####

**CORPORATE GOVERNANCE AND FINANCE DEPARTMENT**

**COMPLAINT FORM**

**REMINDERS:** A complaint insufficient in form and/or substance may cause its outright dismissal. To avoid this, please:

1. Always fill out the Complaint Form **completely and accurately**.
2. Do not forget to **attach all relevant documents/evidence/proof** to support your complaint.
3. Submit **ONE COMPLAINT FORM PER RESPONDENT COMPANY**.
4. Provide us with a **valid government issued I.D.**
5. Do not forget to provide **evidence/proof that you have exhausted all remedies against the company concerned** before filing your complaint with the SEC

**PRIVACY NOTICE:** We collect the following personal information/documents from you when you manually or electronically submit to us your complaint/s:

* Full Name
* Age
* Address (address in the Philippines where you may be furnished a copy of letter/s and order from the Commission
* E-mail address
* Contact number
* Government-issued I.D.

**Use:** The collected personal information will be utilized solely for documentation and processing of your complaint within the CGFD-MD and, endorsement to other divisions, departments, offices, or other government agencies which has/have jurisdiction over the subject matter of your complaint.

**Protection Measures:** Only authorized SEC and government personnel have access to this personal information, the exchange of which will be facilitated through email and hard copy. SEC will only retain personal data as long as necessary for the fulfillment of the purpose for which it is submitted.

**Protection Measures:** Only authorized SEC personnel have access to these personal information, the exchange of which will be facilitated through email and/or hard copy. The SEC will only retain personal data **as long as necessary** for the fulfillment of the above purposes.

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| **COMPLAINANT INFORMATION** |
| Name: |  |
| Relationship/Affiliation with the Foundation: | 🞎 Client🞎 Member 🞎 Trustee and/or Officer 🞎 Donor🞎 Beneficiary/Recipient of Programs, Projects/Activities (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_)🞎 Other (Please specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| Age: |  |
| Complete Address: |  |
| E-mail address: |  |
| Contact number: |  |

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| **RESPONDENT INFORMATION** |
| Foundation Name: |  |
| Foundation complained of: | 🞎 Registered Foundation |
| Foundation’s Contact number: |  |
| Foundation’s E-mail address: |  |

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| 🞎 | Foundation gave no aid or started no project despite receiving contributions/donations and securing a certification |
| 🞎 | Foundation is misusing, misappropriating, or embezzling donations |
| 🞎 | Foundation is not reporting its operations, the use and/or source of its funds, etc. |
| 🞎 | Others(Please Specify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_) |
| In case the allegations are about unauthorized investment or solicitation activities and/or an organization is pretending to be a registered foundation and collecting funds or donations, please refer the concern to the SEC-Enforcement and Investor Protection Department (SEC-EIPD) at epd@sec.gov.ph.In case the allegation is about intra-corporate dispute (i.e. The dispute is between a foundation and its members or officers involving the internal affairs of the foundation),  please seek redress with the Regional Trial Court which has jurisdiction over the principal office of the corporation, partnership, or association concerned, as per A.M. No. 01-2-04-SC. |

**ALLEGATIONS** |

Narration of Facts (provide your personal experience of the foundation's violations below)

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Brief description of the proof/evidence. Please describe the evidence you have to support your complaint (i.e. Attachment 1 - Proof of Scam, Attachment 2 - List of Foundation Officers, etc.):

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If applicable, please state the location/s where the Foundation complained of was conducting the scam, violation, or act complained of (i.e. ABC Mall, QC)

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Please narrate your attempts to resolve the issue with the foundation and the foundation's response thereto, if any (Narration of attempted resolution with the foundation):

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Brief description of the evidence of your attempt and/or the foundation's response thereto

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Complainant’s signature over printed name Date

Valid Government issued I.D.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please attach front and back images of your I.D. and/or special power of attorney)