



NOTICE

TO: ALL CONCERNED CRMD TRANSACTING PUBLIC

SUBJECT: RECEIVING OF CRMD DOCUMENTS, RELEASING OF CRMD APPROVED APPLICATIONS & STAMPING OF STB/MB

DATE: 25 JANUARY 2023

In relation to the previous notices posted in the SEC Website on 23 June 2022 (RECEIVING AND RELEASING OF CRMD APPROVED APPLICATIONS AT SEC ROBINSONS GALLERIA SATELLITE OFFICE) and on 14 December 2022 (CLOSURE OF CASHIERS' OFFICE AT SEC HEADQUARTERS, MAKATI CITY AND ALL SEC EXTENSION OFFICES). Please be informed that **effective 1 February 2023 the following CRMD transactions will be conducted exclusively at the SEC Robinsons Galleria Satellite Office:**

- 1) Receiving of physical copies of signed and notarized/authenticated approved CRMD applications and supplemental documents with proof of payment;**
- 2) Releasing of Certificates of Incorporation/Amendment/Confirmation of Payment and other approved CRMD applications, through presentment of original copy of proof of payment and appointment letter;**
- 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 appointment letter; and**
- 4) Registration of Stock and Transfer/Membership Book.**

Receiving of documentary requirements will be over-the-counter at the SEC Robinsons Galleria Satellite Office or sent through the company's courier of choice, addressed to the CRMD Receiving Section, 5th Floor, The SEC Headquarters, 7907 Makati Avenue, Salcedo Village, Bel-air, 1209 Makati City, 1209 Metro Manila.

Notwithstanding the abovementioned services, applicants may also avail the in-house courier services of "SEC LISTO¹" and company's courier of choice for the delivery of Certificates and receiving copies of the application requirements.

Further, **starting February 1, 2023**, all payments will be through accepted Espaysec or at any either the (<https://espaysec.sec.gov.ph/payment-portal/home>) Land Bank of the Philippines branch nationwide.

For your information and guidance.

¹For inquiries, you may call or email the following contact information of SEC Listo;

Mobile Numbers: 09608914290/09950053451/09056605327/09690165463

Email Address: listodeliveryservices@gmail.com