



MC28 SUBMISSION PORTAL

<https://apps010.sec.gov.ph/submission>

MC28 SUBMISSION PORTAL

USER GUIDE

ASSUMPTIONS/CONDITIONS

1. All fields marked with a red asterisk (*) are required fields that should be given values, otherwise, the system will prompt an error message.
2. The system displays Information Message, Confirmation Message, and Error Message, which ever is applicable after a given action.
3. The document discusses the modules/processes available for:
 - a. Public/Submitter;
 - b. Monitoring Officer and;
 - c. Researcher;

USER ACCESS ROLE: PUBLIC

ACCESS THE SYSTEM

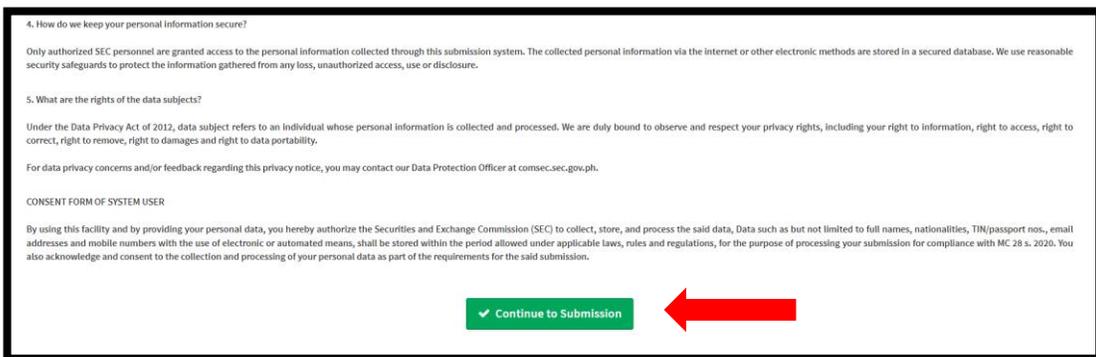
- (1) Open a web browser and access the system using the URL below:
<http://apps010.sec.gov.ph/submission>

LOGGING IN

- (1) Read the MC28 Submission Portal's Privacy Policy.
- (2) Click the "Continue to Submission" button.



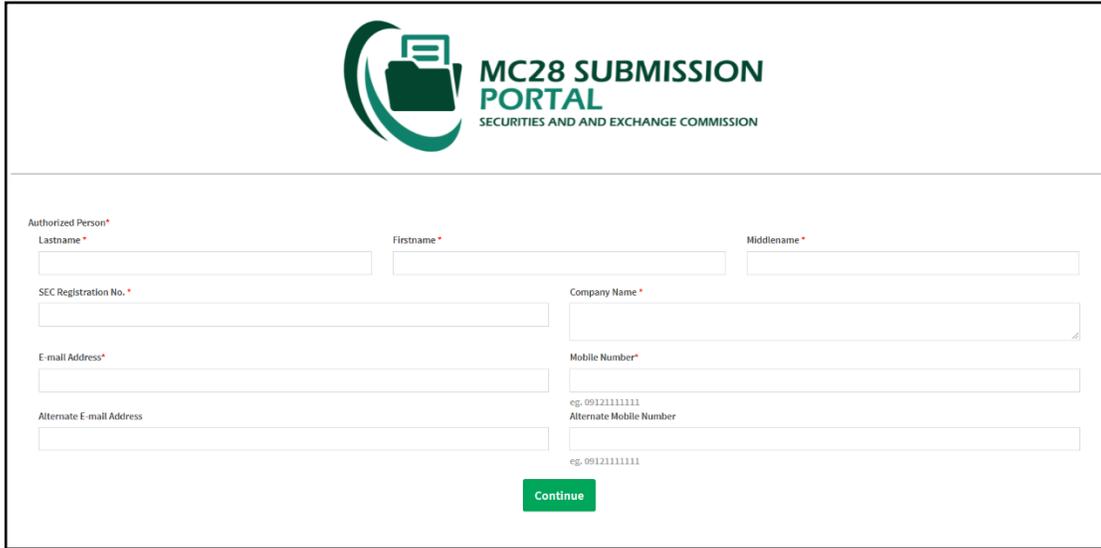
The screenshot shows the MC28 Submission Portal interface. At the top center is the logo for the MC28 Submission Portal, featuring a green folder icon with a document inside, next to the text "MC28 SUBMISSION PORTAL" and "SECURITIES AND EXCHANGE COMMISSION". Below the logo, there is a horizontal line followed by the text: "By using this facility and proceeding to the submission form, you agree on the following:". This is followed by a bulleted list of terms and conditions. Below this is a section titled "DATA PRIVACY NOTICE" with two numbered questions: "1. What personal information do we collect from the applicant/representative of the applicant?" and "2. How do we collect the personal information?". The first question is followed by a list of collected information: "Full name", "Mobile Phone Number", "Email Address", and "Other Information Indicated in the documents uploaded for compliance". The second question is followed by the text: "We collect, use and process the personal information provided through electronic or automated means to proceed in this submission system."



