

NOTICE

TO : ALL CONCERNED

**SUBJECT : EXTENSION OF DEADLINES AND INTERIM PROCEDURES
FOR THE SUBMISSION OF PRINTED/ HARD COPIES
OF ANNUAL REPORTS**

DATE : 11 AUGUST 2020

In view of the reimposition of Modified Enhanced Community Quarantine (MECQ) in the National Capital Region (NCR) and other parts of Luzon from 4 to 18 August 2020 and in support of nationwide efforts to contain the further spread of COVID-19, the Securities and Exchange Commission (SEC or the Commission) hereby extends the deadlines for the submission of **PRINTED/ HARD COPIES** of Annual Financial Statements (AFS) and the General Information Sheet (GIS) and reiterates the interim filing procedures, as follows:

1. Coverage

The deadlines and filing procedures provided herein shall be observed for the submission of printed/ hard copies of AFS and GIS to the SEC Main Office and Extension Offices by the following:

- a. All corporations with fiscal years ending 30 November 2019, 31 December 2019, 31 January 2020, 31 January 2020, 29 February 2020, 31 March 2020, 30 April 2020, 31 May 2020 and 30 June 2020; and
- b. All corporations, which held their annual stockholder's/ members' meetings during the prior ECQ and MECQ in NCR and other cities or provinces, where their principal offices are located.

However, the following corporations shall continue complying with [SEC Memorandum Circular No. 5, Series of 2020](#) and [SEC Memorandum Circular No. 17, Series of 2020](#) in relation to their filing of annual reports:

- a. Publicly-listed companies (PLCs);
- b. Issuers of registered securities other than PLCs; and
- c. Public companies.

2. Adjusted Deadlines

a. Annual Financial Statements

Corporations whose fiscal years ended on 30 November 2019 or 31 December 2019, regardless of their SEC registration or license numbers, shall have until **30 September 2020** to submit the printed/ hard copies of their AFS to the SEC Main Office and Extension Offices.

Accordingly, the filing schedule based on the last digit of corporations' SEC registration or license numbers, as provided in previous notices, shall no longer apply.

Corporations whose fiscal years ended between 31 January 2020 and 30 April 2020 shall have thirty (30) more days to file the printed/hard copies of their AFS from the filing deadlines previously provided in SEC Memorandum Circular No. 17, Series of 2020, as follows:

Fiscal Year End	Previously Adjusted Deadline	New Filing Deadline
31 January 2020	29 July 2020	28 August 2020
29 February 2020	27 August 2020	28 September 2020
31 March 2020	27 September 2020	27 October 2020
30 April 2020	12 October 2020	11 November 2020

Corporations with fiscal years ending 31 May 2020 and 30 June 2020 shall likewise have 30 days from the original deadline to submit the printed/ hard copies of their AFS, as follows:

Fiscal Yearend	Original Deadline	New Filing Deadline
31 May 2020	28 September 2020	28 October 2020
30 June 2020	28 October 2020	27 November 2020

b. **General Information Sheet**

Corporations, which held their annual stockholders' or members' meetings during the previously imposed ECQ and MECQ, shall have until **30 September 2020** to submit the printed or hard copies of their GIS to the SEC Main Office and Extension Offices.

3. **Modes of Filing**

a) **SEC Main Office**

Submissions to the SEC Main Office shall be made **through courier or registered mail only** under SEC Express Nationwide Submission (SENS).

To submit reports using SENS, corporations only need to:

- i. accomplish the application form at <https://sens.secexpress.ph>;
- ii. print the generated mailing label, along with the checklist and undertaking form;
- iii. bring the printouts and documents to any courier or Philippine Postal Corporation (PHLPost); and
- iv. pay the corresponding courier fees.

Corporations shall submit three (3) copies of each report or four (4) copies should they wish to receive a return copy.

Corporations may request for their return copies by including in their submissions prepaid return envelopes with stamps. Alternatively, corporations may request for plain or authenticated copies of their AFS, GIS and other documents through the SEC Express System at <https://secexpress.ph> after two (2) months from receipt.

