# \*THIS SAMPLE FORMAT IS FOR AMNESTY PURPOSES ONLY

**UNDERTAKING**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, of legal age, Filipino and with address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, on oath state that:

1. I am the Corporate Secretary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (“Corporation”), a corporation duly organized and existing under Philippines laws under SEC Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, with office address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. The Corporation availed of the Amnesty of Fines and Penalties of the Securities and Exchange Commission (“SEC” or “Commission”) pursuant to SEC Memorandum Circular No. 2, Series of 2023.
3. One of the requirements for the availment of the said amnesty is the submission of our latest due financial statements, however due to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ the Corporation is currently unable to produce the said requirement.
4. In view of the foregoing, the Corporation undertakes to submit its latest due financial statements within forty-five (45) calendar days from issuance of the Confirmation of Payment. Otherwise, the availment of the amnesty and the Confirmation of Payment shall be deemed *ipso facto* cancelled and the amount paid herein shall be forfeited in favor of the Commission.
5. I am authorized by the board of directors to execute this undertaking pursuant to a resolution duly approved at the regular/special meeting held on \_\_\_\_\_\_\_\_\_\_\_ at the principal office of the corporation.

I declare under the penalties of perjury, that these statements have been made in good faith, verified by me and I attest to the correctness and completeness of the declaration therein.

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Corporate Secretary

 Subscribed and sworn to before me this \_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_ 2023 in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ affiant exhibiting to me \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Notary Public

Doc No.

Page No.

Book No.

Series 2023