The screenshot shows the "CONSENT FORM OF SYSTEM USER" page. It contains several sections of text, including "4. How do we keep your personal information secure?", "5. What are the rights of the data subjects?", and a paragraph about data privacy concerns. At the bottom of the page, there is a green button with a white checkmark and the text "Continue to Submission". A red arrow points to the right of this button.

After accepting and reading the Privacy Policy, the system will display the MC28 Form.

- (1) Enter the correct values for "Lastname", "Firstname", "Middlename", "SEC Registration No.", "Company Name", "Primary Email Address", "Primary Email Address", "Primary Mobile Number", "Alternate Email Address" and "Alternate Mobile Number" and click continue.

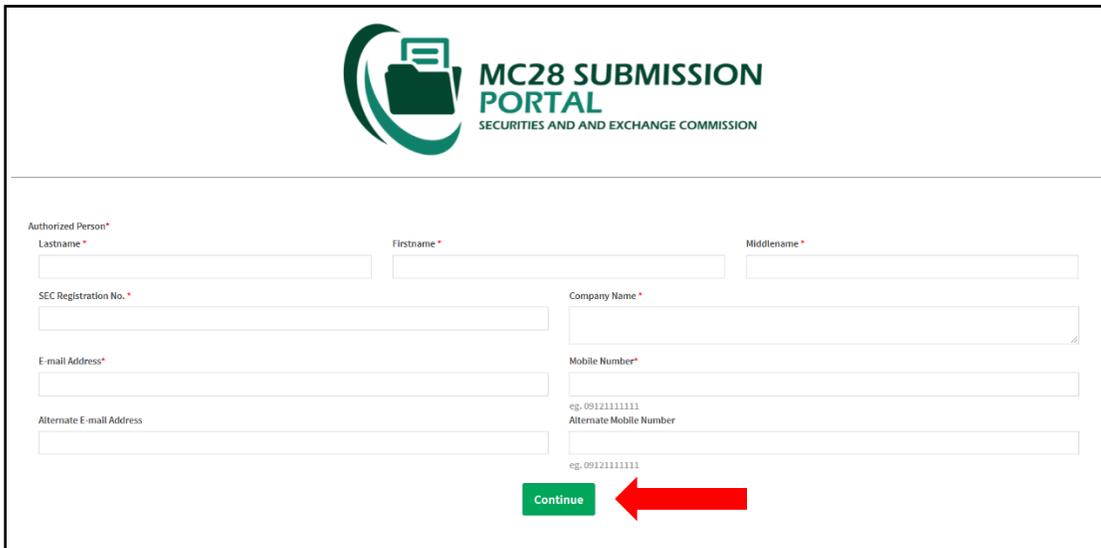


The screenshot shows the MC28 Submission Portal registration form. At the top left is the logo for the MC28 Submission Portal, featuring a green folder icon with a document and the text "MC28 SUBMISSION PORTAL" and "SECURITIES AND AND EXCHANGE COMMISSION". Below the logo are several input fields for user information:

- Authorized Person***: Three fields for Lastname*, Firstname*, and Middlename*.
- SEC Registration No.***: A single text field.
- Company Name***: A single text field.
- E-mail Address***: A single text field.
- Mobile Number***: A single text field with a small example "eg. 0912111111" below it.
- Alternate E-mail Address**: A single text field.
- Alternate Mobile Number**: A single text field with a small example "eg. 0912111111" below it.

At the bottom center of the form is a green "Continue" button.

- (2) Click the "Continue" button.



This screenshot is identical to the one above, showing the MC28 Submission Portal registration form. The only difference is a red arrow pointing to the green "Continue" button at the bottom center of the form.

The screen that will appear next contains basic information about the submission just to make sure that the public is submitting correct information. In view of this, an OTP is sent on the primary email of the public for their security and email verification.

MC28 SUBMISSION PORTAL
SECURITIES AND AND EXCHANGE COMMISSION

Attention!
Please make sure that details below are true and correct.
Data can no longer be edited once submitted.

