



ANNEX “G”

**NOTICE TO CHANGE E-MAIL ADDRESS AND/OR MOBILE NUMBER
(for Corporations)**

Corporate name: _____

SEC registration number: _____

Electronic mail address to be replaced: _____

New Electronic mail address: _____

Designation of New E-mail Address (check the appropriate box):

[] Official [] Alternate

Mobile Number to be replaced: _____

New Mobile Number: _____

Designation of New Mobile Number (check the appropriate box):

[] Official [] Alternate

AUTHORIZATION

I, [Name of the Duly Authorized Representative], the duly authorized representative of [name of the corporation], (hereinafter “the Corporation”), a corporation duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby authorize the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the Corporation’s electronic (“e-mail”) address [new e-mail address of the Corporation], and/or mobile number [new mobile number of the Corporation] for the purpose of complying with the notice requirement of administrative due process.

or

CERTIFICATION OF AUTHORIZATION

I, [Name of the Corporate Secretary], the duly elected/appointed corporate secretary of [name of the corporation], (hereinafter “the Corporation”), a corporation duly organized and existing under the laws of the Philippines, with office address at [principal office address], and SEC Registration Number [SEC Registration Number], hereby certify that, in a resolution dated [date of resolution], the board of directors/trustees of the Corporation approved the designation of the following electronic (“e-mail”) address, [new e-mail address of the Corporation], and/or mobile number [new mobile number of the Corporation], and authorized the Securities and Exchange Commission of the Philippines to send notices, letter-replies, orders, decisions, and/or other documents emanating from the Commission through the foregoing e-mail address and/or mobile number for the purpose of complying with the notice requirement of administrative due process.

IN WITNESS WHEREOF, I have hereunto affixed my signature this _____ day of _____ at _____.

[Signature over printed name]
Representative/Corporate Secretary