



ANNEX "B"

**GENERAL INFORMATION SHEET (GIS)
NON-STOCK CORPORATION
FOR THE YEAR _____**

GENERAL INSTRUCTIONS:

1. FOR USER CORPORATION: THIS GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE ANNUAL MEMBERS' MEETING AS STATED IN THE BY-LAWS. **DO NOT LEAVE ANY ITEM BLANK.** WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE TO THE CORPORATION OR "NONE" IF THE INFORMATION IS NON-EXISTENT. IF THE ANNUAL MEMBERS' MEETING IS HELD ON A DATE OTHER THAN STATED IN THE BY-LAWS, THE GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS AFTER THE ELECTION OF THE DIRECTORS, TRUSTEES AND OFFICERS OF THE CORPORATION AT THE ANNUAL MEMBERS' MEETING.
2. IF NO MEETING IS HELD, THE CORPORATION SHALL SUBMIT THE GIS NOT LATER THAN JANUARY 30 OF THE FOLLOWING YEAR. HOWEVER, SHOULD AN ANNUAL MEMBERS' MEETING BE HELD THEREAFTER, A NEW GIS SHALL BE SUBMITTED/FILED.
3. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE **CORPORATE SECRETARY** OF THE CORPORATION.
4. ALL CHANGES ARISING BETWEEN ANNUAL MEETINGS AND AFFECTING THE INFORMATION STATED IN THE GIS, SUCH AS THE DEATH, RESIGNATION OR CESSATION OF HOLDING OF OFFICE OF A DIRECTOR, TRUSTEE, OR OFFICER, SHALL BE REFLECTED IN AN AMENDED GIS LABELED AS SUCH AND THE CHANGES CLEARLY HIGHLIGHTED. THE AMENDED GIS SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS AFTER SUCH CHANGES OCCURRED OR BECAME EFFECTIVE.
5. SUBMIT FOUR (4) COPIES OF THE GIS TO THE RECEIVING SECTION AT THE SEC MAIN OFFICE, OR TO SEC SATELLITE OFFICES OR EXTENSION OFFICES. ALL COPIES SHALL UNIFORMLY BE ON A4 OR LETTER-SIZED PAPER. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE.
6. **ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS COMPLIANT WITH EXISTING RULES AND REGULATIONS.**
7. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE CORPORATION AND ITS RESPONSIBLE DIRECTORS/TRUSTEES/OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS.

----- PLEASE PRINT LEGIBLY -----

CORPORATE NAME:				DATE REGISTERED:	-----
BUSINESS/ TRADE NAME				FISCAL YEAR END:	-----
SEC REGISTRATION NUMBER:				CORPORATE TAX IDENTIFICATION	-----
DATE OF ANNUAL MEETING PER BY-LAWS:				WEBSITE/URL ADDRESS:	-----
DATE OF ACTUAL MEETING:					-----
COMPLETE PRINCIPAL OFFICE ADDRESS:				TELEPHONE NUMBER(S):	-----
COMPLETE BUSINESS ADDRESS:				FAX NUMBER(S):	-----
OFFICIAL E-MAIL ADDR	ALTERNATE E-MAIL ADDRESS	OFFICIAL MOBILE NUMBER	ALTERNATE MOBILE NO.		
PRIMARY PURPOSE ENGAGED IN:					
NAME OF EXTERNAL AUDITOR & SIGNING PARTNER:			SEC ACCREDITATION NUMBER:	TELEPHONE NUMBER(S):	
IF ENGAGED IN MICROFINANCE BUSINESS, CHECK SERVICES			TO BE FILLED UP BY SEC PERSONNEL:		
..... Deposits Insurance Products	INDUSTRY CLASSIFICATION CODE:		NATIONAL GEOGRAPHICAL CODE (NGC):	
..... Loans Payment Services	-----		-----	
..... Money Transfer Others	-----		-----	