

**GUIDELINES FOR THE 2007 RENEWAL OF LICENSE
OF MUTUAL FUND DISTRIBUTORS
, AND THEIR CERTIFIED INVESTMENT SOLICITORS**

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

FOR MUTUAL FUND DISTRIBUTORS:

- 1. Four (4) sets of duly accomplished **SEC Form MFD** with original signatures of the company's President. The application forms shall likewise be originally signed as reviewed by the Associated Person/Compliance Officer;
- 2. Letter of intent to renew the MFD license duly signed by the company's President identifying the names, the respective Certificate of Registration numbers (as assigned by the Department and indicated on the previous license), and Tax Identification Numbers of the applicant's Certified Investment Solicitors;
- 3. Copy of the Mutual Fund Distributor's current license;
- 4. 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; and
- 5. Photocopy of the current Memorandum of Agreement / Distribution Agreement between the Investment Company Adviser/Mutual Fund Company and the Firm duly certified by the Associated Person / Compliance Officer (valid for the licensing year applied for) or Board Resolution from both the Mutual Fund Distributor and Investment Company Adviser/Mutual Fund Company confirming the existence and validity of their Distribution Agreement for the year applied for, as may be appropriate.

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 taken within the last six (6) months. The dorsal side of each ID picture must contain the signature and printed name of the Certified Investment Solicitor. The ID pictures must be attached on the space provided 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;
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 the Mutual Fund Distributor has agreed to employ applicant contingent upon the Commission's approval of his registration application.

C. Renewal Filing Fees are as follows:

Mutual Fund Distributor	Php 3,030.00
Certified Investment Solicitor (renewal)	Php 1,015.00
Certified Investment Solicitor (new)	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.