Company Details:

Authorized Person	LLANOSO KENNER LLAMERA
Company Name	THIS IS TEST DATA2
SEC Registration No.	CN202126565623
Official Email	LLANOSOKENNER@GMAIL.COM
Mobile Number	09565656565
Alternate Email	LLANOSOKENNER@GMAIL.COM
Alternate Mobile	09555594166

Send OTP to Email Address

(1) Click the "Send OTP to Email Address" button to proceed.

MC28 SUBMISSION PORTAL
SECURITIES AND AND EXCHANGE COMMISSION

Attention!
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Company Details:

Authorized Person	LLANOSO KENNER LLAMERA
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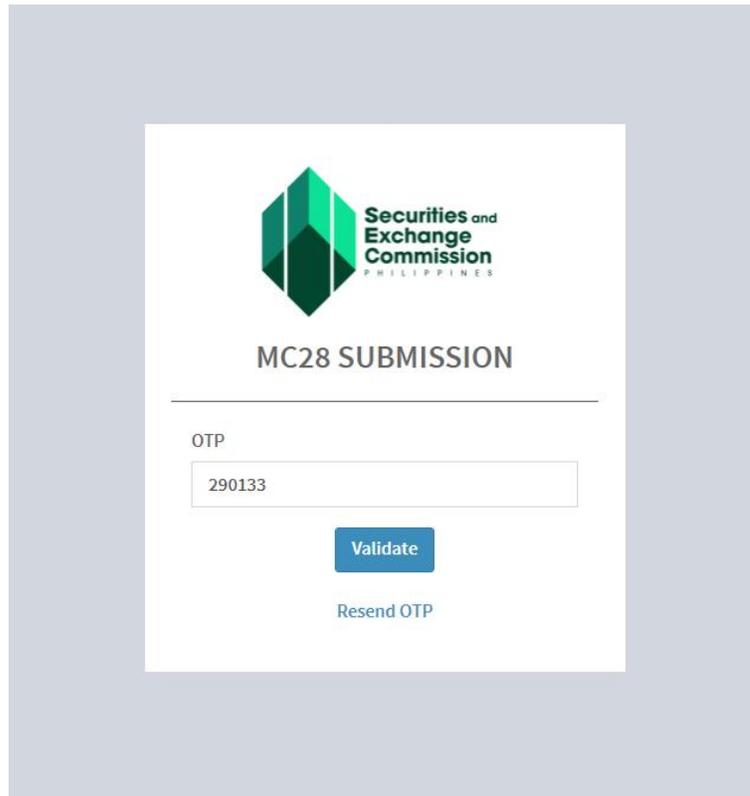
Send OTP to Email Address

Note: At this time, there is a One Time Password (OTP) sent to the primary email address of the submitter.

The submitter will enter the OTP sent to the primary email and validate the code entered on the text box.

OTP VALIDATION

- (1) The OTP sent via e-mail will be entered on the text box.
- (2) Click the "Validate" button.

