



CORPORATE GOVERNANCE AND FINANCE DEPARTMENT

NOTICE

TO : INVESTMENT COMPANIES, REGISTERED ISSUERS OF PROPRIETARY AND NON-PROPRIETARY SHARES/TIMESHARES PUBLIC COMPANIES, FINANCING COMPANIES, LENDING COMPANIES, FOUNDATION, ACCREDITED MICROFINANCE NGO'S AND PUBLICLY LISTED COMPANIES UNDER THE SUPERVISION OF THE CORPORATE GOVERNANCE AND FINANCE DEPARTMENT (CGFD)

SUBJECT : CGFD OFFICE CLOSURE FROM 1 TO 3 JULY 2020 AND FULL IMPLEMENTATION OF WORK-FROM-HOME ARRANGEMENT WITHIN SUCH PERIOD

DATE : 30 JUNE 2020

Following the suspension of work at the Securities and Exchange Commission (SEC) Main Office within the Philippine International Convention Center (PICC) Complex in Pasay City from **26 to 30 June 2020** to facilitate disinfection of the premises after four personnel tested positive in rapid antibody tests for COVID-19, the covered companies are hereby **advised** that the **CGFD Office** will remain **closed** from **1 July until 3 July 2020**.

As a consequence, the entire **CGFD** shall implement and adopt a **work-from-home arrangement** within said period. For any submission or request, kindly following the guidelines provided in the following Notices:

1. [Receiving and Filing of Reports, Letter and Requests, Issuance of Payment Assessment Form, Payment of Annual Fees, Request for Monitoring and Issuance of Monitoring Sheet, Submission of Hard/ Printed Copies of Documents](#); and
2. [Options for the Submission of Reports, Applications and Other Documents During the Effectivity of All Community Quarantine Imposed Due to COVID-19](#).

Office work with skeletal workforce shall resume on 6 July 2020.

Please be guided accordingly.