



NOTICE

TO : ALL CONCERNED

**SUBJECT: EXTENSION OF DEADLINE FOR THE
SUBMISSION OF GENERAL
INFORMATION SHEET FOR 2021**

DATE : 31 MARCH 2021

Due to the implementation of an enhanced community quarantine to address the rising cases of COVID-19 in the National Capital Region and contiguous provinces of Bulacan, Cavite, Laguna, and Rizal and in view of the implementation of the Online Submission Tool (OST) for the submission of reports online, as provided under Memorandum Circular No. 3 s. 2021 (MC 3 s. 2021), the Securities and Exchange Commission hereby extends the deadline for the submission of the General Information Sheet (GIS) and reiterates the interim filing procedures, as follows:

1. Coverage

The deadline and filing procedure provided herein shall be observed for the submission of the GIS to the SEC Main Office and Extension Offices by the following:

- a. Stock corporations that were able to hold their Annual Stockholders' Meeting prior and/or during the OST enrollment period which started last March 15, 2021 and will end until December 15, 2021, and for those corporations that were not able to hold any Annual Stockholders' Meeting in 2020 who have until January 30, 2021 to submit their GIS¹.
- b. Corporations that encountered problems during their enrollment and submission of GIS through the OST shall be accommodated over-the-counter submission, provided that filers present the Notice from the OST that problems have been encountered during the process of enrollment and/or submission, as stated under Section 11 of MC 3 s. 2021.
- c. Non-stock corporations are given the option of whether they will enroll and submit their GIS through OST or proceed to the SEC to submit their GIS over the counter.

Nonetheless, by 2022, all corporations, whether stock or non-stock, shall be required to enroll and submit their reports through the OST.

2. Adjusted Deadlines

For all corporations, whether stock or non-stock, the GIS shall be submitted within ninety (90) calendar days after the Annual Stockholder's Meeting or Annual Members' Meeting of the Directors, Trustees and Officers of the corporation, as fixed in the bylaws or as determined by the Board of Directors/Trustees. This will also apply to

¹ Part E, Section 14, SEC Memorandum Circular No. 3, Series of 2007 (Amendment of Reportorial Requirements)

those corporations mentioned under item no. 1(a) of this Notice.

The Commission shall make further adjustments in its operations, when necessary. Updates shall be posted on the SEC website, <https://www.sec.gov.ph/>, and its official Facebook page, @PhilippineSEC.

For other concerns, the public may contact the relevant departments or offices during office hours through the email addresses and interim hotline numbers provided in the SEC Contact Center posted on the SEC website, <https://www.sec.gov.ph>.

Please be guided accordingly.