

SEC CONTACT CENTER

The Securities and Exchange Commission (SEC) Main Office, Satellite Offices and Extension Offices continue to operate at limited capacity and implement alternative work arrangements while quarantine measures remain in place across the country due to the COVID-19 pandemic.

In the meantime, the public may reach the Commission through the following email addresses and phone numbers for queries and other concerns during office hours.

MATTERS OF CONCERN	EMAIL ADDRESS/ WEBSITE	PHONE NUMBER
Information & Communications Technology Department		
<i>Enrolment in the SEC Online Submission Tool (OST)</i>	inquiry_ost1@sec.gov.ph inquiry_ost2@sec.gov.ph	0975-223-3958 0927-073-1644
<i>Online Submission of Annual Financial Statements (AFS), General Information Sheet (GIS) and Other Reports using the OST</i>	To learn about the requirements and procedures, please watch: https://fb.watch/59_PYcJ1QR/	0906-620-2298 0906-404-2252
<i>Request for Copies of SEC documents</i>	https://secexpress.ph	8737-8888
Company Registration and Monitoring Department		
<i>Request for Monitoring and Status of Ordinary Domestic Corporations</i>	crmd_monitoring@sec.gov.ph	8818-2886 8818-0921 (loc. 295 and 240) 0915-858-7520 0915-858-7513
<i>Request for Regular Monitoring of Foreign Corporations (Branch Offices, Representative Office, Regional Headquarters (RHQ) and Regional Operating Headquarters (ROHQ))</i>	cmd_foreign_monitoring@sec.gov.ph	
<i>Request for Monitoring with Amendment and Other Applications</i>	cmd_amendment_monitoring@sec.gov.ph	
<i>Petition to Lift Order of Revocation/ Suspension</i>	cmd_petitiontolift_suspension-revocation@sec.gov.ph	
<i>Public Assistance Service of CRMD by Answering Email Queries</i>	crmd_publicassistance@sec.gov.ph	8818-7187 8818-0763 8818-5554 8818-8803 8818-5811

<i>Registration through the Electronic Simplified Processing of Application for Registration of Company (eSPARC) for One Person Corporations (OPC) and Domestic Corporations, both stock and non-stock with 2 to 15 incorporators</i>	https://secwebapps.sec.gov.ph/application	8818-5235 8818-9225 8818- 0921 (loc. 219)
<i>Registration through the Company Registration System (CRS) for Partnerships and Foreign Corporations</i>	crs.sec.gov.ph	0915-858-7519
<i>Inquiries of Pending Applications/ Submission of Supplemental Requirements for Registrant OPC (e.g., FIA Forms/ Authenticated Board Resolutions)</i>	crmd_registration_opc@sec.gov.ph	8818-5235 8818-9225 8818- 0921 (loc. 219) 0915-858-7519
<i>Inquiries on Pending Applications/ Submission of Supplemental Requirements for Registrant Corporations with Less Than Five Incorporators (e.g., FIA Forms/ Authenticated Board Resolutions)</i>	crmd_registration_234@sec.gov.ph	
<i>Inquiries of Pending Applications/ Submission of Supplemental Requirements for Registrant Regular Corporations (5 to 15 incorporators) (e.g., FIA Forms/ Authenticated Board Resolutions)</i>	crmd_registration_regular@sec.gov.ph	
<i>Inquiries on Status of Issuance of Certificates of Incorporation</i>	cprd_appointment01@sec.gov.ph	
<i>Application for Amendment of Articles of Incorporation other than Article VII/ By-laws and Articles of Partnership</i>	crmd_emer_amend1@sec.gov.ph	
<i>Application for Amendment/ Conversion of SEC Licenses of Foreign Corporations/ Withdrawal of SEC License/ Substitution of Resident Agent</i>	crmd_amend_foreign@sec.gov.ph	
<i>Inquiries on Status of Issuance of Certificates of Amendment of Articles of Incorporation, By-laws/ License</i>	cprd_appointment02@sec.gov.ph	
<i>Actions (Two Party Complaints/ Petitions) such as:</i> <i>Petition for Revocation, Change of Name, Voluntary Dissolution not prejudicial to the interests of creditors and Other complaints that may fall within CRMD jurisdiction under 2016 Rules of Procedures</i>	cprd_2partycomplaints-petitions@sec.gov.ph	8818-5235 8818-9225 8818- 0921 (loc. 219) 0915-858-7519
<i>Petition for Correction</i>	cprd_petitionforcorrection@sec.gov.ph	

