



1 July 2020

SEC ADJUSTS DEADLINES FOR ANNUAL REPORTS AS MAIN OFFICE REOPENS

The Securities and Exchange Commission (SEC) adjusted the deadlines for the filing of annual financial statements (AFS) and the General Information Sheet (GIS), following a three-day suspension of work at its main office.

In a notice dated June 30, the Commission gave corporations, which held their annual stockholders' meetings during the Enhanced Community Quarantine and Modified Enhanced Community Quarantine in Metro Manila, until August 31 to submit their GIS, without incurring penalties.

The Commission, meanwhile, directed corporations to strictly observe the filing schedule for AFS for fiscal years ended November 30, 2019 and December 31, 2019 upon resumption of work at the SEC Main Office.

With only the first two days of the original schedule being affected by the temporary closure of the SEC Main Office, the schedule for the submission of AFS will largely remain the same, as follows:

Filing Schedule	Last Digit of SEC Registration/ License Number
July 1, 2, 3, 6, 7, 8, 9, 10	1 and 2
July 13, 14, 15, 16, 17	3 and 4
July 20, 21, 22, 23, 24	5 and 6
July 27, 28, 29, 30	7 and 8
August 3, 4, 5, 6, 7	9 and 0

All corporations shall comply with the Commission's directive that submissions to the SEC Main Office shall be made through courier services, including express delivery services, or through registered mail using the SEC Express Nationwide Submission (SENS) facility at <https://sens.secexpress.ph>.



Corporations may request for their return copies by including in their submissions prepaid return envelopes with stamps or by availing of the queuing and round-trip services offered by express delivery service providers. Alternatively, they may request for plain or authenticated copies of their AFS or GIS through the SEC Express System at <https://secexpress.ph> two months after receipt.

To further avoid crowding at the SEC Main Office and minimize the exposure of its workforce and stakeholders alike to the COVID-19, the Commission encourages corporations to take advantage of the alternative modes of filing reports.

Corporations may continue sending the scanned copies of their duly signed and, if applicable, notarized reports through email at the addresses provided below:

Report	Email Address
Annual Financial Statements	ermdfs1@sec.gov.ph ermdfs2@sec.gov.ph
General Information Sheet	mlmliwanag@sec.gov.ph mtdmabuyo@sec.gov.ph

The documents shall be considered received on the date reflected in the Acknowledgment Receipt that the Commission shall send through email. Accordingly, the printed copies may be submitted later or after the prescribed deadlines.

Corporations headquartered outside the National Capital Region may likewise continue filing their reports, letters and other documents with the SEC Extension Offices.

However, some SEC Extension Offices have suspended work to facilitate thorough disinfection of their premises, while waiting for the results of confirmatory tests performed on a number of personnel, who initially tested positive in rapid antibody tests for COVID-19.

The SEC - Cebu Extension Office shall be closed while Cebu City remains under Enhanced Community Quarantine. Work at the SEC - Baguio Extension Office, meanwhile, shall be suspended until Friday, 3 July 2020. The SEC - Tarlac Extension Office shall likewise suspend its operations until further notice.



The SEC earlier suspended work at its Main Office from June 26 to 30 to facilitate thorough disinfection of the premises, after four personnel tested positive in rapid antibody tests for COVID-19.

On June 30, the Commission announced that the confirmatory Reverse Transcription Polymerase Chain Reaction (RT-PCR) tests performed on the four personnel turned in negative results.

In this light, the SEC Main Office located in Secretariat Building, Philippine International Convention Center (PICC) Complex, Roxas Boulevard, Pasay City reopened July 1.

The SEC, however, continues to operate at a limited capacity in view of the community quarantine and other health measures being implemented amid the COVID-19 pandemic.

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