**EXPRESSION OF INTEREST TO AVAIL AMNESTY OF FINES AND PENALTIES**

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

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

(Date)

**Emilio B. Aquino**

*Chairman*

Securities and Exchange Commission

7907 Makati Avenue, Brgy. Bel-Air

Makati City

Attention: **Gerardo F. Del Rosario**

Director, Company Registration and Monitoring Department

Sir:

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 resolution to avail of the Amnesty of Fines and Penalties under SEC Memorandum Circular No. 2 Series of 2023 was duly approved.

(Name of Corporation)

1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, a Domestic/Foreign, Stock/Non-Stock Corporation with SEC Registration No. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ hereby expresses its interest to avail of the amnesty of fines and penalties under SEC Memorandum Circular No. 2, series of 2023.
2. The Corporation undertakes to comply with the documentary requirements and pay the corresponding amnesty fee, as may be assessed by the Securities and Exchange Commission, within the period provided therefor.
3. In case it is determined that the corporate status is suspended/revoked, the Corporation further undertakes to submit within ninety (90) calendar days from date of payment of petition fees the following supporting documents to the Petition to set aside Order of Suspension/Revocation, otherwise, the petition fees paid shall be forfeited in favor of the Commission.
   1. Directors’ or Trustees’ Certificate;
   2. Latest due Audited Financial Statements;
   3. Latest due General Information Sheet;
   4. Copies of Certificate of Incorporation and Latest Certificate of Filing Amended Articles or By-laws (if any) together with latest Articles of Incorporation and By-laws;
   5. Copy of registration of stock and transfer book or membership book;
   6. BIR Certificate of Registration;
   7. Latest business/mayor’s permit;
   8. Secretary’s Certificate of No Intra Corporate Controversy;
   9. Secretary’s Certificate (certifying that the latest FS and ITR were received by SEC and BIR);
   10. Sworn Certification by the external auditor; and
   11. Any of the following proof of operation:
       1. Audited Financial Statements;
       2. Income Tax Returns;
       3. Mayor’s or Business Permits;
       4. Contracts;
       5. Receipts showing payment of real estate tax;
       6. Certifications/Recognitions/Annual Conventions; or
       7. Any similar/related documents

I declare under the penalties of perjury, that the information 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

Doc No.

Page No.

Book No.

Series 2023.