



NOTICE

TO: ALL CONCERNED

**SUBJECT: RESUMPTION OF MANUAL FUNCTIONS OF THE COMPANY
REGISTRATION AND MONITORING DEPARTMENT (CRMD)**

DATE: MAY 21, 2020

Pursuant to the Guidelines on the Implementation of the Modified Enhanced Community Quarantine (MECQ) effective 16 May 2020, issued by the Inter-Agency task Force (IATF) For the Management of Emerging Infectious Diseases brought about by the global pandemic COVID-19, the CRMD, while continuously catering to its online platform applications, will now resume its manual operations in the Commission's Main Office located at Secretariat Building, PICC, Pasay City

Said manual operations of CRMD shall cater to the applications that **have already been assessed and approved through online processing**; thus, would specifically include the following:

- 1.) Receiving of proof of payment, set of original and 2 sets of copies of signed and notarized approved CRMD application and supplemental documents required during the processing;
- 2.) Releasing of signed Certificates of Incorporation/Amendment/Confirmation of Payment, among other approved CRMD applications, through presentment of Original copy of proof of payment; and
- 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.

The schedule for the manual operations will be Mondays to Thursdays from 9:00 am to 4:00 pm.

This **NOTICE** shall take effect immediately until further pronouncements shall be made from the lifting of MECQ.



CRMD APPLICATIONS¹ include the following:

1. Registration through the Company Registration System (CRS)
2. Registration of Partnerships through CRS
3. Licensing of Foreign Corporations through CRS
4. Registration of Corporations with Less than Five Incorporators
5. Registration of One Person Corporation (OPC)
6. Application for Amendment of Corporations, Partnerships, and Other Amendments (Increase and Decrease of Capital Stock)
7. Mergers and Consolidation
8. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock)
9. Request for Regular Monitoring of Foreign Corporations (Branch Offices, Representative Office, Regional Area Headquarters and Regional Operating Headquarters)
10. Public Assistance service of CRMD thru answering e-mail queries.
11. Actions (Two [2] Party Complaints/Petitions)
12. Petition for Correction
13. Application for Registration of Capital Market Professionals through the Capital Market Participants Registry System (CMPRS)
14. Application for Registration of Capital Market Institutions
15. Payment of Annual Fees of Capital Market Professionals and through CMPRS
16. Compliance with Securities Deposit
17. Petition to Lift Order of Revocation/Suspension
18. Request for Payment in Installment or Reduction of Fines
19. Monitoring of Corporations where there is more than one set of General Information Sheet (GIS) filed with the Commission
20. Compliance with SEC Memorandum Circular No. 14, series of 2013 ([Guidelines Covering the Use of Properties that Require Ownership Registration as Paid-Up Capital](#))
21. Petition for Cancellation or Substitution of Payment in relation to the use of properties that require Ownership Registration as Paid-Up Capital (SEC Memorandum Circular No. 14, series of 2013)
22. Issuance of Certificates of No Derogatory Records/Affirmative/Negative
23. Registration of Stock and Transfer/Membership Book
24. Issuance of Authenticated Copies for Government Agencies
25. Application of Corporate Reorganization
26. Creation of APIC, Confirmation of Valuation and Property Dividend Application
27. Certification of Paid-up Capital, Capital Structure and Percentage of Ownership
28. Issuance of Acknowledgment Letter for Cash Dividend and Stock Dividend