REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION
SEC Building, EDSA, Greenhills
City of Mandaluyong, Metro Manila

SEC CIRCULAR NO. 9
Series of 2006

TO : ALL DOMESTIC NON-STOCK CORPORATIONS

SUBJECT: SUBMISSION OF GENERAL INFORMATION SHEET

In line with the "full disclosure" requirement of existing laws, all domestic non-stock corporations are required to use the revised official General Information Sheet (GIS) for non-stock corporations, **GIS-NON-STOCK (v.2006)**, attached.

The official GIS form is available for downloading at the SEC website (www.sec.gov.ph) or from any of the Commission's offices.

This Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation and at the SEC website. Hereafter, only filings that conform to the format of the official GIS from shall be accepted by the Commission. Filings that deviate from this form shall be considered as non-compliant with existing rules and regulations.

Mandaluyong City, Philippines.

29 June 2006

FE B. BARIN
Chairperson

Attached: GIS-NON-STOCK (v.2006) form

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.
2. IF THE ANNUAL MEMBERS' MEETING IS HELD ON A DATE OTHER THAN THAT STATED IN THE BY-LAWS, THE GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE ACTUAL DATE OF THE ANNUAL MEMBERS' MEETING.
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 (THIRTY [30] DAYS AFTER SUCH CHANGES OCCURRED OR BECAME EFFECTIVE.
5. SUBMIT FIVE (5) COPIES OF THE GIS TO THE CENTRAL RECEIVING SECTION, GROUND FLOOR, SEC BLDG., EDSA, MANDALUYONG CITY. ALL COPIES SHALL BE ON A4 OR LETTER-SIZE PAPER WITH THE STANDARD COVER SHEET. 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 PRESIDENT, CHIEF EXECUTIVE OFFICER, OR CORPORATE SECRETARY THAT THE SOFT COPY CONTAINS THE EXACT DATA IN THE HARD COPIES.
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 NUMBER (TIN):**
DATE OF ANNUAL MEETING PER BY-LAWS:		**WEBSITE/URL ADDRESS:**
DATE OF ACTUAL MEETING:		**EMAIL ADDRESS:**
COMPLETE PRINCIPAL OFFICE ADDRESS:		**TELEPHONE NUMBER(S):**
COMPLETE BUSINESS ADDRESS:		**FAX NUMBER(S):**
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):**

GENERAL INFORMATION SHEET

NON-STOCK CORPORATION

========== PLEASE PRINT LEGIBLY ==========

CORPORATE NAME:

DIRECTORS / OFFICERS

NAME *CURRENT, COMPLETE RESIDENTIAL ADDRESS*	NATIONALITY	INCORPORATOR	BOARD	OFFICER	TAX IDENTIFICATION NO. (TIN) FOR FILIPINOS or PASSPORT NO. FOR FOREIGNERS
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

INSTRUCTIONS:

FOR INCORPORATOR COLUMN, PUT "Y" IF AN INCORPORATOR, "N" IF NOT.
FOR BOARD COLUMN, PUT "C" FOR CHAIRMAN, "M" FOR MEMBER.
FOR OFFICER COLUMN, INDICATE PARTICULAR POSITION IF AN OFFICER, SUCH AS:

PRE-PRESIDENT
COO - CHIEF OPERATING OFFICER
AUD - EXTERNAL AUDITOR
CEO - CHIEF EXEC. OFFICER
COS - CORPORATE SECRETARY
GOV - GOVERNMENT REPRESENTATIVE
CFO - TREAS/
LEG - LEGAL COUNSEL
OTR - OTHERS
N - NONE

GENERAL INFORMATION SHEET

NON-STOCK CORPORATION

========== PLEASE PRINT LEGIBLY ==========

CORPORATE NAME:

1. INTERCOMPANY AFFILIATIONS

PARENT COMPANY	SEC REG. NO.	ADDRESS
AFFILIATE	**SEC REG. NO.**	**ADDRESS**

NOTE: USE ADDITIONAL SHEET IF NECESSARY

2. INVESTMENT OF CORPORATE FUNDS IN ANOTHER CORPORATION	AMOUNT (*in* PhP)	DATE OF BOARD RESOLUTION
2.1 STOCKS		
2.2 BONDS/COMMERCIAL PAPER (issued by private corporations)		
2.3 LOANS/ CREDITS/ ADVANCES		
2.4 GOVERNMENT TREASURY BILLS		
2.5 OTHERS		

3. INVESTMENT OF CORPORATE FUNDS IN ACTIVITIES UNDER ITS SECONDARY PURPOSES (PLEASE SPECIFY:)	DATE OF BOARD RESOLUTION	DATE OF MEMBERS' RATIFICATION
3.1		
3.2		
3.3		
3.4		
3.5		

4. FUND BALANCE *(in PhP)*:

5. SECONDARY LICENSE/REGISTRATION/AUTHORITY/ACCREDITATION WITH OTHER GOVERNMENT AGENCY(IES):

5.1 NAME OF AGENCY:	BANGKO SENTRAL NG PILIPINAS	INSURANCE COMMISSION	DEPARTMENT OF EDUCATION	COMMISSION ON HIGHER EDUCATION	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
5.2 DATE ISSUED:						
5.3 DATE STARTED OPERATIONS:						

6.TOTAL ANNUAL COMPENSATION OF DIRECTORS/TRUSTEES DURING THE PRECEDING FISCAL YEAR (in PhP)	7. TOTAL NO. OF OFFICERS	8. TOTAL NO. OF RANK & FILE EMPLOYEES	9. TOTAL MANPOWER COMPLEMENT

NOTE: USE ADDITIONAL SHEET IF NECESSARY

GENERAL INFORMATION SHEET
NON-STOCK CORPORATION

I, _____ CORPORATE SECRETARY OF _____
(Name) *(Position)* *(Corporation)*

DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL MATTERS SET FORTH IN THIS GENERAL INFORMATION SHEET WHICH CONSISTS OF _____ ( ) PAGES HAVE BEEN MADE IN GOOD FAITH, DULY VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, ARE TRUE AND CORRECT.

I UNDERSTAND THAT THE FAILURE OF THE CORPORATION TO FILE THIS GIS FOR FIVE (5) CONSECUTIVE YEARS SHALL BE CONSTRUED AS NON-OPERATION OF THE CORPORATION AND A GROUND FOR THE REVOCATION OF THE CORPORATION'S CERTIFICATE OF INCORPORATION. IN THIS EVENTUALITY, THE CORPORATION HEREBY WAIVES ITS RIGHT TO A HEARING FOR THE SAID REVOCATION.

DONE THIS _____ DAY OF _____, 20_____ IN _____

_____
(SIGNATURE)

SUBSCRIBED AND SWORN TO BEFORE ME IN _____
PHILIPPINES ON _____ AFFIANT PERSONALLY APPEARED
BEFORE ME AND EXHIBITED TO ME HIS/HER COMMUNITY TAX CERTIFICATE NO. _____
ISSUED AT _____ ON _____

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

NOTARY PUBLIC FOR _____
Notarial Commission No. _____
Commission expires on December 31, _____
Roll of Attorney Number _____
PTR No. _____
IBP No. _____
Office Address _____