

SEC CONTACT CENTER

MATTERS OF CONCERN	EMAIL ADDRESS/ WEBSITE	PHONE NUMBER
Information & Communications Technology Department		
<i>Enrollment in the SEC Online Submission Tool (OST) or Electronic Filing and Submission Tool (eFAST)</i>	inquiry_ost1@sec.gov.ph inquiry_ost2@sec.gov.ph	0927-740-3040 0905-317-6055 0956-469-5697
<i>Online Submission of Annual Financial Statements (AFS), General Information Sheet (GIS) and Other Reports using the eFAST</i>	To learn about the requirements and procedures, please watch: https://bit.ly/eFASTWebinar	0997-093-6460 0966-429-1332
<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, Loc. 240) 0956-885-3615
<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 8818-0921 (Loc. 214, 284, 254, 294, 279) 0956-885-3712

<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	8818-7187
<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	8818-0763 8818-5554 8818-8803
<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	8818-0921 (Loc. 214, 284, 254, 294, 279) 0956-885-3712
<i>Inquiries on Status of Issuance of Certificates of Incorporation</i>	cprd_appointment01@sec.gov.ph	8818-9225 0956-885-3714 8818-5235
<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	8818-8738 8818-0921 (Loc. 219)
<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	0956-885-3712 8818-9225
<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 and 296) 0977-603-5915
<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	
<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- 0921 (Loc. 272)
<i>Payment of Annual Fees of Capital Market Professionals</i>		
<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>Request for Certificates of No Derogatory Records/ Affirmative/ Negative</i>	cfrd_application02@sec.gov.ph	8818-0921 (Loc. 256) 8818-8738 0945-570-3964
<i>Request of Authenticated Copies for Government Agencies</i>	cfrd_application01@sec.gov.ph	
Corporate Governance and Finance Department		
<i>Corporate Governance, Mutual Fund Companies, Financing and Lending Companies, Foundations, Accredited Microfinance NGOs</i>	cgfd@sec.gov.ph	0967-365-7324 0926-017-0248
Markets and Securities Regulation Department		
<u><i>Securities Registration Division</i></u> <i>PLCs and other regulated entities</i> <ul style="list-style-type: none">• <i>Registration of Securities</i>• <i>Structured Reports</i> <u><i>Market and Intermediaries Division</i></u> <i>Brokers, Dealers, Other Market Participants, Publicly Listed Companies Filing of Annual Reports and Other Regulatory Reports</i>	msrd_covid19@sec.gov.ph	0916-240-0785

Enforcement and Investor Protection Department		
<i>Filing or referral of complaints on alleged scams and other fraudulent activities, Cease and Desist orders, Revocation Proceedings</i>	epd@sec.gov.ph	0961-519-7829 0931-141-0788 0961-713-1472 0951-656-5571 8818-6337 8818-0921 (loc. 208 and 280)
<i>Complaints or referral of cases for investigation</i>		8818-6047 8818-1898 8818-7650
<i>Complaints or referral of cases involving violations of any rule of an Exchange, registered securities association, clearing agency; fraudulent transactions involving listed companies, market manipulation, insider trading in connection with purchase or sale of securities</i>		8818-1898
<i>Special Hearing Panel</i>		09615197829 8818-0921 (loc. 274)
<i>Mandatory Disclosure Forms; Beneficial Ownership Information; Compliance with Anti-Money Laundering Act requirements; AIRDF; MTPP; Complaints or referral of cases involving solicitations by unregistered NPOs, money laundering and terrorist financing activities</i>	eipd-amld@sec.gov.ph	8818-5717
<i>International Affairs Unit</i>		8818-5717 8818-0921 (loc. 316)
Economic Research and Training Department		
<i>Certification Examinations and Seminar</i>	certification@sec.gov.ph	0998-841-3545
<i>Top 1,000 Corporations Publication and Certification of Company Rank</i>	ersd@sec.gov.ph	0998-841-3544
<i>Statistics</i>		

Financial Management Department		
Payment of Filing Fees	mjsdominguez@sec.gov.ph rbtan@sec.gov.ph cabrown@sec.gov.ph	0907-051-3628 0966-527-2050 8818-5549
Office of the General Counsel		
Filing of Petition and Appeal	ogc_picc@sec.gov.ph	
Filing of Request for Legal Opinion		
Public Assistance on Legal Queries		
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 Commission Secretary		
Request for Certified True Copy of Resolution	comsec@sec.gov.ph	0969-479-1718 0999-221-2969 8818-6367

SEC Extension Offices		
SEC Baguio	secbaguio@sec.gov.ph	09972355975 09393253657 (074) 309-5804
SEC Tarlac		
<i>Increase in capital/eSPARC</i>	secteo@sec.gov.ph	0992-379-2157
<i>SEC eSPARC</i>		0926-902-2405
<i>Amendments</i>		0931-791-4841
<i>Monitoring</i>		0915-358-1041 0992 379 2110
<i>OST, Receiving, CTC</i>		0950-029-5715
<i>Other inquiries</i>		0948-133-2685
SEC Legazpi		
<i>Reportorial Requirements Online Submission Tool Requests for Certificate of Good Standing Monitoring</i>	secbicol@sec.gov.ph	0915-354-4131
<i>Company Registration Requests for authenticated copies of documents Other concerns</i>		0929-883-1917
<i>Amendments</i>		0977-039-2820
SEC Cebu		
<i>Information/ Officer of the Day</i>	seccebu@sec.gov.ph	0915-590-7180
<i>eSPARC Applications</i>		0928-828-3287
<i>Records/MC28 and eFAST Concerns</i>		0915-590-7180

<i>Releasing/Monitoring</i>		0928-828-3287
SEC Bacolod		(034) 445-5713 (034) 445-5714 09616035772 09055688256
SEC Iloilo	sec_ieo6@yahoo.com reports_iloilo@sec.gov.ph	(033) 337-9984 (033) 335-0025
SEC Cagayan de Oro	sec-cdoeo@sec.gov.ph	(088) 857-7225 (088) 327-0517
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