How to Fill-out the ONLINE MANDATORY DISCLOSURE FORM (Memorandum Circular No. 25, Series of 2019)
What’s New?

• On July 31, 2019, the SEC deferred the submission of the old Mandatory Disclosure Form, to give way to the new form...
This is a screenshot of the old form which was received by the Commission until JULY 31, 2019.

WE WILL NOT RECEIVE THIS OLD FORM ANYMORE.
What’s New?

• On December 28, 2019 the SEC issued MEMORANDUM CIRCULAR NO. 25, SERIES OF 2019

• This Memorandum Circular requires ALL NON-STOCK CORPORATIONS to SUBMIT THE NEW MANDATORY DISCLOSURE FORM
This is a screenshot of the NEW Mandatory Disclosure Form that can be accessed ONLINE. THIS IS THE FORM YOU HAVE TO FILL OUT AND THE ONLY FORM WE WILL RECEIVE.
IMPORTANT!!!

THE NEW MANDATORY DISCLOSURE FORM MUST BE FILLED OUT ONLINE.

ONLY THE PRINTED COPY OF THE MANDATORY DISCLOSURE FORM FILLED OUT ONLINE WILL BE ACCEPTED.
HOW DO I FILL OUT THE MANDATORY DISCLOSURE FORM?

Step 1: Go to the SEC Website: www.sec.gov.ph

Step 2: Go to the “Notices” Tab
HOW DO I FILL OUT THE MANDATORY DISCLOSURE FORM?

Step 3: Look for the title “Mandatory Disclosure Form Online Submission.” It is easy to locate because it is written in red font.
You will be directed to this post

Step 4: Click on the link in No. 1
https://forms.gle/KF4iBSimLKvChCwRA

This will direct you to the ONLINE Mandatory Disclosure Form.
You will be directed to this Google Form. You may now start filling it out.

**BE CAREFUL WITH THE EMAIL ADDRESS.**

1. Be sure that the email address is active, accessible and valid.
2. Be sure that you have correctly typed it in the space provided. Otherwise you will not receive the form you must print.
Along the way, you will be asked information which has an asterisk (*) on it. This means that this information is mandatory and will not allow you to move forward if not answered.

Also, you will find instructions to write “N/A” if not applicable. Otherwise, it will not allow you to go to the next page.
At the end of the form, you will find our Privacy Notice, Consent Form and Feedback portion.

Kindly indicate your conformity by clicking on the radio button beside “I have read and agree”
YOU ARE ALMOST DONE!

To complete the form, click on the submit button.
Once you click submit, you will find this next page for the Declaration/Verification Page.

Mandatory Disclosures for SEC Registered Non-Stock Corporations

IMPORTANT:

Please print, notarize, and submit one original copy of the duly filled out form and attach supporting documents, if any, to the Enforcement and Investor Protection Department - Anti-Money Laundering Division (EIP0-AMLD) of the Commission, Ground Floor, Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City or to the nearest Extension Office on or before 28 February 2020.

Failure to submit the printed notarized form to the SEC amounts to non-submission.

Declaration/Verification Page Link:
http://www.sec.gov.ph/2019mandatorydisclosure_declaration_verification_page/

Thank you.

Click on the link provided to download the Declaration/Verification Page in MS Word File.
Step 5: You have to provide the necessary information on this page. It must be signed by the President or the company’s duly authorized representative.

- This form should be attached to the Mandatory Disclosure Form you received in your registered email address
This is what you will receive in your email INBOX:

• The first email contains the link to the Declaration/Verification Page. If you have downloaded it earlier, you may disregard this email.

• The second email which states “Google Form” Mandatory Disclosures for SEC Registered Non-Stock Corporations contains the form you have accomplished. Open this email and print the form in HTML format.
This is what your email should look like. To print this email, you can click on the printer icon on the upper right corner.
Step 6: Have the printed Declaration/Verification Page signed and attach the printed Mandatory Disclosure Form.

Step 7: You may now bring this to the SEC Main Office and submit a copy to the EIPD-AMLD, Ground Floor, North Wing, Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City or to the nearest SEC Extension Offices.
Congratulations!
You have now completed your compliance to the requirement to submit the Mandatory Disclosure Form under Memorandum Circular No. 25, Series of 2019.