



Republic of the Philippines
Department of Finance
Securities and Exchange Commission
SEC Bldg. EDSA, Greenhills, Mandaluyong City



MARKET REGULATION DEPARTMENT

**GUIDELINES FOR THE 2008 LICENSE RENEWAL
OF INVESTMENT COMPANY ADVISERS, THEIR COMPLIANCE OFFICERS
AND CERTIFIED INVESTMENT SOLICITORS**

- A. Filing of renewal applications and their supporting documents will be accepted during the whole month of November 2007 only.
- B. Requirements:

FOR INVESTMENT COMPANY ADVISERS:

1. Four (4) sets of duly accomplished **SEC Form ICA-RR** for Investment Company Advisers with original signatures of the company's President on each of the copies.
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, tax identification numbers and respective Certificate of Registration numbers (as assigned by the Department and indicated on the previous license) of Certified Investment Solicitors to be renewed.
3. Copy of the current license of the Investment Company Adviser.
4. Copy of the current Investment Management Agreement/s / Distribution Agreement/s.
5. List of the Board of Directors, officers and employees with their corresponding positions/designations. The list should be: (i) certified correct by the Compliance Officer, and (ii) noted by the company's President.
6. Two (2) pieces current 2x2 B&W 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 Compliance Officer or company President.
7. Termination Notice (**SEC Form ICA-T**) or a copy thereof duly stamped received by SEC (if already filed) for Certified Investment Solicitor/s who were issued 2007 licenses but are no longer connected with the company or whose licenses will not be renewed for the licensing year 2008.
8. A photocopy of its (a) latest Audited Financial Statements and (b) latest General Information Sheet, both stamped received by SEC.
9. For those Investment Company Advisers utilizing the services of other distributors: (i) a written description of the distribution agreement with other entities; (ii) copy of the distribution agreement/s; and (iii) all other documents that would explain the arrangement.

10. An affidavit executed by the 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.
11. Payment of Renewal Fee (inclusive of Legal Research Fee): Php 3,030.00

FOR COMPLIANCE OFFICERS:

1. Four (4) sets of duly accomplished **SEC Form ICA-RCO** originally signed by the applicant on each of the copies.
2. Two (2) pieces current 2x2 B&W 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.
3. Copy of the Compliance Officer's previous license.
4. Payment of Renewal Fee (inclusive of Legal Research Fee): Php 1,515.00

FOR CERTIFIED INVESTMENT SOLICITORS:

1. Four (4) sets of duly accomplished **SEC Form ICA-RCIS** for Certified Investment Solicitors with original signatures of the applicant on each of the copies.
 2. Two (2) pieces current 2x2 B&W 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.
 3. Copy of the solicitor's previous license.
 4. Payment of Renewal Fee (inclusive of Legal Research Fee): Php 1,015.00
- C. Present your application forms and supporting documents (sequentially arranged in accordance with the list of requirements in the pertinent SEC Form) 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 for initial assessment/evaluation and printing of the Payment Assessment Form (PAF) before proceeding to the SEC's Central Receiving Unit at the ground floor for filing and payment. 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.
- D. 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.