

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.

MC28 SUBMISSION PORTAL SECURITIES AND AND EXCHANGE COMMISSION
By using this facility and proceeding to the submission form, you agree on the following:
That you have read and understood the data privacy notice; That you shall provide all the necessary information in pursuance of your company's submission in compliance with MC 28 s. 2020 and said information are true and correct and were entered without any intention of defrauding the Philippine Government; That he information and documents submitted shall be subjected to a post-evaluation to determine compliance with the applicable laws, rules, and regulations,
DATA PRIVACY NOTICE 1. What personal information do we collect from the applicant/representative of the applicant?
We collect the following personal information:
Full name Mobile Phone Number Email Address Other Information indicated in the documents uploaded for compliance
2. How do we collect the personal information?
We collect, use and process the personal information provided through electronic or automated means to proceed in this submission system.
4. How do we keep your personal information secure?
Only authorized SEC personnel are granted access to the personal information collected through this submission system. The collected personal information via the internet or other electronic methods are stored in a secured database. We use reasonable security safeguards to protect the information gathered from any loss, unauthorized access, use or disclosure.
5. What are the rights of the data subjects?
Under the Data Privacy Act of 2012, data subject refers to an individual whose personal information is collected and processed. We are duly bound to observe and respect your privacy rights, including your right to information, right to access, right to correct, right to remove, right to data portability.
For data privacy concerns and/or feedback regarding this privacy notice, you may contact our Data Protection Officer at consec.sec.gov.ph.
CONSENT FORM OF SYSTEM USER
By using this facility and by providing your personal data, you hereby authorize the Securities and Exchange Commission (SEC) to collect, store, and process the said data, Data such as but not limited to full names, nationalities, TIN/passport nos., email addresses and mobile numbers with the use of electronic or automated means, shall be stored within the period allowed under applicable laws, rules and regulations, for the purpose of processing your submission for compliance with MC 28 s. 2020. You also acknowledge and consent to the collection and processing of your personal data as part of the requirements for the said submission.
✓ Continue to Submission

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.

MC28 SUBMISSION PORTAL SECURITIES AND AND EXCHANGE COMMISSION				
Authorized Person* Lastname *	Firstname *		Middlename *	
SEC Registration No. *		Company Name *		
E-mail Address*		Mobile Number*		4
Alternate E-mail Address		eg. 09121111111 Alternate Mobile Number		
		eg. 0912111111		
		Continue		

(2) Click the "Continue" button.

MC28 SUBMISSION PORTAL SECURITIES AND AND EXCHANGE COMMISSION				
Authorized Person* Lastname *	Firstname *	Middlename *		
SEC Registration No. *		Company Name *		
E-mail Address*		Mobile Number*		
Alternate E-mail Address		eg. 0912111111 Alternate Mobile Number		
		eg. 0912111111 Continue		

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	7		

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

Attention! Please make sure that details below are true and correct.	RECEIPTION AND EXCHANGE COMMISSION	
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	0956565655	
Alternate Email	LLANOSOKENNER@GMAIL.COM	
Alternate Mobile	09555594166	
	Send OTP to Email Address	7

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.

	Securities and	
	Commission	
M	28 SUBMISSION	
ОТР		
290133		
	Validate	
	Resend OTP	

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.

	MC2	8 SUBMISSION
Open ← → ∨ ↑ ■ > This PC > Desktop	V Search Desktop	
Organise • New folder • • • This PC • • • • • • • • • • • • • • • • • • •	obette7.psd urdb_isdmd.zip urdb_isdmd.zip	Yte: Ites should be saved/scanned into PDF or JPG format only. Image: Uploaded Files Filename Preview Remove to results found.
File name: Select files Image Files cannot be blank.	✓ All Files (**) Open Cancel	Submit

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

← → → ↑ ■ > This PC > Desktop Organise ▼ New folder ✓ This PC ↑	COMMISSION	
Image: Specific state Specific state I	obette7.psd palette.psd print.pdf urdb_jsdmd.zip Viber Viber Visual Studio Code Filename Filename v	Preview Remove
File name: Select files Image Files cannot be blank.	✓ All Files (*) ✓ Open ✓ Submit Submit	

(3) Click "Upload" button.

	MC28 PORT	SUBMISSION AL ID AND EXCHANGE COMMISSION		
INSTRUCTIONS: 1. Select a File Type to upload. 2. Browse File then click Upload button to upload file. 3. After uploading the files needed, click Completed Image Files *	×	Note: • Tiles should be saved/scanned into PDF or JPG format only. Uploaded Files Filename No results found.	Preview	Remove
print.pdf @Upload		Submit		

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

	IC28 SUBMISSION ORTAL URITIES AND AND EXCHANGE COMMISSION	
File successfully uploaded!		
INSTRUCTIONS: 1. Select a File Type to upload. 2. Browse File then click Upload button to upload file. 3. After uploading the files needed, click Completed	Note: • Files should be saved/scanned into PDF or JPG format only. III Uploaded Files Show	ing 1-1 of 1 item.
Image Files *	* # Filename Preview 1 6twlTEQos11ETZc2ReAhDSovs6GdlgVh.pdf •	Remove
Drag & drop files here	Submit	
Select files 😭	rowse	7

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