<i>Request for issuance of Certificate of Paid-up capital/ Capital structure</i>	faad_application01@sec.gov.ph	8818-5922 8818- 0921 (loc. 238;296) 0915-858-7516
<i>Petition for Cancellation or Substitution of Payment in relation to the use of properties that require Ownership Registration as Paid-up Capital</i> (SEC Memorandum Circular No. 14, Series of 2013)	faad_petitionapplication@sec.gov.ph	8818-5922 8818- 0921 (loc. 238 and 296) 0915-858-7516
<i>Application of Corporate Reorganization</i>	faad_application02@sec.gov.ph	
<i>Creation of APIC, Confirmation of Valuation and Property Dividend Application</i>	faad_application03@sec.gov.ph	
<i>Issuance of Acknowledgment Letter for Cash Dividend and Stock Dividend</i>	faad_application04@sec.gov.ph	
<i>Quasi Reorganization and Equity restructuring</i>	faad_application05@sec.gov.ph	
<i>Article 7 (Increase and Decrease of Capital Stock) reclassification/ declassification/ conversion of shares and change par</i>	faad_application06@sec.gov.ph	
<i>Monitoring for FAAD Applications</i>	faad_monitoring@sec.gov.ph	
<i>Registration of Capital Market Professionals through the Capital Market Participants Registry System (CMPRS)</i>	cmprs.sec.gov.ph	8818-7187 8818- 0921 (loc. 272)
<i>Amendments of secondary license (Additional/ Removal of Funds)</i>	lu_application01@sec.gov.ph	
<i>Transfer Agent Renewal</i>	lu_application02@sec.gov.ph	
<i>Payment of Annual Fees of Capital Market Professionals</i>	cmprs.sec.gov.ph	
<i>Request for Certificates of No Derogatory Records/ Affirmative/ Negative</i>	cfrd_application02@sec.gov.ph	8818-8738 8818-8803
<i>Request of Authenticated Copies for Government Agencies</i>	cfrd_application01@sec.gov.ph	8818- 0921 (loc. 214) 0915-858-7516

Corporate Governance and Finance Department		
Corporate Governance, Mutual Fund Companies, Financing and Lending Companies, Foundations, Accredited Microfinance NGOs	cgfd@sec.gov.ph	0926-017-0248 (02) 8818-5476 and (02) 8818-9227 (02) 8818-5952 (02) 8818-7264
Markets and Securities Regulation Department		
<u>Securities Registration Division</u> PLCs and other regulated entities <ul style="list-style-type: none">Registration of SecuritiesStructured Reports <u>Market and Intermediaries Division</u> Brokers, Dealers, Other Market Participants, Publicly Listed Companies Filing of Annual Reports and Other Regulatory Reports	msrd_covid19@sec.gov.ph	0916-383-8633 (currently deactivated and awaiting for reactivation)
Enforcement and Investor Protection Department		
Investigation, Cease and Desist Order (CDO), Revocation Proceedings	epd@sec.gov.ph	0961-519-7829 0961-684-4088 0927-162-2792 0931-141-0788 0951-949-8920 0961-713-1472 0951-656-5571 8818-6337 8818-0921 Local 208 8818-0921 Local 280
Mandatory Disclosure Form (MDF), Compliance with Anti-Money Laundering Act (AMLA) Requirements, Investigation, Cease and Desist Order (CDO), Revocation Proceedings, Beneficial Ownership	eipd-amld@sec.gov.ph	
Economic Research and Training Department		
Certification Examinations and Seminar	certification@sec.gov.ph	0998-841-3545 8818-7256/ Local 218 and 243
General Form for Financial Statements (GFFS) or Special Form for Financial Statements (SFFS)	ertd_gffs@sec.gov.ph	0998-841-3544
Statistics	mtmbersabal@sec.gov.ph	

Financial Management Department		
Payment of Filing Fees	dbpabuaya@sec.gov.ph rbtan@sec.gov.ph cabrown@sec.gov.ph	0966-527-2050
Office of the General Accountant		
Accreditation of Auditing Firms, External Auditors, Financial Reporting, Audit Issues	secoga@sec.gov.ph	0961-605-1968 8818-9763; and 8818-6120
Office of the General Counsel		
En Banc Cases, Appeals, Legal Opinions	ogc_picc@sec.gov.ph	0951-999-7249
Office of the Commission Secretary		
Request for Certified True Copy of Resolution	comsec@sec.gov.ph	8818-8141 8818-5478
Human Resource and Administrative Department		
Vacancies and Other HR Matters	hrad@sec.gov.ph	0920-659-4394
Bidding and Awards Committee (BAC)	bacsecretariat@sec.gov.ph	
SEC Extension Offices		
SEC Baguio	secbaguio@sec.gov.ph	0945-356-4001 0939-325-3657
SEC Tarlac		
CRS Concerns	secteo@sec.gov.ph	0936-455-7155
IRS/SEC ESPARC		0926-902-2405
Amendments		0931-791-4841
Monitoring		0915-358-1041
OST, Receiving, CTC		0950-029-5715
Other Inquiries		0948-133-2685

SEC Legazpi		
<i>Company registration, reportorial requirements, request for authenticated copies of documents</i>	secbicol@gmail.com	0915-354-4131
<i>Monitoring, amendment, requests for certificate of good standing, other concerns</i>		0929-883-1917
SEC Cebu		
<i>Information/ Officer of the Day</i>	seccebu@sec.gov.ph	0915-590-7180
<i>Records</i>		(032) 416-9339
<i>Releasing</i>		(032) 412-7091
<i>Monitoring/ Legal/ Accounting</i>		(032) 255-2874
SEC Cebu Satellite Office (Robinsons Galleria)		(032) 234-0671
SEC Bacolod	sec.bcdextension@gmail.com secbacolod2018@gmail.com	(034) 445-5713 (034) 445-5174 0905-568-8256 0998-841-2004
SEC Iloilo	sec_iloilo@sec.gov.ph sec.iloilo6@gmail.com	(033) 337-9984 (033) 335-0025
SEC Cagayan de Oro	seccdoeo@gmail.com reports_cdo@sec.gov.ph	(088) 857-7225 (088) 327-3309 (088) 727-059 (088) 726-948 0999-990-0264
SEC Davao	secdavao@gmail.com	0915-327-4459 0933-455-3547
SEC Zamboanga	sec_zeo@yahoo.com.ph reports_zeo@sec.gov.ph	(062) 991-7163 (062) 993-1437 0956-226-0229