

**GUIDELINES FOR THE 2007 RENEWAL OF LICENSE
OF INVESTMENT COMPANY ADVISERS, THEIR COMPLIANCE OFFICER/S
AND CERTIFIED INVESTMENT SOLICITORS**

- A. Filing of applications and their supporting documents will be accepted during the whole month of November 2006.
- B. Requirements:

FOR INVESTMENT COMPANY ADVISERS (renewal):

1. Four (4) sets of duly accomplished **SEC Form ICA-RR** for Investment Company Advisers with original signatures of the company's President;
2. Letter of intent to renew the ICA license duly signed by the company's President with: (i) addresses of the Branch Office/s where mutual fund transactions will be solicited/processed; (ii) the names and addresses of the mutual fund distributor/s, if not the same as the Investment Company Adviser; and (iii) the names, TINs and respective Certificate of Registration numbers (as assigned by the Department and indicated on the previous license) of the Certified Investment Solicitors to be renewed/registered;
3. Copy of the current license of the Investment Company Adviser;
4. Copy of the current Investment Management Agreement/Distribution Agreement;
5. List of the Board of Directors, officers and employees with their corresponding positions/designations. The list should be duly signed as: (a) certified correct by the company's President; and (b) reviewed by the Compliance Officer;
6. Bio-data / Curriculum Vitae of the company's Board of Directors and officers duly signed by the individual (for new company officers and members of the Board of Directors);
7. Two (2) pcs. current 2x2 colored ID picture of all the directors and officers of the company. The dorsal side of each ID picture must contain the signature and printed name of the respective director/officer. The ID pictures must be attached on a separate sheet by stapling each ID picture on the left/right edge for easy inspection of the signature and printed name on its dorsal side. The separate sheet containing the ID pictures of all the directors and officers of the company must be duly certified by the company President or Compliance Officer;
8. Termination Notice (**SEC Form ICA-T**) or a copy thereof duly stamped received by the SEC (if already filed) for Certified Investment Solicitor/s who were issued 2006 licenses but are no longer connected with the company or whose licenses will not be renewed for the licensing year 2007;
9. A photocopy of its (a) latest Audited Financial Statements and (b) latest General Information Sheet stamped received by the SEC;
10. For those Investment Company Advisers utilizing the services of other distributors or sub-agents: (i) a written description of the distribution/agency agreement with other entities; (ii) copy of the distribution/agency agreement; and (iii) all other documents that would explain the arrangement; and

11. An affidavit executed by an authorized officer of the company stating that the applicant company, its board members, officers, and investment solicitors have no pending formal administrative, civil or criminal case or is not under any investigation for (i) investment or investment-related business; (ii) fraud, false statements, or omissions; (iii) wrongful taking of property; (iv) bribery, forgery, counterfeiting or extortion; or (v) any other related case since the filing of its original application with the Commission.

FOR COMPLIANCE OFFICERS (renewal):

1. Four (4) sets of duly accomplished **SEC Form ICA-RCO** for Compliance Officers with original signatures of the applicant;
2. Two (2) pcs. current 2x2 colored ID picture with the signature and printed name of the applicant affixed on the dorsal side of each ID picture. The ID pictures must be attached on the application form by stapling the ID picture on the top edge for easy inspection of the signature and printed name on its dorsal side; and
3. Copy of the Compliance Officer's previous license.

FOR COMPLIANCE OFFICERS (new applicants):

1. Four (4) sets of duly accomplished **SEC Form ICA-CO** for Compliance Officers with original signatures of the applicant;
2. Photocopy of valid identity cards (with picture)/passport of applicant, certified by the company's President;
3. If the applicant is a foreigner, certified true copy of valid work permit duly issued by the Department of Labor and Employment ("DOLE") or any appropriate agency;
4. Two (2) pcs. current 2x2 colored ID picture with signature at the back to be attached on the first two sets of the application form by stapling the ID picture on the top edge for easy inspection of the signature affixed on its dorsal side;
5. Evidence, preferably a certified true copy, that applicant has complied with applicable examination requirements and/or meets other educational, professional or technical qualifications;
6. Written evidence that an Investment Company Adviser has agreed to employ applicant contingent upon the Commission's approval of his registration application; and
7. Bio-data under oath.

FOR CERTIFIED INVESTMENT SOLICITORS (renewal):*

1. Four (4) sets of duly accomplished **SEC Form ICA-RCIS** for Certified Investment Solicitors with original signatures of the applicant;
2. Two (2) pcs. current 2x2 colored ID picture with the signature and printed name of the applicant affixed on the dorsal side of each ID picture. The ID pictures must be attached on the application form by stapling the ID picture on the top edge for easy inspection of the signature and printed name on its dorsal side; and

3. Copy of the solicitor's previous license.

* For returning Certified Investment Solicitors, i.e., those that have been previously issued licenses but do not have a license for the current year, please use SEC Form ICA-CIS for new applicants. The rest of the requirements for renewal shall still apply.

FOR CERTIFIED INVESTMENT SOLICITORS (new applicants):

1. Four (4) sets of duly accomplished **SEC Form ICA-CIS** for Certified Investment Solicitors with original signatures of the applicant;
2. Photocopy of valid identity cards (with picture)/passport of applicant, certified by the company's Associated Person/Compliance Officer;
3. If the applicant is a foreigner, certified true copy of valid work permit duly issued by the Department of Labor and Employment ("DOLE") or any appropriate agency;
4. Two (2) pcs. current 2x2 colored ID picture with signature at the back to be attached on the first two sets of the application form by stapling the ID picture on the top edge for easy inspection of the signature and printed name on its dorsal side;
5. Evidence, preferably a certified true copy, that applicant has complied with applicable examination requirements and/or meets other educational, professional or technical qualifications; and
6. Written evidence that an Investment Company Adviser has agreed to employ applicant contingent upon the Commission's approval of his registration application.

C. Renewal Filing Fees are as follows:

Investment Company Adviser	Php 3,030.00
Compliance Officer (renewal)	Php 1,515.00
Compliance Officer (new applicants)	Php 3,030.00
Certified Investment Solicitors (renewal)	Php 1,015.00
Certified Investment Solicitors (new applicants)	Php 2,125.00

- D. Present your application forms and supporting documents with the Securities Specialists of the Investment Houses Division of the Market Regulation Department (MRD) from **9:00am to 12:00nn and 1:00pm to 4:00pm only** before proceeding to the SEC's Central Receiving Unit for filing and payment at the ground floor. Payments in the form of cash or Manager's/Cashier's check payable to the "Securities and Exchange Commission" shall be accepted by the cashier.
- E. For soft copies of the above-mentioned SEC Forms, you may download them at www.sec.gov.ph. If you have additional queries, you may call the Department's Investment Houses Division at Telephone No. 725-8178.

PLEASE BE GUIDED ACCORDINGLY.