In view of the reimposition of MECQ in NCR, the transacting public is advised to submit their reports through courier or registered mail **only upon easing or lifting of the travel restrictions.**

b) **SEC Extension Offices**

Corporations headquartered outside NCR may submit the **printed/ hard copies** of their AFS and GIS to the nearest SEC Extension Office in person, subject to any travel restrictions and public health protocols

being implemented in the city or province or by the SEC Extension Office concerned.

Corporations may likewise submit the printed/ hard copies of their reports to the SEC Extension Offices through courier or PHLPPost without using the SENS facility.

Corporations shall submit four (4) copies of each report or five (5) copies should they wish to receive a return copy.

Corporations may request for their return copies by including in their submissions prepaid return envelopes with stamps. Alternatively, corporations may request for plain or authenticated copies of their AFS, GIS and other documents from the concerned SEC Extension Office after two (2) months from receipt.

c) Email Submissions (Optional)

Corporations may send, **in advance**, the scanned copies of their duly signed and, if applicable, notarized reports through email at the following addresses:

Receiving Office	Email Address	
	AFS	GIS
Main Office	ermdfs1@sec.gov.ph ermdfs2@sec.gov.ph	mlmliwanag@sec.gov.ph mtdmabuyo@sec.gov.ph
Baguio	reports_beo@sec.gov.ph	
Tarlac	reports_teo@sec.gov.ph	
Legazpi	reports_leo@sec.gov.ph	
Cebu	reports_ceo@sec.gov.ph	
Bacolod	reports_bacolod@sec.gov.ph	
Iloilo	reports_iloilo@sec.gov.ph	
Cagayan de Oro	reports_cdo@sec.gov.ph	
Davao	reports_deo@sec.gov.ph	
Zamboanga	reports_zeo@sec.gov.ph	

The reports shall be considered received on the date stated in the Acknowledgment Receipt that the Commission shall send through email.

The **printed/ hard copies** of the reports, together with the Acknowledgment Receipt, shall still be submitted to the SEC Main Office through SENS or to the SEC Extension Office concerned in person or through courier or mail **on or before the adjusted deadlines provided above.**

Failure to submit the **printed/ hard copies** of the reports before the deadlines, notwithstanding the submission of the reports through email, shall be subject to penalties.

Corporations shall follow the pertinent guidelines posted on the SEC website at <https://www.sec.gov.ph/investors-education-and-information/covid-19-related-issuances/>

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 official Facebook page, @PhilippineSEC.

For clarifications on the foregoing, the public may contact the Commission during office hours through the following interim hotline numbers: (+63) 906-620-2298, (+63) 926-628-9813 and (+63) 975-223-3958.

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 attached SEC Contact Center.

Please be guided accordingly.

SEC CONTACT CENTER

MATTERS OF CONCERN	EMAIL ADDRESS	INTERIM HOTLINE
Information & Communications Technology Department		
<i>Filing of Audited Financial Statements (AFS)</i>	ermdfs1@sec.gov.ph ermdfs2@sec.gov.ph	(+63) 906-620-2298 (+63) 926-628-9813 (+63) 975-223-3958
<i>Request for Copies of SEC documents</i>	https://secexpress.ph	
<i>Filing of the General Information Sheet (GIS)</i>	mlmliwanag@sec.gov.ph mtdmabuyo@sec.gov.ph	
Company Registration and Monitoring Department		
<i>Public Assistance</i>	crmd_publicassistance@sec.gov.ph	(+63) 998-841-3548
<i>Online Application through the SEC Company Registration System (CRS) and Interim Online Registration System (IRS) for Corporations with Less than Five Incorporators</i>	bearceo@sec.gov.ph	(+63) 915-858-7519
<i>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>Status of Existing Ordinary Corporations without Secondary Licenses</i>	kjaquimio@sec.gov.ph	(+63) 915-858-7513 (+63) 915-858-7520
<i>Report of Non-holding of Election</i>	cmdnotice@sec.gov.ph	
<i>Application for Increase/Decrease of Capital, Merger and Consolidation</i>	gpmanzon@sec.gov.ph	(+63) 915-858-7516
<i>Request for Certificates of No Derogatory Records (Affirmative/ Negative)</i>	cfrd_application02@sec.gov.ph	(+63) 915-858-7515
<i>Request for Authenticated Copies for Government Agencies</i>	cfrd_application01@sec.gov.ph	

