



NOTICE

TO : ALL CONCERNED

SUBJECT : ADJUSTED FILING PROCEDURES AND PROCESSING TIMES FOR ANNUAL REPORTS AND REQUESTS FOR DOCUMENTS DURING THE SEC MAIN OFFICE'S TEMPORARY CLOSURE

DATE : 14 JULY 2020

On 11 July 2020, the Securities and Exchange Commission (SEC) announced that its Main Office within the Philippine International Convention Center (PICC) Complex in Pasay City shall remain closed until 26 July 2020, to further disinfect the premises and contain the spread of COVID-19 among its workforce.

Subsequently on 12 July 2020, the Commission announced that it would continue accepting submissions of Annual Financial Statements (AFS) and the General Information Sheet (GIS) through courier under the SEC Express Nationwide Submission (SENS) facility, as well as requests for SEC documents online under the SEC Express System.

After further evaluation of the situation, the Commission decided to completely suspend operations in the SEC Main Office until 26 July 2020 to ensure the safety of all personnel assigned thereat, including third-party service providers.

The Commission shall continue accepting submissions of AFS and GIS through courier under the SENS facility and requests for SEC documents online under the SEC Express System. However, adjustments in processing times for requests for return copies and plain or authenticated copies shall be necessary.

In view of the foregoing, the Commission hereby provides the revised guidelines on the submission of annual reports and requests for SEC documents during the temporary closure of the SEC Main Office until 26 July 2020.

1) Adjusted Deadlines

a) Annual Financial Statements

Corporations shall strictly observe the previously provided filing schedule, which is based on their SEC registration or license numbers, as follows:

Filing Schedule	Last Digit of SEC Registration/ License Number
July 1, 2, 3, 6, 7,8, 9, 10 August 10, 11, 12, 13, 14	1 and 2
July 13, 14, 15, 16, 17 August 17, 18, 19, 20	3 and 4
July 20, 21, 22, 23, 24 August 24, 25, 26, 27, 28	5 and 6
July 27, 28, 29, 30	7 and 8
August 3, 4, 5, 6, 7	9 and 0

b) General Information Sheet

Corporations, which held their annual stockholders' meetings during the Enhanced Community Quarantine and Modified Enhanced Community Quarantine in the National Capital Region, shall have **until 31 August 2020** to submit their GIS.

2) Modes of Filing

a) Via Courier Only

Submissions to the SEC Main Office shall be made through courier only using the SENS facility at <https://sens.secexpress.ph> while the SEC Main Office remains closed.

Corporations may request for their return copies by including in their submissions prepaid return envelopes with stamps. The Commission shall start processing such requests upon the resumption of operations in the SEC Main Office on 27 July 2020.

Alternatively, corporations may request for plain or authenticated copies of their AFS, GIS and other documents through the SEC Express System at <https://secexpress.ph>. Documents received between 1 and 26 July 2020 shall be made available three (3) months from receipt.

b) Email Submissions

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

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 stated in the Acknowledgment Receipt (AC) the Commission shall send through email. Accordingly, the printed copies may be submitted through courier or the Philippine Postal Corporation (PHLPost) following the filing schedule provided above, but the reckoning of the date of receipt shall be based on the AC.

Corporations shall follow the pertinent guidelines posted on the SEC website at <http://www.sec.gov.ph/public-information-2/investors-education-and-information/covid-19-related-issuances/>.

b) Submissions to the SEC Extension Offices

Corporations headquartered outside the National Capital Region may continue filing their reports with the SEC Extension Offices.

Please note, however, that the SEC - Cebu Extension Office shall be closed while Cebu City remains under Enhanced Community Quarantine.

3) Requests for SEC Documents

a) Online Application Only

The Commission shall continue accepting requests for plain or authenticated copies of annual reports and other documents submitted by corporations through the SEC Express System at <https://secexpress.ph>.

Such requests shall be processed once the SEC Main Office reopens. Documents requested between 1 and 26 July 2020 shall be released fifteen (15) to twenty (20) working days from 27 July 2020.

b) No Self-service Processing

The appointment system for self-service processing in the SEC Main Office shall remain suspended until further notice.

The Commission shall make further adjustments in its operations, when necessary. Updates shall be posted on the SEC website, www.sec.gov.ph, and official Facebook page, @PhilippineSEC.

For clarifications on the foregoing, the public may contact the Commission during office hours through the following interim hotline number: (+63) 906-620-2298.

For other concerns, the public may contact the departments or offices concerned during office hours through the email addresses and interim hotline numbers provided in the attached SEC Contact Center.

