



NOTICE

TO : ALL CONCERNED

SUBJECT : REMOTE FILING OF MONITORING CLEARANCE FOR AMENDMENTS TO ARTICLES OF INCORPORATION AND BYLAWS

DATE : 30 MARCH 2020

Relative to the implementation of the Enhanced Community Quarantine in Luzon effective 17 March 2020, please be guided on the following procedures for the filing of Monitoring Clearance for Amendments to Articles of Incorporation and Bylaws.

The following procedures on remote filing of the aforementioned applications shall be effective until the Enhanced Community Quarantine has been lifted.

- I. For applications for ordinary amendments such as change of Corporate Name, Business Purpose, Principal Office Address, Term of Existence, Number of Board of Directors/Trustees, Annual Meeting and Fiscal Year End:**

Requirements for ordinary amendments are provided on the link below:
<http://www.sec.gov.ph/services-2/company-2/amendment/>

You may scan and upload copies of the complete¹ requirements and send to this email address crmd_emer_amend1@sec.gov.ph

- II. For applications for Increase/ Decrease of Capital Stock and Merger and Consolidation:**

Requirements for amendments on Increase and Decrease of Capital and Merger and Consolidation are provided on the links below:

<http://www.sec.gov.ph/services-2/company-2/amendment/>
<http://www.sec.gov.ph/services-2/company-2/other-applications/>

You may scan and upload copies of the complete¹ requirements and send to this email address: crmd_emer_amend2@sec.gov.ph



Note: Correspondences of compliance or approval for payment of the Monitoring and Amendment applications shall be duly communicated through the email provided above.

Physical copy of the Monitoring Clearance/ Confirmation of Payment and Certificate of Amendments/ Increase/ Decrease of Capital shall be issued by the CRMD once the Enhanced Community Quarantine has been lifted.

¹With monitoring requirements:

1. Latest due General Information Sheet
2. Latest due Financial Statements
3. Certificate of Incorporation
4. Copy of Articles of Inc. (its amendments, if any)
5. Copy of By-laws (its amendments, if any)
6. Copy of Registration of Stock and Transfer/ Membership Book