

Documentary Requirements for Financing Companies

Basic Requirements:

1. Certificate of Incorporation
2. Certificate of Authority (CA)
3. Latest approved Articles of Incorporation (AI)
4. Latest approved By-Laws (BL)
5. General Information Sheet for the last two (2) years
6. Audited Financial Statements for the last two (2) years
7. Special Form of Financial Statements (FCFS) for the last two (2) years
8. Interim Financial Statements (FCIF) for the last two (2) years
9. Photocopy of the registration page of the Stock and Transfer Book duly registered with the Commission

Note: Reports 5 to 8 should be duly stamped received by the SEC through the Information and Communications Technology Department (Receiving Unit), SEC Satellite Offices, SEC Extension Offices and SENS.

Additional Requirements:

10. Money Laundering and Terrorism Financing Prevention Program, if:
 - a. P10 Million or more paid up capital; or
 - b. More than 40% foreign equity.
11. AMLA Compliance Form
12. Revised Manual on Corporate Governance, if:
 - a. Total assets of P50 Million or more; and/or
 - b. More than 40% foreign participation in voting stock; and/or
 - c. Issued exempt or registered commercial paper.
13. Compliance Officer's Certificate on the extent of compliance with the Manual on Corporate Governance for the last two (2) years
14. Sworn Certification stating the company's compliance with the provision of Section 4 of SEC Memorandum No. 18, Series of 2019 or proof of submission thereof
15. Affidavit of Compliance (SEC Form 1-Existing Online Lending Platforms and/or SEC Form 2-Prospective Online Lending Platforms), containing a report of all the company's Online Lending Platforms or proof of submission thereof, if applicable
16. Copy of proposed Amended Articles of Incorporation and/or By-Laws, if applicable.

The processor/staff may also request for the following, if deemed required after review of relevant reports:

1. Annual Information Statements for covered periods with Commercial Paper Issuances
2. Annual Fees, for periods determined to be unpaid