Republic of the Philippines
Department of Finance
Securities and Exchange Commission

MEMORANDUM CIRCULAR NO. 28
Series of 2020

TO : ALL CONCERNED

SUBJECT : Requirement for Corporations, Partnerships, Associations, and Individuals to Create and/or Designate E-mail Account Address and Cellphone Number for Transactions with the Commission

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WHEREAS, under Section 5(g) of Republic Act No. 8799, also known as the Securities Regulation Code ("SRC"), the Commission shall have the power to prepare, approve, amend or repeal rules, regulations and orders, and issue opinions and provide guidance on and supervise compliance with such rules, regulations and orders;

WHEREAS, under Sec. 5.1(n) of the SRC, the Commission shall exercise such other powers as may be provided by law as well as those which may be implied from, or which are necessary or incidental to the carrying out of, the express powers granted the Commission to achieve the objectives and purposes of these laws;

Whereas, Section 13 of Republic Act No. 11232, otherwise known as the Revised Corporation Code of the Philippines ("RCC"), provides that the articles of incorporation and applications for amendments thereto may be filed with the Commission in the form of an electronic document, in accordance with the Commission's rules and regulations on electronic filing;

Whereas, Section 179(o) of the RCC provides that the Commission shall have the power and authority to formulate and enforce standards, guidelines, policies, rules and regulations to carry out the provisions of the RCC;

Whereas, Section 179(p) of the RCC provides that the Commission shall have the power and authority to exercise such other powers provided by law or those which may be necessary or incidental to carrying out the powers expressly granted to the Commission; and

Whereas, Section 179(p) of the RCC provides that the Commission shall develop and implement an electronic filing and monitoring system. The Commission shall promulgate rules to facilitate and expedite, among others, corporate name reservation and registration, incorporation, submission of reports, notices, and documents required under the RCC, and sharing of pertinent information with other government agencies.

Whereas, Section 6 of Republic Act No. 8792, otherwise known as the Electronic Commerce Act ("ERA"), provides that information shall not be denied validity or enforceability solely on the ground that it is in the form of an electronic data message

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purporting to give rise to such legal effect, or that it is merely incorporated by reference in that electronic data message.

Whereas, Section 7 of ERA provides that electronic documents shall have the legal effect, validity or enforceability as any other document or legal writing.

NOW THEREFORE, in order to facilitate and expedite the transmission and receipt of official communications as well as enhance the integrity thereof, the Commission hereby promulgates the following requirements and guidelines for the creation and/or designation of an official e-mail account and cellphone number for transactions with the Commission:

SECTION 1. *Official E-Mail Address and Cellphone Number; Persons Required.* - Every corporation, association, partnership, and person under the jurisdiction and supervision of the Commission shall submit a valid official electronic mail ("e-mail") address and a valid official cellular phone number within sixty (60) days from the effectivity of these rules. For future applications and those applications which are still pending primary registration with the Company Registration and Monitoring Department (CRMD), such information should be either indicated during the filling up of the registration forms or submitted within thirty (30) days from the issuance of the certificate of registration, license or authority.

SEC. 2. *Alternate E-mail Address and Cellphone Number.* - In addition to the valid official e-mail address and official cellular phone number, every corporation, association, partnership, and person under the jurisdiction and supervision of the Commission shall also submit a valid alternate e-mail address and valid alternate cellular phone number.

SEC. 3. *Valid E-mail Address.* - A valid official or alternate e-mail address shall pertain to an existing e-mail address which identifies an e-mail box, with at least One (1) Gigabyte of unused memory space at any given time, to which the Commission may deliver e-mail messages through the internet, and from which the Commission may receive e-mail messages through the internet. The official e-mail address of a corporation, association, partnership, or individual may be the official or alternate e-mail address of another corporation, association, partnership or individual; Provided, that the official e-mail address of a corporation, association, partnership or individual must be distinct from the alternate e-mail address of the same corporation, association, partnership, or individual.

SEC. 4. *Valid Cellphone Number.* - A valid official or alternate cellular phone number shall pertain to an existing mobile phone number from any telecommunications company legally operating in the Philippines to which the Commission may call or deliver Short Message Service (SMS), and from which the Commission may receive SMS or calls. The official cellular phone number of a corporation, association, partnership, or individual may be the official or alternate cellular phone number of another corporation, association, partnership or individual; Provided, that the official cellular phone number of a corporation, association, partnership or individual must be distinct from the alternate cellular phone number of the same corporation, association, partnership, or individual.

