



REPUBLIC OF THE PHILIPPINES
SECURITIES AND EXCHANGE COMMISSION

SEC Building, EDSA, Greenhills
 City of Mandaluyong, Metro Manila

COMPANY REGISTRATION AND MONITORING DEPARTMENT

LICENSING UNIT

CHECKLIST OF REQUIREMENTS

Name of Corporation:	Date:	Land Line Number:
Application:	BROKER DEALER IN SECURITIES	
Basic Requirements	Compliance	Remarks:
1. Cover Sheet	-	
2. Application Form (SEC Form 28-BD/28-BDA)	-	
3. Application (and supporting documents) for:		
a. at least 1 Associated Person; and	-	
b. at least 1 Salesman	-	
4. Continuing authorization for the Commission's duly authorized representative to verify all of the applicant's bank accounts	-	
5. Proof of compliance with paid up capital requirements pursuant to SRC Rule 28.1-1E(v) par.1	-	
6. Certified True Copy of valid work permit of foreigners who are officers or employees of the applicant issued by the Department of Labor and Employment or any appropriate agency	-	
7. Copies of identity cards/passports of:		
a. Individual applicants		
▪ Associated Person	-	
▪ Salesman	-	
b. Directors	-	
c. Officers	-	
d. Persons who control more than 10% of a class of voting securities of applicant	-	
8. Written Supervision and Control Procedures, including procedures for establishing and maintaining a "Chinese Wall" in accordance with SRC Rule 34.1 par. 2; taking into consideration the applicable requirements under the Anti-Money Laundering Act of 2001 (RA 9160 AA) and the Code of Corporate Governance (SEC MC 2, S 2002)	-	
9. Schedule of minimum commission charges as required by SRC Rule 30.2 par.5	-	
10. Calculation of net capital requirements in accordance with SRC Rule 28.1-1E(ii) and SRC Rule 49.1 par.1 OR any other financial ratio/measure which the Commission may mandate in the future	-	
11. Certified True Copy of educational, professional/technical or other academic qualification (SEC Form-Bio Data) of:		
a. Directors	-	
b. Officers	-	
c. Associated Person/s	-	
d. Salesman/men	-	
with 2 pcs. 2x2 current ID picture	-	
• attached to the original & a copy of the Bio Data		
• stapled at the top edge		
• dorsal side of each picture must contain the printed name & signature of the Director/Officer/ Associated Person/Salesman		
12. Latest Audited Financial Statements	-	
13. Where applicant has been in existence for more than one year, certified copies of Income Tax Returns for the 2 years preceding date of application	-	
14. Organization Chart, including Branch Offices	-	
15. If applicant is a foreign corporation, certified copy of the following documents:		
• signed by the Corporate Secretary		
• under oath		
a. With respect to a foreign corporation, certificate that the Board of Directors has authorized, in a resolution, the President and Corporate Secretary, to sign an irrevocable consent to service of process upon the Commission as service to the corporation	-	
b. Articles of Incorporation indicating that the purpose of the applicant is to engage in the business of a Broker Dealer	-	
c. Board Resolution attesting to particulars contained in the application	-	

16. Business Plan regarding proposed and/or current operations, including projected volume of business <ul style="list-style-type: none"> • should reflect applicant's ability & plans to engage in profitable level of business 	-	
17. A yearly schedule/timetable on the implementation of the training program for the staff, which specifies, among others, <ul style="list-style-type: none"> ▪ the description of the training program, ▪ date of implementation, & ▪ name of participants in accordance with SRC Rule 30.2 D	-	
18. If the applicant is not a member of or participant in an SRO, or has not applied for such membership or participation therein, a written undertaking that he will become a member or participant in an SRO in the near future	-	
19. List of the <ul style="list-style-type: none"> ▪ Board of Directors, ▪ Officers, & ▪ Employees <ul style="list-style-type: none"> • identifying respective positions • signed by the applicant's President 	- - - -	
20. Manual on Corporate Governance	-	
21. Manual on Anti Money Laundering	-	
22. Board Resolution on the Adoption of the Manuals	-	
23. All documents required for incorporation/ Filing of Amended Articles of Incorporation/Certificate of Increase in Capital Stock	-	
24. Monitoring Clearance from appropriate Department/Division, if applicable	-	
25. Others	-	
Notes:		
➤ Submit original + 3 copies.	-	
➤ Use size A4 bond paper.	-	
➤ All documents executed abroad should be authenticated by the Philippine Embassy or Consular Office.	-	
➤ Only applications which are complete and compliant in form and substance shall be issued the Payment Assessment Form.		
Remarks:		

Authorized Representative
(Indicate full name and designation/title.)

Securities Counsel/Specialist