**APPLICATION FOR AMNESTY OF FINES AND PENALTIES**

*Under SEC Memorandum Circular No. 2 Series of 2023*

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

1. I am the Corporate Secretary of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a corporation duly organized and existing under Philippines laws, with office address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.
2. At the regular/special meeting of the board of directors, after due notice, held on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, at which meeting a quorum was present, the following resolution was duly approved:

*XXX*

 *Resolved, as it is hereby resolved, that an Application for Amnesty of Fines and Penalties be filed with the Securities and Exchange Commission;*

 *Resolved further that the Corporate Secretary, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, is hereby authorized to execute the Application for Amnesty of Fines and Penalties and to file the same with the Securities and Exchange Commission.*

1. The foregoing resolution is in accordance with the records of the Corporation and has not been amended and/or revised and continues to be in full force and effect as of date hereof.
2. To the best of my knowledge, no action of proceeding has been filed or is pending before any court involving intra-corporate dispute and/or claim by any person or group against the board of directors, individual directors, and/or officers or vice-versa.



(Name of Corporation)

1. I, hereby notify the Honorable Commission that \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Domestic/Foreign, Stock/Non-Stock Corporation with SEC Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and principal office address at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ would like to avail of the amnesty of fines and penalties under SEC Memorandum Circular No. 2, series of 2023.
2. Attached are the required documents:
* For Domestic Corporations (Ordinary Stock and Non-Stock):
* Latest due financial statements or undertaking submit financial statements within forty-five (45) calendar days from issuance of confirmation of payment;
* Latest due Amended financial statements, if any;
* Latest due General Information Sheet;
* Latest due Amended General Information Sheet, if any; and
* Proof of compliance with SEC MC 28, s.2020.
* For Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters, and Regional Operating Headquarters):
* Latest due financial statements or undertaking submit financial statements within forty-five (45) calendar days from issuance of confirmation of payment;
* Latest due Amended financial statements, if any;
* Latest due General Information Sheet;
* Latest due Amended General Information Sheet, if any; and
* Proof of compliance with SEC MC 28, s. 2020.
1. I understand that the issuance of Certificate of Availment of Amnesty on Fines and Penalties, if granted, shall not preclude the Commission to review the reportorial requirements submitted by the applicant, and if warranted, impose the appropriate penalty for violation of laws, rules and regulation implemented by the Commission.

I declare under the penalties of perjury, that this statement and the attached documents mentioned above 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

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