

## LIST OF SERVICES FY 2019



Department	Classification	Processing Time	
<b>I. Office of the General Accountant (OGA)</b>			
<b>External Services</b>	1. Accreditation of Appraisal Companies and Professional Services Organization	Highly Technical	20 days
	2. Accreditation of Credit Rating Agencies	Highly Technical	20 days
	3. Accreditation of External Auditor/Auditing Firms	Highly Technical	20 days
	4. Complex Request for Opinion and/or Clarification on Accounting Matters	Complex	7 days
	5. Highly Technical Request for Opinion and/or Clarification on Accounting Matters	Highly Technical	20 days
	6. Request for Exemptive Relief	Highly Technical	20 days
	7. Simple Request for Opinion and/or Clarification on Accounting Matters	Simple	3 days
<b>Internal Services</b>	8. Review of Financial Statements Referred by Operating Departments	Complex	7 days
<b>II. Office of the General Counsel (OGC)</b>			
<b>External Services</b>	1. Public Assistance on Walk-in/Phone-in Legal Queries	Simple	30 minutes
	2. Request for Certified True Copy (CTC) or Plain Copy of Documents Related Cases	Complex	For active cases, which will require reproduction of 1- 30 pages of CTC of record/s – 2 days, 23 hours, 5 minutes  For active cases, which will

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			require reproduction of 30 pages-above of CTC of record/s – 6 days, 23 hours, 5 minutes  For inactive/terminated cases – 6 days, 23 hours, 5 minutes
	3. Filing of Request for Legal Opinion	Highly Technical <i>within the context of Section 5 of the Securities Regulation Code, 2015 Implementing Rules and Regulations of the Securities Regulation Code, Section 179 of the Revised Corporation Code, Supreme Court Ruling on Gamboa vs. Teves (G.R. No. 176579, 9 October 2012), and SEC Memorandum Circular No. 15, s.2003)</i>	1 year, 15 days, 1 hour
	4. Filing of Petition and Appeal	Highly Technical <i>within the context of Section 5 of the Securities Regulation Code, 2015 Implementing Rules and Regulations of the Securities Regulation Code, Section 179 of the Revised Corporation Code, and SEC 2016 Rules of Procedure</i>	1 year, 1 hour, 10 minutes
<b>III. Office of the Commissioner Secretary (OCS)</b>			
<b>External Services</b>	1. Request for Certification on Commission en Banc Resolutions/ Certain Acts of the Commission	Simple	30 minutes, 30 seconds
	2. Request for Certified True Copies (CTC) of Memorandum Circulars,	Simple	30 minutes and 30 seconds

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Department		Classification	Processing Time
	Minutes of the Meeting and Resolutions		
	3. Media Request for Interview, Information, and Update	Simple	1 hour and 25 minutes
Internal Services	4. Preparation of Minutes of Commission Meetings and Executive Session Meetings	Simple	20 minutes and 30 seconds
	5. Dissemination of Certified True Copies of SEC Office Orders, SEC Memorandum Circulars, Guidelines, Notices, Rules and Regulations	Simple	25 minutes
<b>IV. Enforcement and Investor Protection Department (EIPD)</b>			
External Services	1. Receipt and Filing of Complaint by Walk-in Clients with the EIPD	Simple	2 hours, 27 minutes
	2. Request for Certified True Copy of Documents by Walk-in Clients	Complex	7 Days
<b>V. Markets and Securities Regulation Department (MSRD)</b>			
External Services	1. Accreditation of Surety Companies	Complex	7 days
	2. Application for Certificate of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, Real Estate Investment Trust (REIT)	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	45 days
	3. Application for Confirmation of Exempt Transaction	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	10 Days

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	4. Application for Over-the-Counter Market/ Association of Securities Brokers and Dealers	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	90 days
	5. Application of Operator of Alternative Trading System and Central Trade Reporting System	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	90 days
	6. Application of Registration as an Exchange/SRO/Clearing Agency/ Clearing Agency-SRO and Depository	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	90 days
	7. Application of Registration as Registrar of Qualified Buyer	Complex	7 days
	8. Exemption from Registration of Limited Public Offering and Other Exempt Transaction	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	10 Days
	9. Exemption from Registration of Securities including Stock Options	Highly Technical	10 Days
	10. Petition for Voluntary Revocation of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, Reals Estate Investment Trust (REIT)	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	26 Days
	11. Request for Comment/Recommendation on the Application for Articles of Incorporation/By-Laws/Secondary License and amendments relative	Complex	7 days

