

# **NOTICE TO THE PUBLIC**

**SEC Satellite Offices** are **NOW OPEN** at the following malls:

## **Ali Mall, Cubao**

(2<sup>nd</sup> Level, Government Center, Tel. No. 364-2679)

## **SM City Manila**

(5<sup>th</sup> Floor, Government Service Express Center,  
Tel. No. 714-3504)

## **Robinsons Galleria**

(Level 4, West Wing, Robinsons Lingkod Pinoy Center,  
Tel. No. 696-9493)

**Business Hours:** 10:00 a.m. to 6:00 p.m.  
(Mondays-Fridays)

### **Services Offered:**

1. Verification and reservation of corporate and partnership names;
2. Pre-processing of registration applications of corporations, partnerships, foreign corporations to establish a branch office, representative office and regional area and operating headquarters;
3. Pre-processing of applications for amendments including license to transact business in the Philippines
4. Monitoring of corporations on their compliance with their reportorial requirements;
5. Certificate of No Derogatory Information (Ali Mall only);
6. Releasing of Certificates of Registration and approval; and
7. Receiving of General Information Sheets (GIS) and Audited Financial Statements (AFS).