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 B. AQUINO
Chairperson

Republic of the Philippines
Department of Finance
Securities and Exchange Commission

ANNEX "A"

GENERAL INFORMATION SHEET (GIS)

FOR THE YEAR _____

STOCK CORPORATION

GENERAL INSTRUCTIONS:

1. 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
2. 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.
3. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE **CORPORATE SECRETARY** OF
4. 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 THE CORPORATE SECRETARY OF THE CORPORATION. THE AMENDED GIS AND COVER LETTER SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS
5. 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
6. **ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS**
7. 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 NAI	DATE REGISTERED:
BUSINESS/TRADE NAME:	FISCAL YEAR END:
SEC REGISTRATION NUMBER:	
DATE OF ANNUAL MEETING PER BY-LAW	CORPORATE TAX IDENTIFICATION NUMBER (TIN)
ACTUAL DATE OF ANNUAL MEETING:	WEBSITE/URL ADDRESS:
COMPLETE PRINCIPAL OFFICE ADDRESS:	E-MAIL ADDRESS:
COMPLETE BUSINESS ADDI	FAX NUMBER:

OFFICIAL E-MAIL ADDRESS	ALTERNATE E-MAIL ADDRESS	OFFICIAL MOBILE NUMBEI	ALTERNATE MOBILE NO.

NAME OF EXTERNAL AUDITOR & ITS SIGNING PARTNER:	SEC ACCREDITATION NUMBER (if applicable):	TELEPHONE NUMBER(S):
PRIMARY PURPOSE/ACTIVITY/INDUSTRY PRESENTLY ENG	INDUSTRY CLASSIFICATIO	GEOGRAPHICAL COD

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

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

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Republic of the Philippines
Department of Finance
Securities and Exchange Commission

ANNEX "B"

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

GENERAL INSTRUCTIONS:

1. 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 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.
2. 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.
3. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE **CORPORATE SECRETARY** OF THE CORPORATION.
4. 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.
5. 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.
6. **ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS COMPLIANT WITH EXISTING RULES AND REGULATIONS.**
7. 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**	
DATE OF ANNUAL MEETING PER BY-LAWS:		**WEBSITE/URL ADDRESS:**	
DATE OF ACTUAL MEETING:			
COMPLETE PRINCIPAL OFFICE ADDRESS:		**TELEPHONE NUMBER(S):**	
COMPLETE BUSINESS ADDRESS:		**FAX NUMBER(S):**	

OFFICIAL E-MAIL ADDR	ALTERNATE E-MAIL ADDRESS	OFFICIAL MOBILE NUMBER	ALTERNATE MOBILE NO.

PRIMARY PURPOSE ENGAGED IN:			
NAME OF EXTERNAL AUDITOR & SIGNING PARTNER:		**SEC ACCREDITATION NUMBER:**	**TELEPHONE NUMBER(S):**

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):

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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 OT 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

○ Branch Office	◉ Representative Office
☐ STOCK ☑ DOMESTIC MARKET ENTERPRISE ☐ EXPORT MARKET ENTERPRISE ☐ NON-STOCK	☐ STOCK ☐ NON-STOCK

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

			DATE OF ISSUANCE OF SEC LICENSE
NAME OF FOREIGN CORPORATIO			
BUSINESS/TRADE NAME:			**FISCAL YEAR END:**
SEC LICENSE NUMBER:			**CORPORATE TAX IDENTIFICATI NUMBER (TIN):**
COUNTRY WHERE ORGANIZED:			**WEBSITE/URL ADDRESS:**
ASSIGNED CAPITAL:			
OFFICIAL E-MAIL ADD	**ALTERNATE E-MAIL ADDRESS**	**OFFICIAL MOBILE NUMBE**	**ALTERNATE MOBILE NO.**
COMPLETE OFFICE ADDRESS IN PHILIPINES:			**TELEPHONE/FAX NUMBER(S)**
COMPLETE NAME OF THE RESIDENT AGENT:			**TELEPHONE/FAX NUMBER(S):**
BUSINESS AS STATED IN THE SEC LICENSE:			

TOTAL SECURITIES DEPOSITED:		**(LOSES) BEFORE TAX DURING THE PRECEEDING 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 GEOGRAPHILCAL CODE (NGC)

Republic of the Philippines
Department of Finance
Securities and Exchange Commission

ANNEX "C-1"

GENERAL INFORMATION SHEET (GIS)

:EGIONAL OPERATING HEADQUARTERS AND REGIONAL HEADQUARTERS OF MULTINATIONAL COMPANIE

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 ANT 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.
5. **ONLT THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS HAVING**
7. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE MULTINATIONAL COMPANY AND ITS RESPONSIBLE OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS

○ REGIONAL OPERATING HEADQUARTERS	◉ 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 PHILIPINES:			TELEPHONE/FAX NUMBER(S):
OFFICIAL E-MAIL ADDR	ALTERNATE E-MAIL ADDRESS	OFFICIAL MOBILE NUMBE	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 REMITANCE AS OF THE END OF THE FISCAL YEAR:	AMOUNT		DATE
ASSIGNED CAPITAL (For ROHZ):		ACCUMULATED INCOME/FUND BALANCE BASED ON THE FINANCIAL	

Republic of the Philippines
Department of Finance
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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

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