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

SEC Memorandum Circular No. 15
Series of 2014

To : **FOUNDATIONS**

Subject : **FILING OF SWORN STATEMENT AND CERTIFICATE OF EXISTENCE OF PROJECT SEPARATE FROM THE FILING OF FINANCIAL STATEMENTS**

****

The Commission En Banc, in its meeting on 29 May 2014, approved the following guidelines in the filing of the Sworn Statement by the President and the Treasurer of foundations on the Sources, Amount and Application of Funds and Program/Activity Planned, Ongoing and Accomplished (SS) and Certificate of Existence of Program/Activity (CEP):

1. The due date for the submission of SS and CEP is the same as the due date for the submission of the Annual Financial Statements (AFS);

2. The SS and CEP shall have a coversheet separate and distinct from the coversheet of the AFS; and

3. The letters "SSCEP" shall be indicated in the five (5) boxes provided for "FORM TYPE" in the coversheet for SS and/or CEP.

This Memorandum Circular shall be effective immediately.

Issued this 29th of May 2014, Mandaluyong City, Philippines.

For the Commission:

TERESITA J. HERBOSA
Chairperson