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

MEMORANDUM CIRCULAR NO. 2.
Series of 2013.

TO : All concerned

SUBJECT : Amendment of SEC Memorandum Circular No. 8, s. of 2000

The Commission En Banc in its meeting on December 20, 2012, resolved to modify Memorandum Circular No. 8, s. of 2000 on "*Records Services for Government Agencies*", to read as follows:

"xxx

Because of the limited budget of the SEC, government entities shall be required to bear the cost for copying and printing except in the following cases:

- Subpoenas issued by the courts **in relation to criminal cases**;
- Cases where the requesting government office is outside of Metro Manila and the request is limited to the company profile of not more than two (2) entities;
- Cases where the requesting government agency provides the supplies, materials and manpower for the reproduction/printing of documents for as long as those documents will not be certified as true copies or used in court proceedings; or
- Very urgent investigations as may be determined by the Commission."

This amendment shall take effect immediately.

January 15, 2013, Mandaluyong City, Philippines.

TERESITA J. HERBOSA
Chairperson