

NOTICE TO THE PUBLIC

To : **New Company Registration System (CRS) Users**
Subject : **(LEAP) Lane for Express Application Processing**

The Securities and Exchange Commission is announcing the availability of **LEAP or Lane for Express Application Processing**. **New Company Registration System (CRS)** applicants or users are encouraged to utilize LEAP to expedite the process and approval of their corporate registration.

One-day processing and approval is possible in this special lane.

By using LEAP, the application process is simplified and streamlined:

- 1. LEAP uses CRS pro-forma online application form.** This form is more user friendly since the applicant simply ticks off from the enumerated items or types in the required information.
- 2. LEAP removes option to craft own provisions or upload own documents.** Processing time will be shortened since no human processor needs to review the application.

The new simplified steps of Lane for Express Application Processing are as follows:

- 1. Account Creation**
- 2. Name Verification**
- 3. Filling Up of CRS Pro-Forma Online Application Form**
- 4. Payment**
- 5. Submission of Proof of Payment**
- 6. Submission of Signed and Notarized Articles of Incorporation and By-laws.**
- 7. Issuance of Certificate of Incorporation.**

New applicants may choose from the **THREE LANES OF CRS** in processing their company registration. Their option must be based on the **type** of their corporation and the **required documents** they need to submit.

1. APPLICATIONS COVERED BY LEAP (LANE FOR EXPRESS APPLICATION PROCESSING):

Corporations which **do not need to upload additional documentary requirements** may **utilize LEAP**.

Currently, **only the general purpose/non-specialized corporations** or those that **do not require a secondary license or prior endorsement from another government agency** are qualified to use this special lane.

In LEAP, **one-day processing and approval** is possible.

2. APPLICATIONS TO BE PROCESSED VIA FAST TRACK (TIMELY REGISTRATION ACTION KIOSK) LANE:

FAST TRACK is a **hybrid-manual transition measure** that facilitates faster resolution or approval of pending CRS applications.

Those who wish to utilize the FAST TRACK lane will still have to encode/upload their application online. However, they will have to **manually submit original copies of notarized documents** for checking and processing prior to claiming their Certificates of Registration.

Corporations which **require secondary licenses** and **prior endorsements from other agencies** may be processed using the FAST TRACK.

These corporations include **Lending Companies, Financing Companies, Broker/Dealers in Securities, Clearing Agency**, etc.

By utilizing Fast Track, processing time is reduced because documents will **be reviewed on-the-spot**. Uploading and online processing of documents, which heavily rely on stability of internet connection, are eliminated in this lane.

3. APPLICATIONS TO BE PROCESSED BY REGULAR LANE:

All types of corporations may apply using Regular Lane.

In Regular Lane, corporations may **complete** the entire incorporation process **via online** from account creation, to uploading and reviewing of documents, all the way to payment of registration fees.

The **only time** an applicant will have to **come to the SEC** is when the **Certificate of Incorporation is claimed**.

However, in this lane, the applicant must have access to **stable internet** connection and a **reliable computer**. **Without these**, users may experience **system slowdown** due to their connection, and consequently, experience **possible delays** in their online registration.

For clarifications, you may call the following telephone numbers:

Direct Lines: **818-5554; 818-8803**

Trunk Line: **818-0921** extension **279, 256, 284, 214**

For assistance on LEAP and other registration related matters, you may visit the Company Registration and Monitoring Department, Ground Floor, Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City and its SEC Satellite and Extension Offices in:



SEC SATELLITE OFFICE ALI MALL

4th Flr. Government Center, Alimall,
Araneta Center
General Romulo Ave. Cubao, Quezon City
Metro Manila
Telephone No.: (+632) 364 -2679

SEC SATELLITE OFFICE SM MANILA

5th Flr. Gov't Service Express Center,
SM City Manila,
San Marcelino St. Ermita, Manila
Telephone No.: (+632) 714-3504

