



## NOTICE

**TO: ALL CONCERNED**

**SUBJECT: OPENING OF RECEIVING AREA FOR FILING OF AUDITED FINANCIAL STATEMENTS (AFS) AND GENERAL INFORMATION SHEET (GIS) AT THE SEC ORTIGAS OFFICE THROUGH AN APPOINTMENT SYSTEM**

**DATE: 20 OCTOBER 2020**

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Effective 16 November 2020, the Securities and Exchange Commission, during the Community Quarantine, will be opening a Receiving Area for filing of AFS and GIS at the SEC Ortigas Office, Mandaluyong City through an Appointment System.

Corporations who opt to file their AFS and GIS at the SEC Ortigas Office will have to set an appointment through the SEC Express Submission Appointment System (SESAS) available at the SEC Website at [www.sec.gov.ph](http://www.sec.gov.ph).

All filers will have to set an appointment online through the SEC Express Submission Appointment System before they can proceed to the SEC Ortigas Office for the submission of AFS and GIS.

Other types of reports and documents submissions may be filed at the SEC Head Office Secretariat Building, PICC Complex, also through an Appointment System (SESAS). Reports of the Corporate Governance and Finance Department (CGFD) submitted via Electronic Mail shall remain per SEC Notice dated July 29, 2020.

Filers who opt for the Appointment option must present their appointment slip printed from the SESAS to the Guard on duty before they can proceed to the ERMD Receiving Area.

For clarifications on the foregoing, the public may contact the Commission during office hours on the ICTD interim hotline numbers available at the SEC Contact Center.

Please be guided accordingly.