



INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT

NOTICE

TO : ALL REGISTERED ISSUERS, FINANCING COMPANIES, LENDING COMPANIES, CORPORATE GOVERNANCE INSTITUTIONAL TRAINING PROVIDERS, AND PUBLICLY-LISTED COMPANIES UNDER THE SUPERVISION OF THE CORPORATE GOVERNANCE AND FINANCE DEPARTMENT (CGFD)

SUBJECT : SUBMISSION OF REPORTS THROUGH eFAST

DATE : 23 June 2023

In line with SEC Memorandum Circular No. 3 series of 2021, filers are hereby advised pursuant to the submission of eleven (11) reports through the Electronic Filing and Submission Tool (eFAST) as required by CGFD.

Effective **01 July 2023**, the following reports shall be submitted through <https://efast.sec.gov.ph/user/login>. Please be guided on the following information in the filing of reports:

License Type	Form Type	Submission Type	Period Covered	Format
1.Lending Companies 2.Financing Companies	FORM_MC_18 – Sworn Certification (MC 18)	Regular	Date Signed	PDF
1.Lending Companies 2.Financing Companies	FORM_1-MC_19 – Affidavit of Compliance - Existing Online Lending Platforms (MC 19)	Regular	Notary Date	PDF
1.Lending Companies 2.Financing Companies	FORM_2-MC_19 - Affidavit of Compliance - Prospective Online Lending Platforms (MC 19)	Regular	Notary Date	PDF
1. Financing Companies	FORM_MCG-2009 - Certificate-SEC Form MCG- 2009	Annual (every January 30)	Letter Date	PDF
1. CG-ITP	ITP-CG-COMPLETION – Completion Report	Regular	Training Date	PDF
1. CG-ITP	ITP-CG-CERTIFICATES – Certification of Attendance in Corporate Governance	Regular	Training Date	PDF
1.Public Companies (PC) 2.Registered Issuer (RI)	ACGR – ACGR	Annual	End of year Date (i.e. December 31, 2022)	PDF

1.Public Companies (PC) 2.Registered Issuer (RI)	CS_CERT-ATTENDANCE - Secretary's Certificate Meeting of Board Directors (Appointment)	Annual	Letter Date	PDF
1.Public Companies (PC) 2.Registered Issuer (RI)	CO_CERT-CG_COMPLIANCE - Certificate-SEC Form MCG- 2002, 2020 ETC.	Annual	Letter Date	PDF
1.Publicly-Listed Companies (PLC)	I-ACGR - I-ACGR	Annual	End of year Date (i.e. December 31, 2022)	PDF
1.Publicly-Listed Companies (PLC)	MRPT-POLICY - MRPT	Regular	End of year Date (i.e. December 31, 2022)	PDF

Please be informed that the submission of the abovementioned reports through the ictdsubmission@sec.gov.ph shall no longer be accepted.

Further, please observe the following as common reasons for reports to be **reverted**:

1. Cut and paste **SIGNATURE**;
2. Poor image quality (blurred, unreadable, and camera scan/picture);
3. Horizontal image orientation;
4. Wrong Company profile;
5. Wrong Form Type;
6. Wrong period covered; and
7. High-Resolution Scan of more than 150 dpi.

Please be guided accordingly.

Thank you.