

# NOTICE

In furtherance of the Securities and Exchange Commission's dedication to ease the doing of business in the Philippines, the Commission opened-up Satellite Offices in various locations in Metro Manila that the parties may visit in order to avail of the services offered by the Commission.

## **SATELLITE OFFICES**

### QUEZON CITY

Ali Mall Cubao	2 <sup>ND</sup> Level, Government Center, Ali Mall, Araneta Center, General Romulo Avenue Cubao Quezon City, Metro Manila	364-2679	10:00 a.m. to 6:00 p.m. Mondays-Fridays
SM North Edsa	Express Center, Lower Ground, The Annex, SM City, North Edsa, Quezon City, Metro Manila	372-6229	10:00 a.m. to 6:00 p.m. Mondays-Fridays

### MANDALUYONG

Robinsons Galleria	Level 4, West Wing, Robinsons Lingkod Pinoy Center, Ortigas Avenue, Ortigas Center, Mandaluyong, Metro Manila	696-9493	10:00 a.m. to 6:00 p.m. Mondays-Fridays
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### MANILA

SM City Manila	5 <sup>th</sup> Floor, Government Service Express Center, SM City Manila, San Marcelino St., Ermita, Manila	714-3504	10:00 a.m. to 6:00 p.m. Mondays-Fridays
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### MUNTINLUPA

Satellite Office Muntinlupa	Government Center, City Hall of Muntinlupa, National Road, Pututan, Muntinlupa City		8:00 a.m. to 5:00 p.m. Mondays-Fridays
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## **SERVICES OFFERED:**

- Verification and reservation of company names;
- Pre-processing of registration applications of corporations, partnerships, foreign corporations (e.i. branch and representative offices, regional and regional operating headquarters);
- Pre-processing of applications for amendments including license to transact business in the Philippines;
- Monitoring of corporations and their compliance with reportorial requirements;
- Issuance of Certificate of No Derogatory Information;
- Issuance of Certificate on Paid-Up capital;
- Releasing of certificates of Registration and License to do business in the Philippines;
- Receiving of General Information Sheets and Audited Financial Statements