SEC Memorandum Circular No. 04

Series of 2001

TO : All Broker Dealer, Investment Company Advisers, Investment Houses and Transfer Agents

SUBJECT : Schedule of Fees, Fines and Penalties

Pursuant to the Securities Regulation Code [SRC] (RA No. 8799) and its Implementing Rules and Regulations, the Basic Rules to Implement the Provisions of the Investment Houses Law (P.D. 129), the Corporation Code (BP Bldg., 68) and the Investment Company Act (RA No. 2629), the following schedule of fees, fines and penalties are hereby adopted:

A. BROKER/DEALER

1. Fees	**Date of Filing**	**Amount**
New Registration		
Head Office		P50,000 + other fees
Branch Office		10,000 + other fees
Salesman		2,000 + other fees
Associated Person		3,000 + other fees
Renewal	December 2	
Head Office		P20,000 + other fees
Branch Office		5,000 + other fees
Salesman		1,000 + other fees

Associated Person		1,500 + other fees

2. Fines & Penalties		
Reports		
FINOP (late filing)	Within 15 days after month end	Basic fine of P10,000 Plus P100 for every day of delay
Annual Audited Financial Report	110 days after end of fiscal year	Basic fine of P10,000 Plus P100 for every day of delay
Other periodic reports		Basic fine of P10,000 Plus P100 for every day of delay
Other practices prohibited under SRC		P10,000 for every violation without prejudice to the filing of criminal case

B. INVESTMENT COMPANY ADVISERS

1. Fees	**Date of Filing**	**Amount**
New Registration		
Head Office		P10,000 + other fees

Sales Agent		2,000 + other fees
Renewal	March 15	
Head Office		3,000 + other fees
Sales Agent		1,000 + other fees

C. INVESTMENT HOUSES

1. Fees	**Date of Filing**	**Amount**
New Registration		
Head Office		P50,000 + other fees
Branch Office		10,000 + other fees
Associated Person		1,000 + other fees
Renewal	Jan 15	
Head Office		P10,000 + other fees
Branch Office		5,000 + other fees
Associated Person		500 + other fees

2. Fines & Penalties		
Reports		
Progress	Within 15 days end of quarter	P200 per day of delay

Semi - Annual	Within 60 days end of semester	P200 per day of delay
Annual	Within the month of March of each year	P200 per day of delay
General Information Sheet	1 month after the date of the actual Annual Meeting	P200 per day of delay
Other Violations		
- Minimum Paid-up Capital Requirement		P200 per day of non-compliance
- Unimpaired Capital		P200 per day of non-compliance
- 25% Free-Based Income		P200 per day of non-compliance
- Capital Adequacy Ratios - Single Borrower's Limit - Networth to Risk-Asset		P200 per day of non-compliance
- Interlocking Directors		P200 per day of non-compliance
- Underwriting Fees		P200 per day of non-compliance

D. TRANSFER AGENTS

1. Fees	**Date of Filing**	**Amount**
New Registration	Within 30 days from June 1 of every year	P10,000 + other fees
Renewal	Within 30 days from June 1 of every year	P3,000 + other fees

		Plus P200 per issue being handled but not more than P5,000.00

2. Fines & Penalties		
Failure/Late Filing of Monthly Reconciliation of PCD and TA	10 days after the end of each month	Basic fine - P10,000 Plus P100/day of delay
Failure/Late Filing of monthly certification as to the number of shares under the name of PCD Nominee	10 days after the end of each month	Basic fine - P10,000 Plus P100/day of delay
Failure/Late submission of Annual Report using SEC Form 36-AR	105 days after the end fiscal year	Basic fine - P10,000 Plus P100/day of delay
Failure to submit any of the following exception reports Any delay in the turnaround or processing of an issue, transfer or replacement of a security Any discrepancy between its records and those of the registered clearing agency, if applicable Any loss of securities reports to it; and The termination of its functions as a transfer agent for a particular security	Within 7 days of the occurrence of the events	Basic fine - P10,000 Plus P100/day of delay

Failure to submit Annual Audited Financial Statements	105 days after the end fiscal year	Basic fine - P10,000 Plus P100/day of delay
Failure to submit General Information Sheet (GIS)	Within 30 days from the date of postponement of the Annual Meeting	Basic fine - P10,000 Plus P100/day of delay
Failure to submit Affidavit of Non-Holding of Meeting of Postponement of Annual Stockholder's Meeting	Within 30 days from the date of postponement of the Annual Meeting	Basic fine - P10,000 Plus P100/day of delay
Failure to submit Notice of Change of Address	Within 10 days after the end of each month	Basic fine - P10,000 Plus P100/day of delay

This memorandum shall take effect immediately.

May 3, 2001.

Mandaluyong City, Philippines.

For the Commission:

(Original Signed)
LILIA R. BAUTISTA
Chairperson