Please be guided accordingly.

SEC CONTACT CENTER

MATTERS OF CONCERN	EMAIL ADDRESS	INTERIM HOTLINE
Information & Communications Technology Department		
<i>Filing of Audited Financial Statements (AFS)</i>	ermdfs1@sec.gov.ph ermdfs2@sec.gov.ph	(+63) 906-620-2298
<i>Request for Copies of SEC documents</i>	https://seceexpress.ph	
<i>Filing of the General Information Sheet (GIS)</i>	mlmliwanag@sec.gov.ph mtdmabuyo@sec.gov.ph	
Company Registration and Monitoring Department		
<i>Online Application through the SEC Company Registration System (CRS)</i>	bearceo@sec.gov.ph	(+63) 998-841-3548
<i>Status of Existing Ordinary Corporations without Secondary Licenses</i>	kjaquimio@sec.gov.ph	
<i>Corporate Records, Change of Corporate Name, Business Purpose, Principal Office Address and Other Ordinary Amendments to the Articles of Incorporation and Bylaws</i>	dpgabuyo@sec.gov.ph	
<i>Application for Increase/Decrease of Capital, Merger and Consolidation</i>	gpmanzon@sec.gov.ph	
<i>Report of Non-holding of Election</i>	cmdnotice@sec.gov.ph	
Corporate Governance and Finance Department		
<i>Mutual Fund Companies, Corporate Governance, Financing and Lending Companies, Filing of Annual Reports</i>	cgfd@sec.gov.ph	(+63) 926-017-0248
Markets and Securities Regulation Department		
<i>Registration of Equity and Debt Securities, Brokers, Dealers, Other Market Participants, Publicly Listed Companies Filing of Annual Reports</i>	msrd_covid19@sec.gov.ph	

Enforcement and Investor Protection Department		
<i>Mandatory Disclosure Form (MDF), Compliance with Anti-Money Laundering Act (AMLA) Requirements, Investigation, Cease and Desist Order (CDO), Revocation Proceedings</i>	adlanuzair@sec.gov.ph sltamayo@sec.gov.ph	(+63) 951-656-5571
Economic Research and Training Department		
<i>Certification Examinations and Seminar</i>	certification@sec.gov.ph	(+63) 998-841-3545
<i>General Form for Financial Statements (GFFS) or Special Form for Financial Statements (SFFS)</i>	ertd_gffs@sec.gov.ph	(+63) 998-841-3544
<i>Statistics</i>	mtmbersabal@sec.gov.ph	
Financial Management Department		
<i>Payment of Filing Fees</i>	dbpabuaya@sec.gov.ph rktan@sec.gov.ph cabrown@sec.gov.ph	(+63) 966-527-2050
Office of the General Accountant		
<i>Accreditation of Auditing Firms, External Auditors, Financial Reporting, Audit Issues</i>	secoga@sec.gov.ph	(+63) 961-605-1968
Office of the General Counsel		
<i>En Banc Cases, Appeals, Legal Opinions</i>	rcpadilla@sec.gov.ph kflazaro@sec.gov.ph	(+63) 951-999-7249
Human Resource and Administrative Department		
<i>Vacancies and Other HR Matters</i>	hrad@sec.gov.ph	
<i>Bidding and Awards Committee (BAC)</i>	bacsecretariat@sec.gov.ph	
SEC Extension Offices		
<i>SEC Baguio</i>	secbaguio@sec.gov.ph	(074) 309-5804
<i>SEC Tarlac</i>	rllaus@sec.gov.ph mrtorres@sec.gov.ph	(045) 491-0140
<i>SEC Legazpi</i>	secbicol@gmail.com	(052) 480-8272 (+63) 929-883-1917
<i>SEC Cebu</i>	seccebu@sec.gov.ph tjyabutay@sec.gov.ph	(032) 416-9339 (032) 253-5337
<i>SEC Bacolod</i>	sec.bcdextension@gmail.com secbacolod2018@gmail.com	(034) 445-5714
<i>SEC Iloilo</i>	sec_ieo6@yahoo.com	(033) 337-9984 (033) 335-0025
<i>SEC Cagayan de Oro</i>	seccdoeo@gmail.com nmconde@sec.gov.ph	(088) 857-4325 (+63) 945-708-8317
<i>SEC Davao</i>	secdavao@gmail.com	(+63) 915-327-4459 (+63) 933-455-3547
<i>SEC Zamboanga</i>	sec_zeo@yahoo.com	(062) 991-7163 (062) 993-1437 (+63) 977-671-5853