

Summary of Post-ECQ Requirements and Period of Submission

Area	Requirements	Period of Submission / Example
<p>i. Filing of General Information Sheet (GIS) and Audited Financial Statement (AFS) <u>for all concerned corporations</u></p>	<p><u>Where elections of directors, trustees, and officers were held during the ECQ:</u></p> <ul style="list-style-type: none"> Scanned copy of the GIS with the digital signature of the Corporate Secretary, within thirty (30) days from the actual meeting of stockholders or members <p><u>For those corporations who submitted their GIS and AFS online:</u></p> <ul style="list-style-type: none"> Duly notarized hard copies of GIS or AFS 	<ul style="list-style-type: none"> Where elections of directors, trustees, and officers were held during the ECQ, email submission, within thirty (30) days from the actual meeting of stockholders/members to mlmliwanag@sec.gov.ph, mdtmabuyo@sec.gov.ph, or cmdnotice@sec.gov.ph. For the printed, originally signed and notarized copies of the GIS submitted online, within 30 days from the lifting of the ECQ. For the AFS, until 30 June 2020 <p>Example:</p> <p>1. If a corporation conducted an election on 17 March 2020, its GIS must be submitted online within 30 days or until 16 April 2020.</p> <p>The hard copy of the said GIS must be filed within 30 days from the lifting of the ECQ or until 30 May 2020 if the ECQ is lifted on 30 April 2020.</p>
<p>ii. Payment for Registration Fee for <u>Corporations or Partnerships who registered online during the ECQ</u></p>	<p>For those who registered a company or partnership online, the registration fee must be paid <u>after</u> the ECQ period. No specific period is provided yet.</p>	<p>Example:</p>

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		<p>If a corporation, in the process of incorporation, is registered online through the SEC's Company Registration System (CRS), the said corporation shall pay the registration fee must be paid once the ECQ is lifted.</p>
<p>iii. Reports of (a) Investment Companies; (b) Registered Issuers Of Proprietary And Non-Proprietary Shares/Timeshares Public Companies; (c) Financing Companies; (d) Lending Companies; (e) Foundations; (f) Accredited Microfinance NGOs; and (g) Publicly-Listed Companies under the supervision of Corporate Governance and Finance Department ("CGFD")</p>	<p>For Corporations who submitted the required reports, applications, request and other documents.</p> <p>a. <u>Hard/Physical Copies of Reports or Documents</u> - all covered companies shall submit hard copies of said reports and/or documents with proper notarization and wet signatures of authorized and appropriate representatives of the company; and</p> <p>b. <u>Certification</u> - To ensure the integrity of documents, the covered companies must issue a certification that the hard copies submitted refer to one and the same document that they filed via email. Such certification must also indicate the date of their submission through email.</p>	<p>To be submitted to the CGFD <u>within ten (10) calendar days from the date that the ECQ has been lifted or withdrawn.</u></p> <p>Example:</p> <p>If a Financing Company filed a required report online, the said company has to file the hard copy of the report together with the required certification on or before 10 May 2020 IF the ECQ is lifted on 30 April 2020.</p>
<p>iv. Filing of Mandatory Disclosure Form ("MDF") of <u>Non-Stock Corporations</u></p>	<p>Original duly signed and notarized printed copy of the MDF</p>	<p>Within fifteen (15) days <u>after</u> the ECQ is lifted.</p> <p>Example:</p>

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		<p>IF the ECQ is lifted on 30 April 2020, a non-stock corporation must submit the original signed and notarized copy of its MDF on or before 15 May 2020.</p>
<p>v. For this who registered <u>(a)One Person Corporation; and (b)Corporations with 2-4 Incorporators</u></p>	<p>For those who registered a One Person Corporation and Corporations with 2-4 Incorporators online.</p> <ul style="list-style-type: none"> a. Payment of Registration Fees b. Signed and notarized hardcopies of registration documents 	<p>Requirements must be submitted and done once the ECQ is lifted. No specific period provided yet.</p> <p>Example: If a one person corporation, in the process of incorporation, is registered online through the SEC's Company Registration System (CRS), the said corporation shall pay the registration fee must be paid once the ECQ is lifted</p>
<p>vi. Securities Deposit <u>all branch offices of foreign corporations duly licensed to do business in the Philippines</u>, except foreign banking or insurance corporations</p>	<ul style="list-style-type: none"> a. Filing of initial and additional securities deposit for branches of foreign corporations whose period to file falls within the ECQ period must file the same b. For securities that matured within the ECQ, an application for substitution of securities for securities deposit must be filed. 	<p>Requirements must be done within thirty (30) days from the lifting of the ECQ.</p> <p>Example:</p> <p>If a branch of office of a foreign corporation was issued with a SEC license to do business on 30 January 2020, it has to deposit the required securities on or before 30 March 2020. If the branch office was not able to file the required securities on or before 30 March 2020, it may file the said securities on or before 30 May 2020, if the ECQ is lifted on 30 April 2020.</p>