



NOTICE TO THE PUBLIC

TO : **ALL CONCERNED**
SUBJECT : **PROCESSING OF OPC APPLICATIONS**

The Securities and Exchange Commission will start accepting applications for registration of One Person Corporation (OPC) on **May 6, 2019**.

For the guidance of applicants, the requirements and sample forms are in **SEC Memorandum Circular No. 7, Series of 2019**, or the **Guidelines on the Establishment of a One Person Corporation (OPC)** which may be downloaded from the SEC website at <http://www.sec.gov.ph/wp-content/uploads/2019/05/2019MCNo07.pdf>. A list of the requirements, along with the application procedure, is also attached herewith.

Initially, applications for registration of OPC shall be filed **manually** with the Company Registration & Monitoring Department (CRMD), Ground Floor, Secretariat Building, Philippine International Convention Center (PICC), Roxas Boulevard, Pasay City.

For clarifications, you may call the following telephone numbers:

Direct Lines: **818-5235; 818-7187**

Trunk Line: **818-0921** extension **254, 272**

or contact **Assistant Director Sampaguita R.H. Ladrado** through email at **srladrado@sec.gov.ph**.



You may also inquire at our **Extension Offices:**

CEBU CITY EXTENSION OFFICE

SEC Bldg. V. Rama Ave.
Guadalupe, Cebu City
Telephone Nos.: (032) 253-5337;
253-6987

ILOILO CITY EXTENSION OFFICE

SEC Bldg. Gen. Hughes St.
Iloilo City
Telephone Nos.: (033) 337-9984;
335-0025

DAVAO CITY EXTENSION OFFICE

SDC Bldg., Purok 13
Maa Road, Brgy. Maa
Davao City
Telephone Nos.: (082) 298-2170;
298-1893

CAGAYAN DE ORO CITY

SEC Bldg. Corner 14th and
Tomasaco Del Lara Sts.
Cagayan De Oro City
Telephone Nos.: (088) 857-4325;
(08822) 726-948 (Samsung)

BAGUIO CITY

Bell House, Historical Core Area,
John Hay Special Economic Zone,
Baguio City
Telephone Nos.: (074) 442-8170;
442-8171

LEGAZPI CITY

SEC Bldg., 2nd Floor
Chiniel (Avon) Bldg.
Rizal St. Albay District
Legazpi City
Telephone No.: (052) 480-8272

ZAMBOANGA CITY

SEC Bldg., San Jose
Panigayan St.
Zamboanga City
Telephone Nos.: (062) 991-7163;
993-1437

TARLAC CITY

2F Legislative Bldg.
Tarlac City
Telephone Nos.: (045) 491-0140;
491-0142

BACOLOD CITY

P. Hernaez St. Extension
Brgy. Taculing
Bacolod City
Telephone No.: (034) 445-5714



APPLICATION FOR REGISTRATION OF ONE PERSON CORPORATION

What are the requirements:

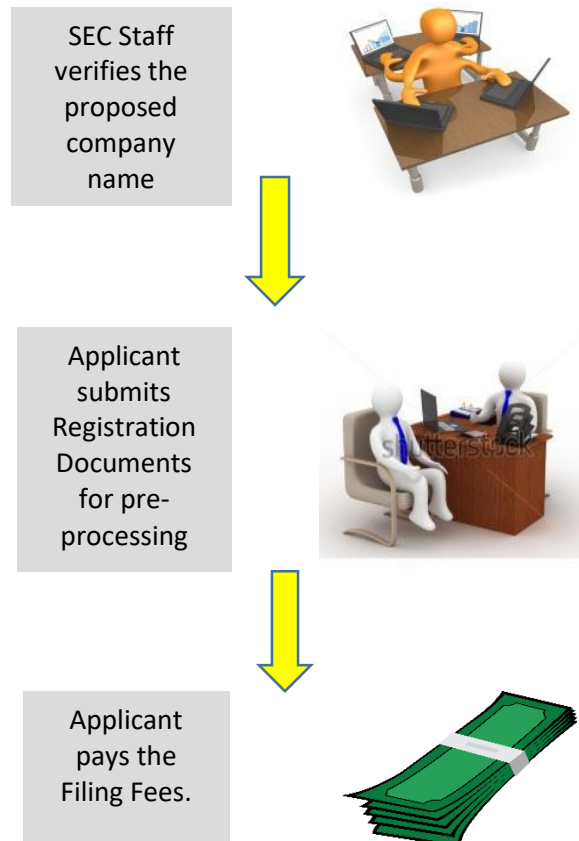
1. Cover Sheet
2. Articles of Incorporation for One Person Corporation (Natural Person, Trust or Estate)
3. Written Consent from the Nominee and Alternate Nominee
4. Other Requirements, if applicable:
 - a. Proof of Authority to Act on Behalf of the Trust or Estate (for trusts and estates incorporating as OPC)
 - b. Foreign Investments Act (FIA) Application Form (for foreign natural person)¹
 - c. Affidavit of Undertaking to Change Company Name, in case not incorporated in the Articles of Incorporation
 - d. Tax Identification Number (TIN) for Filipino single stockholder
 - e. Tax Identification Number (TIN) or Passport Number for Foreign single stockholder
5. Filing Fees
 - a. Name Reservation – Php100.00 per company name and/or trade name
 - b. Articles of Incorporation - 1/5 of 1% of the authorized capital stock but not less than Php2,000.00
 - c. Legal Research Fee (LRF) - 1% of the Registration/Filing Fee but not less than Twenty Pesos (Php20.00)
 - d. FIA Application Fee – Php3,000, if the single stockholder is a foreign national.

• ¹ A foreign natural person may put up an OPC, subject to the applicable constitutional and statutory restrictions on foreign participation in certain investment areas or activities.

How to apply for registration:

1. Initially, all name reservation requests shall be submitted manually at the SEC Head Office. CRMD personnel verifies the proposed company name; trade/business names by the applicant:
 - a. If denied, the applicant needs to submit letter of appeal for rejected names subject to the approval of the CRMD appeal officer.
2. Submit Articles of Incorporation with attached written consent of the nominee and alternate nominee and other requirements required for registration, for pre-processing.
3. Pay the Filing Fees (*Registration Fee, LRF and Name Reservation Fee*)
4. Submit hard copies of signed and notarized documents together with the proof of payment of filing fees at CRMD Receiving Unit
5. Receive the Approved Certification of Registration as One Person Corporation.

Illustration:



Applicant submits
hard copies of
signed and
notarized
Registration
Documents
together with the
proof of payment
of filing fees



Applicant
receives the
Approved
Certificate of
Registration.



**END OF
PROCESS**