Corporate Governance and Finance Department		
<i>Corporate Governance, Mutual Fund Companies, Financing and Lending Companies, Foundations, Accredited Microfinance NGOs</i>	cgfd@sec.gov.ph	(+63) 926-017-0248
Markets and Securities Regulation Department		
<u>Securities Registration Division</u> <i>PLCs and other regulated entities</i> <ul style="list-style-type: none"> • Registration of Securities • Structured Reports (PLC only - through PSE Edge) <u>Market and Intermediaries Division</u> <i>Brokers, Dealers, Other Market Participants, Publicly Listed Companies Filing of Annual Reports and Other Regulatory Reports</i>	msrd_covid19@sec.gov.ph	(+63) 916-383-8633
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>	epd@sec.gov.ph eipd-amld@sec.gov.ph	(+63) 951-656-5571 (+63) 961-519-7829 (+63) 961-684-4088 (+63) 927-162-2792 (+63) 930-754-9873 (+63) 931-141-0788 (+63) 951-949-8920 (+63) 961-713-1472
Economic Research and Training Department		
<i>Certification Examinations and Seminar</i>	certification@sec.gov.ph	(+63) 998-841-3545
<i>General Form for Financial Statements (GFFS) or Special Form for Financial Statements (SFFS)</i>	ertd_gffs@sec.gov.ph	(+63) 998-841-3544
<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	(+63) 966-527-2050
Office of the General Accountant		
<i>Accreditation of Auditing Firms, External Auditors, Financial Reporting, Audit Issues</i>	secoga@sec.gov.ph	(+63) 961-605-1968

Office of the General Counsel		
<i>En Banc Cases, Appeals, Legal Opinions</i>	rcpadilla@sec.gov.ph kflazaro@sec.gov.ph	(+63) 951-999-7249
Human Resource and Administrative Department		
<i>Vacancies and Other HR Matters</i>	hrad@sec.gov.ph	(63) 920-659-4394
<i>Bidding and Awards Committee (BAC)</i>	bacsecretariat@sec.gov.ph	
SEC Extension Offices		
<i>SEC Baguio</i>	secbaguio@sec.gov.ph	(074) 309-5804
<i>SEC Tarlac</i>	rrlaus@sec.gov.ph mrtorres@sec.gov.ph	(045) 491-0140
<i>SEC Legazpi</i>	secbicol@gmail.com	(052) 480-8272 (+63) 929-883-1917
<i>SEC Cebu</i>	seccebu@sec.gov.ph tjyjabutay@sec.gov.ph	(032) 416-9339 (032) 253-5337
<i>SEC Bacolod</i>	sec.bcdextension@gmail.com secbacolod2018@gmail.com	(034) 445-5713 (+63) 927-405-7973 (+63) 961-603-5772 (+63) 998-841-2004
<i>SEC Iloilo</i>	sec_ieo6@yahoo.com	(033) 337-9984 (033) 335-0025
<i>SEC Cagayan de Oro</i>	seccdoeo@gmail.com nmconde@sec.gov.ph	(088) 857-4325 (+63) 945-708-8317
<i>SEC Davao</i>	secdavao@gmail.com	(+63) 915-327-4459 (+63) 933-455-3547
<i>SEC Zamboanga</i>	sec_zeo@yahoo.com	(062) 991-7163 (062) 993-1437 (+63) 977-671-5853