



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 MUTUAL FUND DISTRIBUTORS
AND THEIR 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 MUTUAL FUND DISTRIBUTORS:

1. Four (4) sets of duly accomplished **SEC Form MFD** with original signatures of the company's President on each of the copies. The application forms shall likewise be originally signed as reviewed by the Associated Person/Compliance Officer on each of the copies.
2. Letter of intent to renew the MFD license duly signed by the company's President identifying all applicant's Certified Investment Solicitors': (a) names, (b) respective Certificate of Registration numbers (as assigned by the Department and indicated on the previous license), and (c) Tax Identification Numbers.
3. Copy of the current license of the Mutual Fund Distributor.
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 2007 license but are no longer connected with the company or whose licenses will not be renewed for the licensing year 2008.
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.
6. Payment of the renewal fee (inclusive of Legal Research Fee): Php 3,030.00

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 the 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 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.
- 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.