

## Application for Certificate of Registration of Capital Market Institutions as Broker in Securities (B)

### CHECKLIST OF REQUIREMENTS

Name of Corporation:		Date:		Land Line Number:
<b>Application:</b>	<b>BROKER IN SECURITIES</b>			
<b>Basic Requirements</b>		<b>Compliance</b>	<b>Remarks:</b>	
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"> <li>should reflect applicant's ability &amp; plans to engage in profitable level of business</li> </ul>	-	
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"> <li>the description of the training program,</li> <li>date of implementation, &amp;</li> <li>name of participants</li> </ul> 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"> <li>Board of Directors,</li> <li>Officers, &amp;</li> <li>Employees <ul style="list-style-type: none"> <li>identifying respective positions</li> <li>signed by the applicant's President</li> </ul> </li> </ul>	- - - -	
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	-	
<b>Notes:</b>		
➤ Submit original + 3 copies.	-	
➤ Use size A4 bond paper.	-	
➤ All documents executed abroad should be authenticated by the Philippine Embassy or Consular Office.	-	
➤ <b>Only applications which are complete and compliant in form and substance shall be issued the Payment Assessment Form.</b>		
<b>Remarks:</b>		

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

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**Securities Counsel/Specialist**