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	thereto that falls within the jurisdiction of the Department		
	12. Request for Exemptive Relief/Confidential Treatment of Information Filed and Request for Extension	Highly Technical (covered by R.A. No. 8799, otherwise known as the Securities Regulation Code)	10 Days
	13. Request for SEC MSRD Certification	Simple	1 hour, 12 minutes
	14. Review of Information Statement prior to its Distribution in the Stockholders Meeting	Simple	3 days
<b>VI. Corporate Governance and Finance Department (CGFD)</b>			
<b>External Services</b>	1. Accreditation of Microfinance Non-Government Organizations (MF-NGOs) under Republic Act No. 10693 (Microfinance NGOs Act)	Highly Technical / Multi-Agency	20 days

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<b>Department</b>		<b>Classification</b>	<b>Processing Time</b>
	2. Amendment of Registration Statement	Highly Technical  Pursuant to Section 12.6 of the SRC, the SEC has within 45 days after filing the registration statement (RS) to declare the RS effective or rejected. Such period may be adjusted to a later date provided the Client consented thereto or when the Client is allowed to amend the RS as provided in Section 14 of the SRC.	45 Days
	3. Application for Accreditation as Corporate Governance Institutional Training Provider	Complex	7 days
	4. Application for Renewal of Accreditation as Corporate Governance Institutional Training Provider	Complex	7 days
	5. Petition for Voluntary Revocation	Highly Technical Service covered under SRC Rule 13.2.3.2 and ICA Rule 13.1.6(b)(ii)	15 business days from date of publication
	6. Processing of Information Statement (SEC Form 20-IS)	Highly Technical	19 Days and 40 Minutes
	7. Receiving of Walk-in Complaints Filed Against Covered Companies	Simple	40 minutes

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	<b>Department</b>	<b>Classification</b>	<b>Processing Time</b>
	8. Registration of Securities and Licensing of Investment Company	<p style="text-align: center;">Highly Technical</p> <p>Pursuant to Section 12.6 of the SRC, the SEC has within 45 days after filing the registration statement (RS) to declare the RS effective or rejected. Such period may be adjusted to a later date provided the Client consented thereto or when the Client is allowed to amend the RS as provided in Section 14 of the SRC.</p>	45 Days
	9. Request for Approval of In-House Corporate Governance Training/Seminar	Complex	7 days
	10. Request for Clearance for Financing Companies/Lending Companies/Foundations/Microfinance NGOs	Complex	7 days
	11. Request for Clearance of Publicly-Listed Companies (PLCS)	Simple	3 days
	12. Request for Comment on Articles of Incorporation and/or By-Laws of Ordinary Companies, PLCs, Investment Companies, ETFs, Issuers of Proprietary and Non-Proprietary Securities	Simple	3 days
	13. Request for Exemptive Relief/ Confidential Treatment/ Other Filing	Highly Technical	20 days

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Department		Classification	Processing Time
	Made Requiring Action by the Department		
	14. Request for Monitoring of Investment Company, Public Company, and Issuer of Propriety and Non-Propriety Shares or Certificates	Simple	3 days
	15. Request for Payment Assessment Form (for Payment of Annual Fee and Penalties)	Simple	50 minutes
<b>Internal Services</b>	1. Review of Websites Pursuant to the SEC-Prescribed Website Template	Simple	3 days
	2. Request for Validation of Qualification of Nominees for Independent Directors (IDs) of Publicly-Listed Companies (PLCs), Investment Companies (ICs), Exchange Traded Funds (ETFs), Public Companies (PCs), Issuers of Proprietary and Non- Proprietary Securities (RIs)	Complex	7 days
<b>VII. Company Registration and Monitoring Department (CRMD)</b>			
<b>Internal Services</b>	1. Issuance of Affirmative Certification	Simple	35 minutes
	2. Issuance of Negative Certification	Simple	25 minutes
	3. Issuance of Plain/Authenticated Copies of Documents	Simple	*+*** = 28 minutes **+*** = 33 minutes *+****=38 minutes **+****=43 minutes



