

NOTICE TO THE PUBLIC

The SEC Satellite Office—SM City North EDSA is now open at the Government Service Express Center, Lower Ground Floor, The Annex, SM City North EDSA.

Operation hours is from Mondays to Fridays from 10:00 a.m. to 6:00 p.m. and offers the following services:

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. Releasing of Certificates of Registration and approval; and
6. Receiving of General Information Sheets (GIS) and Audited Financial Statements (AFS).