SEC SATELLITE OFFICE SM NORTH-EDSA

Express Center, Lower Ground, The Annex,
SM City North EDSA, Quezon City, Metro Manila
Telephone No.: (+632) 372-6229

SEC SATELLITE OFFICE ROBINSONS GALLERIA

Level 4, West Wing, Robinson's Galleria
Ortigas Ave, Ortigas Center
Mandaluyong Metro Manila
Telephone No.: (+632) 696-9493

SEC SATELLITE OFFICE MUNTINLUPA

Government Center, City Hall of Muntinlupa
National Road, Putatan, Muntinlupa City

SEC SATELLITE OFFICE SM MALL OF ASIA

Government Service Express, Level 2 North
Arcade, SM Mall of Asia, Pasay City
Telephone No.: (+632) 851-4855

You may also visit our **Extension Offices** in:

CEBU CITY EXTENSION OFFICE

SEC Bldg. V. Rama Ave.
Guadalupe, Cebu City
Telephone No.: (+632) 253-5337

ILOILO CITY EXTENSION OFFICE

SEC Bldg. Gen. Hughes St.
Iloilo City

DAVAO CITY EXTENSION OFFICE

SDC Bldg., Purok 13,
Maa Road, Brgy. Maa
Davao City

CAGAYAN DE ORO CITY

SEC Bldg. Corner 14th and
Tomasaco Del Lara Sts.
Cagayan De Oro City

BAGUIO CITY

Bell House, Historical Core Area,
John Hay Special Economic Zone,
Baguio City

LEGAZPI CITY

SEC Bldg., 2nd Floor
Chiniel (Avon) Bldg.
Rizal St. Albay District
Legazpi City

ZAMBOANGA CITY

SEC Bldg., San Jose
Panigayan St.
Zamboanga City

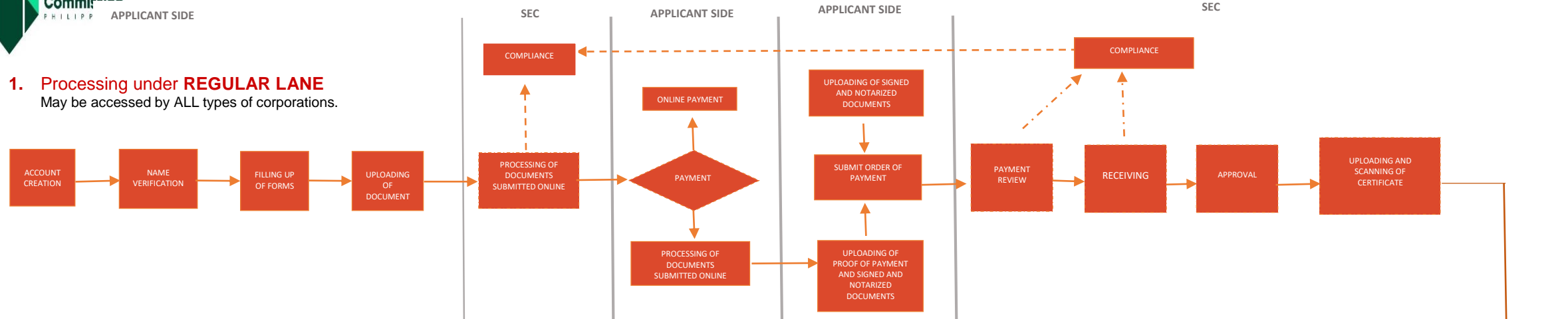
TARLAC CITY

2F Legislative Bldg.
Tarlac City

THREE LANES OF COMPANY REGISTRATION SYSTEM (CRS)

