



NOTICE

TO : ALL CONCERNED

SUBJECT : ONLINE SUBMISSION OF REQUIREMENTS ON THE AMENDMENT, CONVERSION AND/OR WITHDRAWAL OF LICENSE AND SUBSTITUTION OF RESIDENT AGENT OF FOREIGN CORPORATIONS

DATE : 21 May 2020

Relative to the implementation of Modified Enhanced Community (MECQ) effective 16 May 2020, please be informed that the Commission is accepting online applications for the Amendment, Conversion or Withdrawal of SEC License and Substitution of Resident Agent of Foreign Corporations.

You may submit the monitoring and the amendment requirements through crmd_amend_foreign@sec.gov.ph.

Further, you may check <http://www.sec.gov.ph/services-2/company-2/amendment/> for the list of requirements¹ on any of the aforesaid applications.

For your information and guidance.

¹BASIC REQUIREMENTS ON MONITORING OF ALL FOREIGN CORPORATIONS (BRANCH OFFICES, REPRESENTATIVE OFFICES, REGIONAL OPERATING HEADQUARTERS (ROHQ) AND REGIONAL OR AREA HEADQUARTERS (RHQ))

1. Latest due Financial Statements (its amendments, if any);
2. Latest due General Information Sheet (its amendments, if any);
3. Copy of SEC License and its FIA/Registration Form;

ADDITIONAL REQUIREMENTS:

For Branch office (Stock)- Securities Deposit

1. Cover Sheet;
2. Notarized Covering Letter requesting for the acceptance of securities deposit;
3. Copy of Confirmation of Sale; and
4. Proof of online earmarking of scrippless securities with the National Registry of Scrippless Securities (NRoSS) online earmarking system (Note: Other securities (i.e., shares of stock, Agrarian Reform Bonds) must have its physical certificates deposited with the Commission)

For ROHQ:

1. Copy of Certificate of Inward Remittance

For RHQ:

1. Copy of latest due Certificate of Inward Remittance

NOTE: Signed and Notarized/Consularized/Apostilled hardcopies of abovementioned application documents may be submitted within 30 days from the lifting of the Enhanced Community Quarantine.