

GENERAL INFORMATION SHEET (GIS)

REGIONAL OPERATING HEADQUARTERS AND REGIONAL HEADQUARTERS OF MULTINATIONAL COMPANIES
FOR THE YEAR _____

GENERAL INSTRUCTIONS:

- 1 FOR USER CORPORATION: THIS GIS SHALL BE SUBMITTED:
 - a.) WITHIN THIRTY (30) DAYS AFTER THE ISSUANCE OF THE SEC CERTIFICATE OF REGISTRATION AND LICENSE AND
 - b.) WITHIN THIRTY (30) DAYS FROM THE ANNIVERSARY DATE OF THE ISSUANCE OF THE SEC CERTIFICATE OF REGISTRATION AND LICENSE. DO NOT LEAVE ANY ITEM BLANK. WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE OR "NONE" IF THE INFORMATION IS NON-EXISTENT.
- 2 THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY A RESPONSIBLE OFFICER OF THE MULTINATIONAL COMPANY.
- 3 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) COPIES OF THE GIS, TOGETHER WITH A CERTIFICATION UNDER OATH BY ITS RESPONSIBLE OFFICE THAT THE SOFT COPY CONTAINS THE EXACT DATA IN THE HARD COPIES THEREOF.
- 4 ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS COMPLIANT WITH EXISTING RULES AND REGULATIONS.
- 5 THIS GIS MAY BE USED AS EVIDENCE AGAINST THE MULTINATIONAL COMPANY AND ITS RESPONSIBLE OFFICER FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS

REGIONAL OPERATING HEADQUARTERS

REGIONAL HEADQUARTERS

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

NAME OF MULTINATIONAL COMPANY:			
BUSINESS/TRADE NAME:		SEC LICENSE NUMBER:	
DATE OF ISSUANCE OF SEC LICENSE:		CORPORATE TAX IDENTIFICATION NUMBER (TIN):	
COUNTRY WHERE ORGANIZED:		WEBSITE/URL ADDRESS:	
FISCAL YEAR END:		EMAIL ADDRESS:	
COMPLETE OFFICE ADDRESS IN THE PHILIPPINES:		TELEPHONE/FAX NUMBER(S):	
BUSINESS AS STATED IN THE SEC LICENSE:			
COMPLETE NAME AND ADDRESS OF THE RESPONSIBLE OFFICER TO WHOM SUMMONS MAY BE SERVED:		TELEPHONE/FAX NUMBER(S):	
INWARD REMITTANCE AS OF THE END OF THE FISCAL YEAR:	AMOUNT	DATE	
	US\$ _____ US\$ _____	_____ _____	
ASSIGNED CAPITAL (For ROHQ):		ACCUMULATED INCOME/FUND BALANCE BASED ON THE FINANCIAL STATEMENT OF THE PRECEDING FISCAL YEAR	

GENERAL INFORMATION SHEET

**REGIONAL OPERATING HEADQUARTERS AND REGIONAL HEADQUARTERS OF
MULTINATIONAL COMPANIES**

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

NAME OF MULTINATIONAL COMPANY:

**OFFICERS AND PERSONNEL OF THE REGIONAL
OPERATING HEADQUARTERS/REGIONAL
HEADQUARTERS:**

**NO. OF OFFICERS AND
PERSONNEL:**

	NAME CURRENT, COMPLETE RESIDENTIAL ADDRESS	POSITION/TITLE	NATIONALITY	SALARY
1.	_____			
2.	_____			
3.	_____			
4.	_____			
5.	_____			

I, _____, Resident Agent of _____,

DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL MATTERS SET FORTH IN THIS GENERAL INFORMATION SHEET WHICH CONSISTS OF TWO (2) PAGES 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.

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 REGIONAL OPERATING HEADQUARTERS/REGIONAL HEADQUARTERS AND A GROUND FOR THE REVOCATION OF THE REGIONAL OPERATING HEADQUARTERS/REGIONAL HEADQUARTERS' SEC LICENSE TO DO BUSINESS IN THE PHILIPPINES. IN THIS EVENTUALITY, THE CORPORATION HEREBY WAIVES ITS RIGHT TO A HEARING FOR THE SAID REVOCATION.

DONE THIS _____ DAY OF _____, 200__ 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 _____

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.: _____