



NOTICE

TO : ALL CONCERNED

SUBJECT : FILING OF ANNUAL REPORTS DURING THE TEMPORARY CLOSURE OF THE SEC MAIN OFFICE UNTIL 26 JULY 2020

DATE : 12 JULY 2020

In view of the extended closure of the Securities and Exchange Commission (SEC) Main Office within the Philippine International Convention Center (PICC) Complex in Pasay City until 26 July 2020, the Commission shall implement the following adjustments in the procedures and deadlines for the submission of Annual Financial Statements (AFS) and the General Information Sheet (GIS):

1) Adjusted Deadlines

a) Annual Financial Statements

Corporations shall strictly observe the following filing schedule, based on their SEC registration or license numbers:

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, will still 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. No request for return copies may be processed on the same day.

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> two months after 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/>.

c) 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 upon the resumption of operations in the SEC Main Office. Accordingly, the documents requested shall be released five (5) to seven (7) 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 numbers: (+63) 906-620-2298, (+63) 939-426-6081, (+63) 939-588-5262 and (+63) 918-962-0311.

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 (+63) 939-426-6081 (+63) 939-588-5262 (+63) 918-962-0311
<i>Request for Copies of SEC documents</i>	https://secexpress.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 Companies</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>	adlanuzajr@sec.gov.ph sltamayo@sec.gov.ph	

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 rbtan@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	
Office of the General Counsel		
<i>En Banc Cases, Appeals, Legal Opinions</i>	rcpadilla@sec.gov.ph kflazaro@sec.gov.ph	
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>	rrlaus@sec.gov.ph mrtores@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>	secdoeo@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