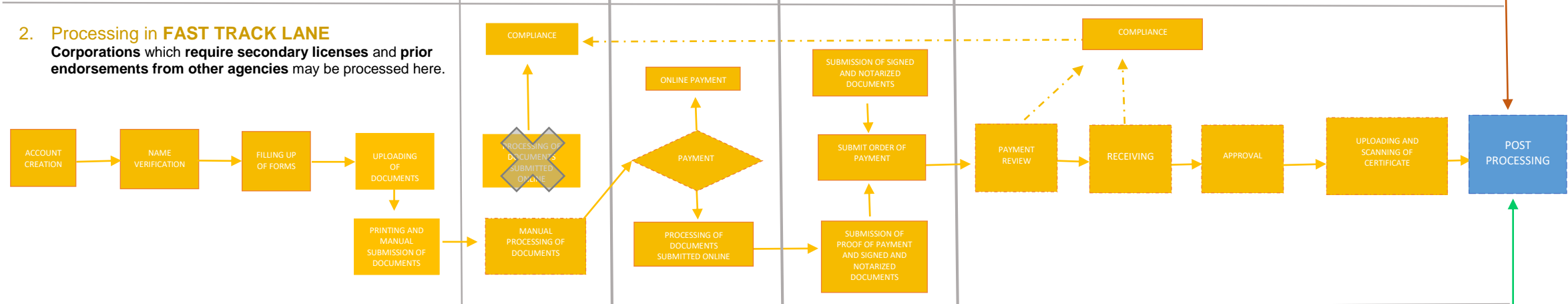
1. Processing under **REGULAR LANE**

May be accessed by ALL types of corporations.



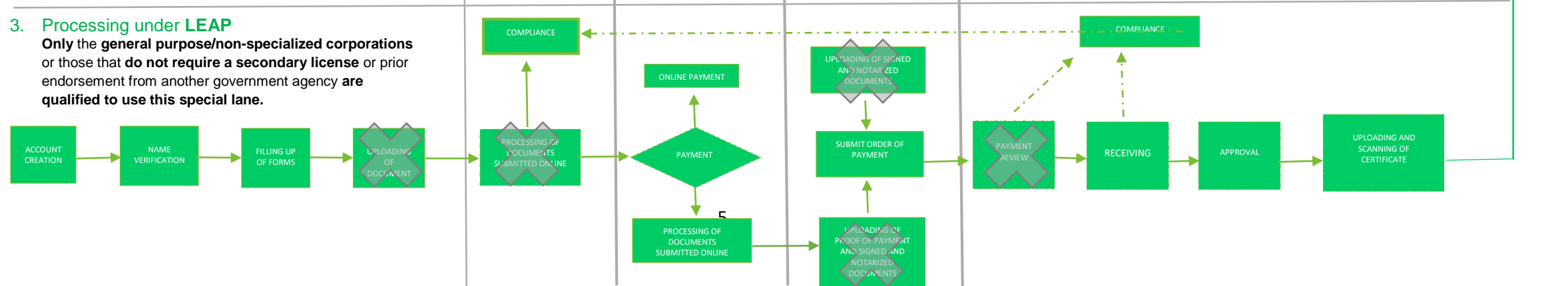
2. Processing in **FAST TRACK LANE**

Corporations which require secondary licenses and prior endorsements from other agencies may be processed here.



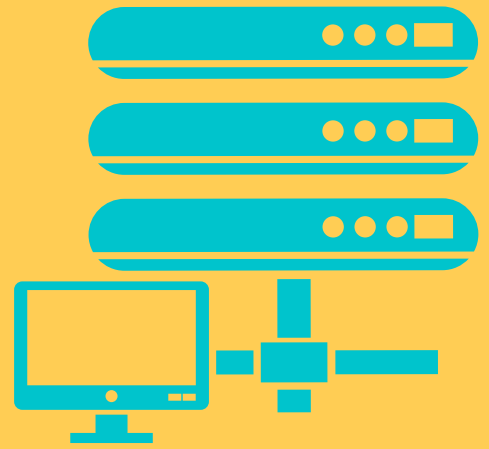
3. Processing under **LEAP**

Only the general purpose/non-specialized corporations or those that do not require a secondary license or prior endorsement from another government agency are qualified to use this special lane.



THREE LANES

OF COMPANY REGISTRATION SYSTEM



FEATURE

WHO MAY APPLY

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