

NOTICE

TO: ALL CONCERNED

SUBJECT: ONLINE APPLICATIONS FOR THE COMPANY REGISTRATION AND MONITORING DEPARTMENT (CRMD)

DATE: JUNE 03, 2020

Pursuant to the Guidelines on the Implementation of the General Community Quarantine (GCQ) effective 01 June 2020, issued by the Inter-Agency task Force (IATF) For the Management of Emerging Infectious Diseases broughtt about by the global pandemic COVID-19, the CRMD shall implement online platform applications through the following links/electronic mail gateways:

APPLICATION	DIVISION/ UNIT	EMAIL
Request for Monitoring and Status of Ordinary Domestic Corporations	CMD	crmd_monitoring@sec.gov.ph
Request for Regular Monitoring of Foreign Corporations (Branch Offices, Representative Office, Regional	CMD	cmd_foreign_monitoring@sec.gov.ph
Request for Monitoring with Amendment and Other Applications	CMD	cmd_amendment_monitoring@sec.gov.ph
Petition to Lift Order of revocation/suspension	CMD	cmd_petitiontolift_suspension-revocation@sec.gov.ph
Public Assistance service of CRMD thru answering e-mail queries	OD	crmd_publicassistance@sec.gov.ph
Registration through the Company Registration System (CRS) for: Partnerships/Corporations with 5 to 15 Incorporators/Foreign Corporations	CPRD	crs.sec.gov.ph
Registration through the Interim Registration System (IRS) for: One Person Corporations (OPC) and Corporations with Less Than Five Incorporators	CPRD	apps004.sec.gov.ph:8001/application

Submission of Supplemental requirements for registrant OPC (i.e FIA Forms/Authenticated Board Resolutions, etc.)	CPRD	crmd_registration_opc@sec.gov.ph
Submission of Supplemental requirements for registrant Corporations with Less Than Five Incorporators (i.e FIA Forms/Authenticated Board Resolutions, etc.)	CPRD	crmd_registration_234@sec.gov.ph
Application for Amendment of Articles of Incorporation (other than Article VII)/By-laws and Articles of Partnership	CPRD	crmd_emer_amend1@sec.gov.ph
Application for Amendment/Conversion of SEC Licenses of Foreign Corporations/Withdrawal of SEC License/Substitution of Resident Agent	CPRD	crmd_amend_foreign@sec.gov.ph
Actions (Two [2] Party Complaints/Petitions) such as: Petition for Revocation, Change of Name, Voluntary Dissolution not prejudicial to the interests of creditors and Other complaints that may fall within CRMD jurisdiction under 2016 Rules of Procedures	CPRD	cprd_2partycomplaints-petitions@sec.gov.ph
Petition for Correction	CPRD	cprd_petitionforcorrection@sec.gov.ph
Request for issuance of Certificate of Paid up capital/Capital structure	FAAD	faad_application01@sec.gov.ph
Petition for Cancellation or Substitution of Payment in relation to the use of properties that require Ownership Registration as Paid-Up Capital (SEC Memorandum Circular No. 14, series of 2013)	FAAD	faad_petitionapplication@sec.gov.ph
Application of Corporate Reorganization	FAAD	faad_application02@sec.gov.ph

Creation of APIC, Confirmation of Valuation and Property Dividend Application	FAAD	faad_application03@sec.gov.ph
Issuance of Acknowledgment Letter for Cash Dividend and Stock Dividend	FAAD	faad_application04@sec.gov.ph
Quasi Reorganization and equity restructuring	FAAD	faad_application05@sec.gov.ph
Article 7 (Increase and Decrease of Capital Stock) reclassification/ declassification /conversion of shares and change par	FAAD	faad_application06@sec.gov.ph
Registration of Capital Market Professionals through the Capital Market Participants Registry System (CMPRS)-	LU	cmprs.sec.gov.ph
Amendments of secondary license (Additional/Removal of Funds)	LU	lu_application01@sec.gov.ph
Transfer Agent renewal	LU	lu_application02@sec.gov.ph
Payment of Annual Fees of Capital Market Professionals	LU	cmprs.sec.gov.ph
Request for Certificates of No Derogatory Records/Affirmative/Negative	CFRD	cfrd_application02@sec.gov.ph
Request of Authenticated Copies for Government Agencies	CFRD	cfrd_application01@sec.gov.ph

Further, to mitigate the risk of infection from the COVID 19 “virus”, CRMD will implement stringent social distancing measures through its manual, “face to face” operations at the SEC Main Office (Secretariat Building, PICC, Pasay City).

The manual operations of the CRMD shall be **limited** to the following:

- 1.) Receiving of proof of payment, set of original and 2 sets of copies of signed and notarized or authenticated approved CRMD application and supplemental documents required during the processing;



- 2.) Releasing of signed Certificates of Incorporation/Amendment/Confirmation of Payment, among other approved CRMD applications, through presentment of Original copy of proof of payment;
- 3.) Releasing of Orders, such as but not limited to the Petitions to Lift Order of Suspension/Revocation and/or Correction through presentment of Original copy of proof of payment; and
- 4.) Registration of Stock and Transfer/Membership Book.

Please note that only those applications that **have already been assessed and approved for payment through online processing** will be entertained at the CRMD premises. You may present the electronic proof of approval for payment/proof of payment (if paid) issued by respective processors/monitoring analysts/specialists through the guard on duty to be allowed entry.

CRMD Applications that were processed prior to the Enhanced Community Quarantine (ECQ) implemented last 17 March 2020 shall be entertained at CRMD, for the release of documents for payment and for the issuance of Payment Assessment Forms.

However, applications that have not yet been approved for payment but have been pre-processed before the implementation of the ECQ may get their pre-processed documents at the CRMD, but must further comply by online processing through the abovementioned emails.

The CRMD also encourages that queries relative to CRMD applications and statuses of applications may be requested through the **Public Assistance email account (crmd_publicassistance@sec.gov.ph)** or through phone inquiries on CRMD's call center numbers/hotlines available on this link: <http://www.sec.gov.ph/contact-us/>

These guidelines and procedures shall take effect immediately and until further notice as the general quarantine situation improves.