



NOTICE TO THE PUBLIC

SEC COMPANY REGISTRATION SYSTEM

Please be advised that due to technical challenges we are experiencing with our on-line Company Registration System (CRS), the Securities and Exchange Commission (SEC) is implementing the following interventions in order to address the registration requirements of corporations and partnerships:

1. For CRS applications submitted/ uploaded from initialization of CRS which are still pending, an e-mail message and text message via SMS will be sent to you soon detailing what you should do for **MANUAL PROCESSING** of your applications.
2. In this process, please bring with you the printed copy of the signed and notarized document and **provide the system-assigned Transaction ID and the Name of the Company** for easy identification of the transaction and to facilitate the processing of your application for registration.
3. The processing of applications shall be done on **"First Come First Serve"** basis and Two Hundred (200) applications shall be accommodated in a day.
4. Please disregard the email and text messages that was sent to you if the application for registration has already been completed and the Certificate of Registration has been issued by SEC.

For clarifications, you may call the following telephone numbers:

Direct lines - 818-5554; 818-5235; 818-0763; 818-5811

Trunk Line - 818-0921 local 279