



CORPORATE GOVERNANCE AND FINANCE DEPARTMENT

SEC ADVISORY

TO : INVESTMENT COMPANIES, REGISTERED ISSUERS OF PROPRIETARY AND NON-PROPRIETARY SHARES/TIMESHARES AND PUBLIC COMPANIES

SUBJECT : ALTERNATIVE MEANS OF FILING CURRENT REPORTS, BENEFICIAL OWNERSHIP REPORTS, INFORMATION STATEMENTS, MONTHLY REPORTS AND OTHER DOCUMENTS WITH THE SECURITIES AND EXCHANGE COMMISSION REPORTS THROUGH ELECTRONIC MAIL

Pursuant to the imposition of an ***Enhanced Community Quarantine and Stringent Distancing Measures*** over Luzon and across provinces in the country to prevent the spread of the 2019 Coronavirus Disease (COVID-2019), the Securities and Exchange Commission (SEC) Main Office, as well as Extension Offices and Satellite Offices located in Luzon, is closed until further notice.

In compliance with the pronouncement from the Office of the President regarding alternative work arrangements, the SEC has adopted a "Work from Home" arrangement starting 17 March 2020. In this light, reports under the supervision of Corporate Governance and Finance Department (CGFD) shall be submitted through **cgfd@sec.gov.ph**. This alternative filing procedure shall apply to the following reports:

Document Type	Description	Due Date
SEC Form 17-C	A report containing disclosure to the public of every material fact or event that occurs, this would reasonably be expected to affect investor's decisions in relation to those securities.	Within five (5) calendar days after the occurrence of the event reported.
SEC Form 18-A or 18-AS	Reports of 5% owner	For ordinary buyers- within five (5) business days from the acquisition;



Document Type	Description	Due Date
		For qualified buyers- within forty-five (45) calendar days after the end of fiscal year.
SEC Form 23-A/23-B	Report of Directors and Officers and Holders of more than 10%	Within ten (10) calendar days after the effective date of registration or after becoming an officer, director or holder of 10%; Within ten (10) calendar days after the close of each calendar month thereafter.
SEC Form 20- IS	Preliminary Information Statement	At least ten (10) business days prior to the date the definitive copies shall be sent/given.
SEC Form 20-ISA	Definitive Information Statement	At least fifteen (15) business days prior to the meeting date.
Monthly Sales and Redemption Report	A report of an investment company's amount and number of shares sold and redeemed for the particular month	Within ten (10) days after the end of each month.

For ease of monitoring, submit one report per company. In submitting reports, use the following format in the **subject head**:

COMPLETE NAME OF THE COMPANY_SUBJECT REPORT
 (Example: ABCDEF Corp_SEC Form 17-C).

In addition, every report submitted via email must be accompanied by a **certification** of the person who prepared the report on behalf of the covered company that the **information contained therein are true and correct**. This certification must be attached in the same email together with the subject report to be filed.

Due to the exigency of the situation and only for the purpose of alternative filing, reports to be submitted via email shall **not** be required to be **notarized** even if they normally require notarization for validity.

However, upon implementation by the SEC of regular working hours, all covered companies shall **submit hard copies of said reports** and/or documents **with proper**



notarization with the CGFD **within ten (10) calendar days** from the date that the quarantine order has been lifted or withdrawn.

To ensure the integrity of documents, the covered companies must issue a **certification** that the **hard copies submitted** refer to **one and the same report** that they filed via email. Such certification must also indicate the date of their submission through email.

This Advisory shall take effect beginning **18 March 2020** and shall be followed until further notice.

Please be guided accordingly.