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

SEC MEMORANDUM CIRCULAR NO. : 22
Series of 2014

TO : **Foreign Corporations Licensed to do Business in the Philippines**

SUBJECT : **Guidelines for the Use of Notification Update Form for Foreign Corporations**

The Commission En Banc, in its meeting held on September 18, 2014, resolved to require foreign corporations licensed by the Securities and Exchange Commission to submit for purposes of reporting a single form known as *"Notification Update Form"* containing all subjects of notifications such as but not limited to changes in the principal office address, accounting period, composition of their directors or officers and affiliates or subsidiaries which occur before their submission of a General Information Sheet (GIS).

The adoption of this uniform reporting requirement is specifically intended to do away with various notices submitted from time to time by foreign corporations to the Commission.

In complying with the foregoing requirement, all foreign corporations shall observe the following guidelines:

1. The *"Notification Update Form"* is a report to be accomplished and signed under oath by the president or resident agent of the concerned foreign corporation containing all information subject of any change in its principal office address, accounting period, list of directors and officers, subsidiaries and affiliates and other notifications to the Commission.

2. The *"Notification Update Form"* must be submitted by the concerned foreign corporation within thirty (30) days from the occurrence of changes in any of the aforementioned subjects. It shall integrally form part of the records of the corporation on file with this Commission and shall be made available to the public.

3. All updates contained in the *"Notification Update Form"* which remain effective at the time when the submission of the annual General Information Sheet becomes due and which are likewise required information therein must be integrated in the said General Information Sheet.

4. The *"Notification Update Form"* neither replaces nor dispenses with the requirement of General Information Sheet which must be submitted within thirty (30) days from the anniversary date of the issuance of license of the concerned foreign corporation as required under SEC Memorandum Circular No. 15, series of 2006.

5. This circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation and posting in the Commission's website.

Issued this 4 th day of December, 2014. Mandaluyong City, Philippines.

For the Commission:

TERESITA J. HERBOSA
Chairperson

4. The *"Notification Update Form"* neither replaces nor dispenses with the requirement of General Information Sheet which must be submitted within thirty (30) days from the anniversary date of the issuance of license of the concerned foreign corporation as required under SEC Memorandum Circular No. 15, series of 2006.

5. This circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation and posting in the Commission's website.

Issued this 4 th day of December, 2014. Mandaluyong City, Philippines.

For the Commission:

TERESITA J. HERBOSA
Chairperson

CRMD-CMD FORM 1
SEC Res. No. 535, s. of 2014

SECURITIES and EXCHANGE COMMISSION

NOTIFICATION UPDATE FORM

FOR THE YEAR:

FOREIGN CORPORATION

GENERAL INSTRUCTIONS:

FOR USER CORPORATION : THIS FORM SHOULD BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM EFFECTIVITY OF THE CHANGE. **DO NOT LEAVE ANY ITEM BLANK.** WRITE **"N.A."** IF THE INFORMATION REQUIRED IS NOT APPLICABLE OR **"NONE"** IF THE INFORMATION IS NON-EXISTENT.

PLEASE PRINT LEGIBLY

SEC LICENSE NUMBER:		CORPORATE TAX IDENTIFICATION NUMBER (TIN):	
NAME OF FOREIGN CORPORATION:			
BUSINESS / TRADE NAME:			
COUNTRY WHERE ORGANIZED:		EMAIL ADDRESS:	
TELEPHONE NUMBER:		FAX NUMBER:	

INFORMATION TO BE UPDATED

A. CHANGE OF PRINCIPAL OFFICE ADDRESS

FROM	TO

B. CHANGE OF FISCAL YEAR — FROM: — TO:

C. CHANGE / ADDITIONAL OFFICERS IN THE PHILIPPINES

NAME, CURRENT COMPLETE RESIDENTIAL ADDRESS	POSITION / TITLE	TIN	SEX

D. ADDITIONAL SUBSIDIARIES / AFFILIATES	DATE OF REGISTRATION	ADDRESS

I, _____, PRESIDENT/ RESIDENT AGENT OF _____

DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL MATTERS SET FORTH IN THIS FORM HAVE BEEN MADE IN GOOD FAITH, DULY VERIFIED BY ME AND, ARE TRUE AND CORRECT BASED ON MY PERSONAL KNOWLEDGE AND ON AUTHENTIC RECORDS AT HAND.

_____
SIGNATURE

SUBSCRIBED AND SWORN TO BEFORE ME IN _____, PHILIPPINES ON _____,
AFFIANT PERSONALLY APPEARED BEFORE ME AND EXHIBITED TO ME HIS / HER COMPETENT EVIDENCE OF IDENTITY _____
ISSUED AT _____ ON _____.

NOTARY PUBLIC FOR:

Notarial Commission
Commission Expires on December 31, _____
Roll of Attorney Number
PTR No.
IBP No.
Office Address

DOC NO.: _____
PAGE NO.: _____
BOOK NO.: _____
SERIES OF: _____