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Department	Classification	Processing Time	
<b>VIII. Information and Communications Technology Department (ICTD)</b>			
<b>External Services</b>	1. Complex Request for Copy/Copies of Corporate Documents (By Appointment)	Complex	7 days
	2. Complex Request for Copy/Copies of Corporate Documents (By Courier)	Complex	7 days
	3. Complex Request for Listings	Complex	7 days
	4. Complex Request for Reverse Search	Complex	6 days
	5. Highly Technical Request for Listings	Highly Technical	15 days
	6. Highly Technical Request for Reverse Search	Highly Technical	20 days
	7. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Walk-in)	Simple	4 minutes
	8. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Online Submission)	Simple	3 minutes
	9. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Walk-In, Mailed Delivery Of Correspondences, Other Documents)	Simple	4 minutes
	10. Simple Request for Copy/Copies of Corporate Documents (By Appointment)	Simple	22 minutes

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Department		Classification	Processing Time
	11. Simple Request for Copy/Copies of Corporate Documents (By Courier)	Simple	3 days
	12. Simple Request for Listings	Simple	3 days
	13. Simple Request for Reverse Search	Simple	3 days
IX. Economic Research and Training Department (ERTD)			
<b>External Services</b>	1. Certification of Rank in the Top Philippine Corporations	Simple	1 hour, 30 minutes
	2. Complex Request for SEC Statistics, Reports, and Data (SRD)	<b>Complex</b>	5 days, 3 hours
	3. Highly Technical Request for SEC Statistics, Reports, and Data (SRD)	Highly Technical	15 days, 4 hours
	4. Provision of Copy of the Annual Ranking of Top Philippine Corporations	Simple	1 day
	5. Registration for the Certification Seminars	Simple	30 minutes
	6. Registration for the Head Office (Computer-Based) and Provincial (Paper and Pen) Certification Examination	Simple	30 minutes
	7. Request for Orientation on SEC Mandates and Functions	Simple	10 minutes
	8. Request for Provincial (Paper and Pen) Certification Examination	Simple	10 minutes
	9. Simple Request for SEC Statistics, Reports and/or Data (SRD)	Simple	30 minutes

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Department		Classification	Processing Time
<b>Internal Services</b>	1. Complex Request for SEC Statistics, Reports, and Data (SRD)	Complex	5 days, 3 hours
	2. Highly Technical Request of SEC Statistics, Reports, and Data (SRD)	Highly Technical	15 days, 4 hours
	3. Provision of Copy of the Annual Ranking of Top 1K Corporations	Simple	1 day
<b>X. Human Resource and Administrative Department (HRAD)</b>			
<b>External and Internal Services</b>	1. Legal Research Assistance (with the Aid of Online Legal Facilities)	Simple	12 minutes
	2. Library Services – Access to Library Resources (Room Use Reading)	Simple	11 minutes
	3. Library Services – Circulation Services	Simple	12 minutes
	4. Library Services – Photocopying/Printing Services	Simple	36 minutes
	5. Reference Queries in SEC Library	Simple	5 minutes
<b>Internal Services</b>	1. Building Services	Simple	3 days
	2. Contract Administration Services	Simple	16 minutes
	3. GSD Photocopying/Printing Services	Simple	23 minutes
	4. Processing of Billing for Transmittal to FMD payment of the following Services (Lease of office spaces, Security, Janitorial, Water, Electricity, Telecommunications, Internet, Pest-Control, and other services necessary to the	Simple	26 minutes

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<b>Department</b>		<b>Classification</b>	<b>Processing Time</b>
	operations of the commission email, copier, etc.)		
	5. Request for Issuance of Certificates	Simple	3 days
	6. Request for Issuance of Service Record	Simple	3 days
	7. Supply Services	Simple	16 minutes
	8. Transport and Messengerial Services	Simple	2 days
<b>XI. Financial Management Division (FMD)</b>			
<b>External Services</b>	1. Complex Request for Certified True Copy (CTC) of Official Receipt	Complex	6 days, 1 hour, 43 minutes
	2. Payment of Fees for Non-Registration Transaction	Simple	20 Minutes
	3. Payment of Fees for Registration Transaction	Simple	20 Minutes
	4. Purchase of Pin Mailer	Simple	20 Minutes
	5. Simple Request for Certified True Copy (CTC) Of Official Receipt	Simple	1 day, 46 minutes
<b>Internal and External Services</b>	1. Issuance and Release of Payment	Simple	1 day, 25 Minutes
<b>Internal Services</b>	1. Request for Re-Application/Transfer of Payment	Simple	2 days, 2 hours, 30 Minutes

**Requirements and Fees are detailed in the Citizen’s Charter Handbook**