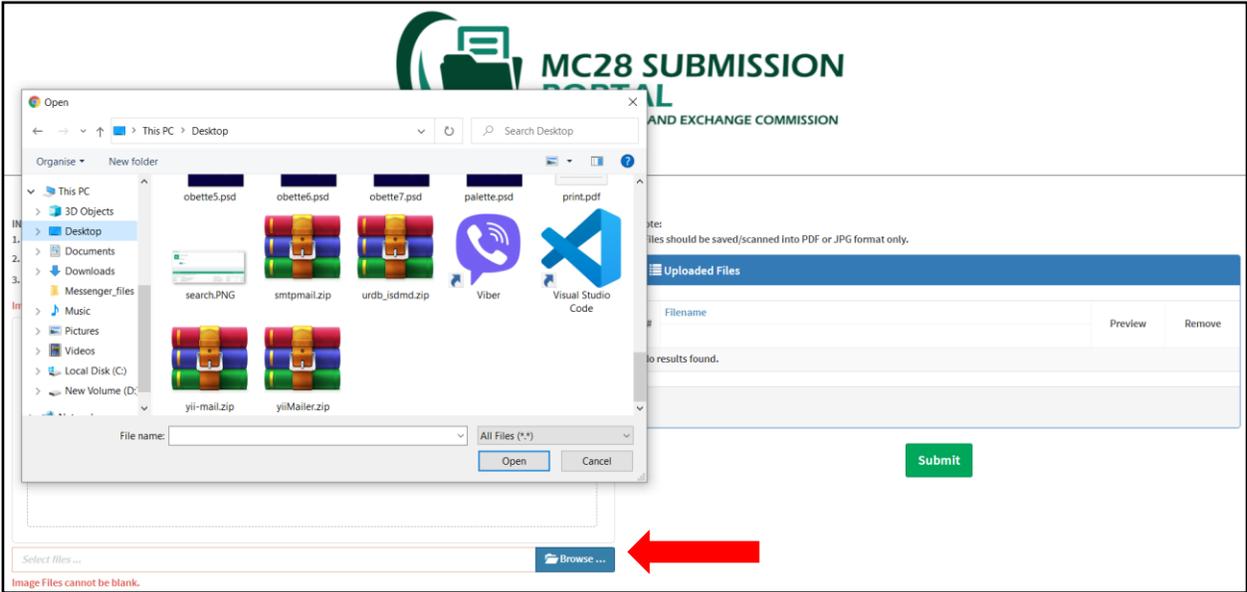


The screenshot shows a web interface for MC28 Submission. At the top, there is the logo of the Securities and Exchange Commission (SEC) Philippines, which consists of a stylized green and blue geometric shape next to the text "Securities and Exchange Commission PHILIPPINES". Below the logo, the text "MC28 SUBMISSION" is displayed. A horizontal line separates the header from the form area. The form area contains the label "OTP" above a text input field. The input field contains the number "290133". Below the input field, there is a blue button labeled "Validate". Underneath the "Validate" button, there is a link labeled "Resend OTP" in blue text.

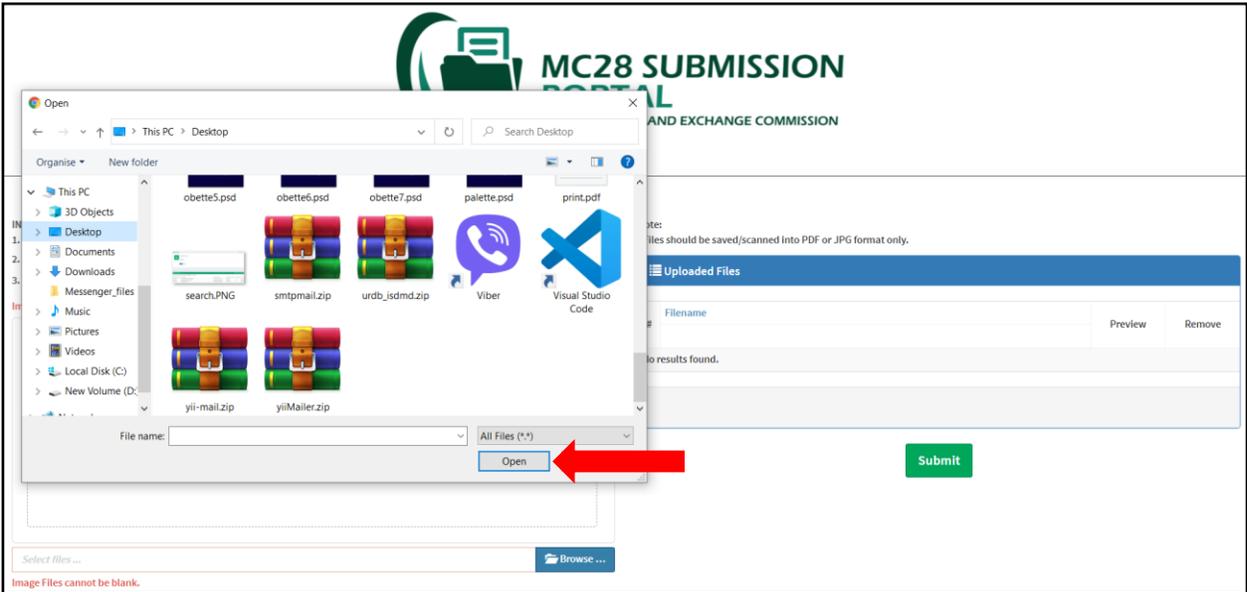
Once OTP is correct and validated, the next screen will allow the submitter to upload the notarized and signed MC28's physical copy.

