penalized under SEC Office Order No. 298, series of 2010 *Internal Guidelines on the Monitoring of Corporations and Verification of Annual Reports* in relation to Articles 144 and 16 of the Corporation Code of the Philippines.

All other circulars, rules, orders and issuances, or parts thereof that are inconsistent with this Memorandum Circular are hereby repealed or modified accordingly.

This Circular shall take effect immediately after its publication in a newspaper of general circulation.

Mandaluyong City, Philippines.

2 July 2015.

**TERESITA J. HERBOSA**
Chairperson