



NOTICE

TO : ALL CONCERNED

SUBJECT : FILING OF REPORTS AND OTHER DOCUMENTS
IN THE SECURITIES AND EXCHANGE COMMISSION (SEC)
MAIN OFFICE DURING TEMPORARY CLOSURE

DATE : 29 JUNE 2020

The Securities and Exchange Commission (SEC) has previously announced the suspension of work at its Main Office within the Philippine International Convention Center (PICC) Complex in Pasay City, after four personnel tested positive in rapid antibody tests for COVID-19.

The SEC Main Office will be closed initially from 26 to 30 June 2020 to facilitate thorough disinfection of the premises. Depending on the results of the confirmatory tests performed on the four probable cases of COVID-19, the Commission may extend the suspension of work at the SEC Main Office.

In view of the foregoing, the SEC Main Office shall temporarily stop receiving printed reports such as Annual Financial Statements (AFS) and the General Information Sheet (GIS), and other documents. The SEC Express Nationwide Submission (SENS) facility, which allows for the submission of AFS, GIS and other reports through courier or registered mail, shall likewise be suspended.

Accordingly, the Commission shall adjust the deadlines and allow for alternative modes of filing for reports and other documents due for submission while the SEC Main Office remains closed.

1) Adjusted Deadlines

The Commission shall announce new deadlines for the filing of reports and other documents in notices to be released within the week.

2) Email Submissions

Corporations may continue submitting the scanned copies of their duly signed and, if applicable, notarized reports, letters and other documents to the concerned departments or offices through email while the SEC Main Office is temporarily closed.

Corporations shall follow the pertinent guidelines on the submission of documents through email, as provided in previous notices posted on the Commission's website at: <http://www.sec.gov.ph/public-information-2/investors-education-and-information/covid-19-related-issuances/>.

The reports, letters or documents shall be considered received by the Commission on the date reflected in the Acknowledgment Receipt that the concerned department or office shall send through email.

The printed copies shall be submitted to the Commission within a reasonable time from the resumption of work at the SEC Main Office. Further announcements shall be made.

3) Submissions to the SEC Extension Offices

Corporations headquartered outside the National Capital Region may likewise continue filing their reports, letters and other documents with the SEC Extension Offices. Please note, however, that the SEC - Cebu Extension Office will be closed to the public while the city remains under Enhanced Community Quarantine.

4) Payment of Filing/ Processing Fees

The Commission shall issue electronic Payment Assessment Forms (PAFs) for the applicable filing and/or processing fees through email.

Corporations may pay the applicable filing and/or processing fees at the ground floor of the Commission's former headquarters along EDSA in Ortigas, Mandaluyong City. The payment center is open from 8 a.m. to 3 p.m., from Monday to Friday.

5) Interim Contact Center

While the SEC Main Office remains closed, the public may reach the Commission at the following telephone number: +632 8584-9772.

Due to operational limitations, however, longer call queues are expected. In this light, the Commission encourages the public to send their queries to the departments or offices concerned at the email addresses provided in the attached SEC Contact Center.

The Commission shall implement and announce further adjustments in its operations, when necessary. Updates shall be posted on the SEC website, www.sec.gov.ph, and official Facebook page, @PhilippineSEC.

Please be guided accordingly.

SEC CONTACT CENTER

OFFICES/ MATTERS OF CONCERN	EMAIL ADDRESS
Office of the General Counsel <i>En Banc Cases, Appeals, Legal Opinions</i>	rcpadilla@sec.gov.ph kflazaro@sec.gov.ph
Office of the General Accountant <i>Accreditation of auditing firms and external auditors, financial reporting, audit issues</i>	secoga@sec.gov.ph
Company Registration and Monitoring Department <i>Online application through the SEC Company Registration System (CRS)</i>	crmd_publicassistance@sec.gov.ph bearceo@sec.gov.ph
<i>Status of companies</i>	kjaquimio@sec.gov.ph
<i>Corporate records, Change of corporate name, business purpose, principal office address and other ordinary amendments to the articles of incorporation and bylaws</i>	dpgabuyo@sec.gov.ph
<i>Application for increase/decrease of capital, Merger and consolidation</i>	gpmanzon@sec.gov.ph
<i>Filing of the General Information Sheet (GIS)</i>	mlmliwanag@sec.gov.ph mtdmabuyo@sec.gov.ph
<i>Report of Non-holding of Election</i>	cmdnotice@sec.gov.ph
Markets and Securities Regulation Department <i>Registration of equity and debt securities, brokers, dealers, other market participants, Filing of Annual Reports, Publicly Listed Companies</i>	msrd_covid19@sec.gov.ph
Corporate Governance and Finance Department <i>Mutual Fund Companies, Corporate Governance, Financing and Lending Companies, Filing of Annual Reports</i>	cgfd@sec.gov.ph
Enforcement and Investor Protection Department <i>Mandatory Disclosure Form (MDF), Compliance with Anti-Money Laundering Act (AMLA) requirements, Investigation, Cease and desist order (CDO), Revocation proceedings</i>	adlanuzajr@sec.gov.ph sltamayo@sec.gov.ph
Information & Communications Technology Department <i>Filing of Audited Financial Statements (AFS)</i>	ermdfs1@sec.gov.ph ermdfs2@sec.gov.ph
<i>Request for copies of SEC documents</i>	https://secexpress.ph
Economic Research and Training Department <i>Certification Examinations and Seminar</i>	certification@sec.gov.ph
<i>General Form for Financial Statements (GFFS) or Special Form for Financial Statements (SFFS)</i>	ertd_gffs@sec.gov.ph
<i>Statistics</i>	mtmbersabal@sec.gov.ph

Financial Management Department <i>Payment of filing fees</i>	dbpabuaya@sec.gov.ph rbtan@sec.gov.ph cabrown@sec.gov.ph
Human Resource and Administrative Department	hrad@sec.gov.ph
Bidding and Awards Committee (BAC)	bacsecretariat@sec.gov.ph
SEC Baguio	secbaguio@sec.gov.ph
SEC Tarlac	rrlaus@sec.gov.ph mrtorres@sec.gov.ph
SEC Legazpi	secbicol@gmail.com
SEC Cebu	seccebu@sec.gov.ph tjyjabutay@sec.gov.ph
SEC Bacolod	sec.bcdextension@gmail.com secbacolod2018@gmail.com
SEC Iloilo	sec_ieo6@yahoo.com
SEC Cagayan de Oro	seccdoeo@gmail.com nmconde@sec.gov.ph
SEC Davao	secdavao@gmail.com
SEC Zamboanga	sec_zeo@yahoo.com