UPLOADING OF DOCUMENTS

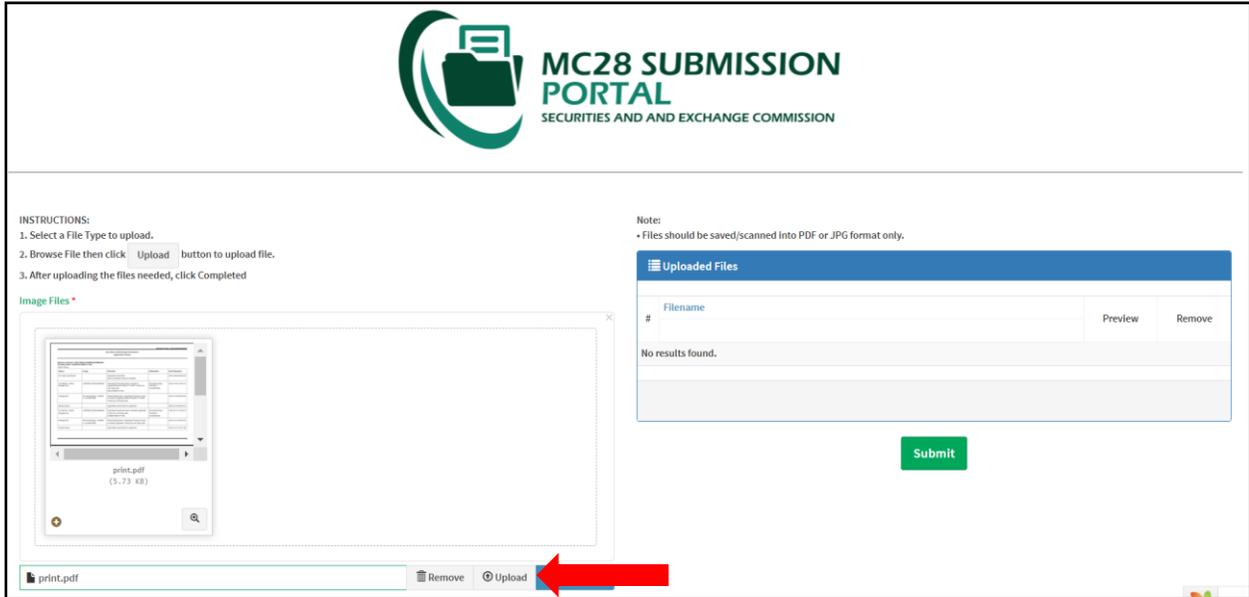
(1) Click "Browse" to look for the MC28 file.



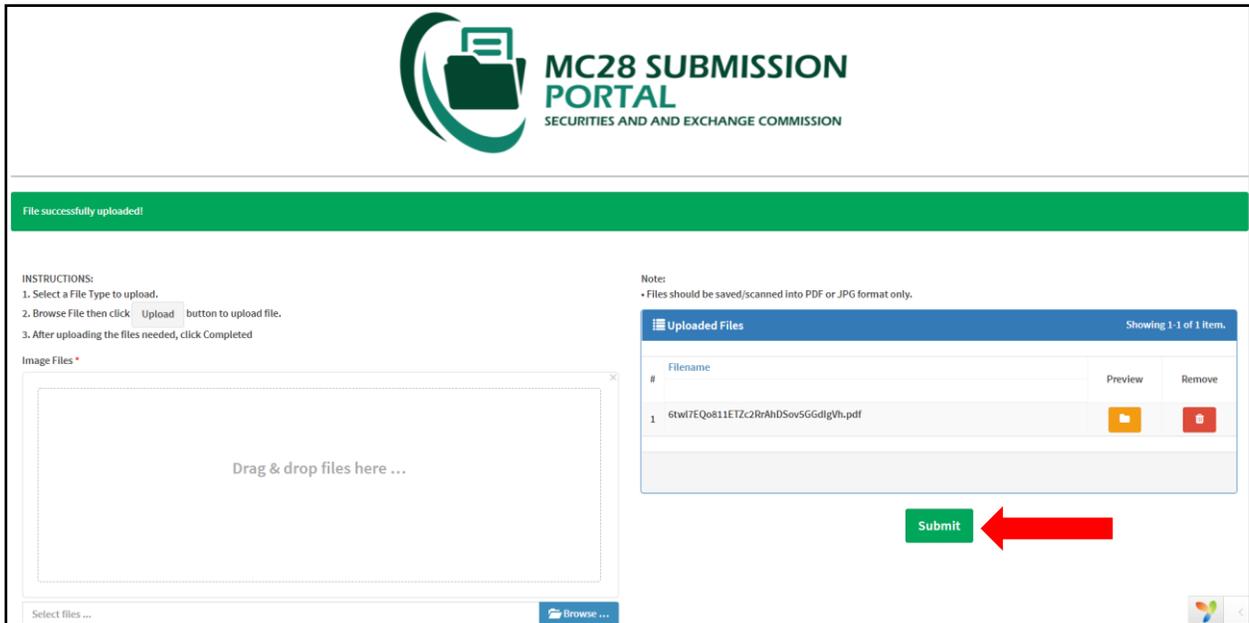
(2) Once file is already located, click "Open".



(3) Click "Upload" button.



(4) Once the file is successfully uploaded, click "Submit" button.



Note: Once submitted, the MC28 submission will be forwarded to the CRMD's monitoring division for their review and approval.