



NOTICE IN THE OPENING OF THE SEC EXPRESS SYSTEM AND THE SEC EXPRESS NATIONWIDE SUBMISSION (SENS)

To enable the Securities and Exchange Commission to provide adequate services to its clients for the request of SEC documents and to maintain an organized and orderly filing of AUDITED FINANCIAL STATEMENTS and GENERAL INFORMATION SHEET, the SEC will open the following services to the public starting June 1, 2020, in accordance with Inter-Agency Task Force of Emerging Infectious Disease Resolution No. 35 dated May 11, 2020 placing high-risk local government units (LGUs) (i.e. Metro Manila, Laguna and Cebu City) under MECQ from May 16, 2020 until May 31, 2020:

1. SEC Express System – for the request of SEC Documents (Plain/Authenticated copy) online and thru Call Center
2. SEC Express Nationwide Submission (SENS) - for the submission of SEC reportorial requirements thru Courier and/or Philippine Postal Corp.

In the opening of these two services to the public, the ICTD will still have to consider the safety of our staff against Covid 19, hence, the following measures are hereby considered:

1. ERMD-ICTD selected personnel shall be required to report for work on a scheduled basis until all public transport becomes open to public commuters. Those who are not scheduled to report for work shall continue to work from home.
2. Request for documents shall be done online and thru Call Center, Mondays to Fridays from 8:00 am to 5:00 pm. The Appointment System will still be suspended, not to allow the public to go to SEC Head Office to request for SEC documents. Delivery of documents shall be done 5 to 7 days after payment confirmation.
3. Submission of reportorial requirements (AFS and GIS) in hard copy must be in three (3) sets through SEC Express Nationwide Submission (SENS). Filers will not be allowed to go to SEC Head Office or Satellite Offices to file their reports.
4. Companies with principal office address near any of the SEC Extension

Offices (EO), shall file their reports to the nearest EO.

5. All Satellite Offices shall be temporarily closed for receipt of reports since all submissions shall be through SENS.
6. SEC shall continue to allow the submission of reports (AFS/GIS) through electronic mail (email) as stated in Memorandum Circular No. 10, series 2020 and SEC Notice dated April 8, 2020 under the following email addresses:

Audited Financial Statements (AFS)

ermdfs1@sec.gov.ph

ermdfs2@sec.gov.ph

General Information Sheet (GIS)

mlmliwanag@sec.gov.ph

mtdmabuyo@sec.gov.ph

Report of Non-holding of Election

cmdnotice@sec.gov.ph

Note: Please refer to paragraph no. 3 for filing of the hard copy of reports. Filers shall attach the Acknowledgment Confirmation from the above emails upon submission of the hard copy of AFS and GIS thru SENS for the reckoning date of receipt.

Filers may directly file their AFS and GIS thru SENS and follow the provision for the reckoning date of Receipt based on Memorandum Circular No. 18, series of 2020.

Please be guided accordingly.

21 May 2020