



NOTICE

TO: ALL CONCERNED

SUBJECT: RECEIVING AND RELEASING OF APPROVED CRMD APPROVED APPLICATIONS ON SEC ROBINSONS GALLERIA SATELLITE OFFICE

DATE: 23 June 2022

In relation to the Commission's initiative to manage the receiving and releasing of CRMD approved applications, please be informed that starting **04 July 2022**, the following services of the CRMD will be processed **EXCLUSIVELY at the SEC Robinsons Galleria Satellite Office**:

- 1.) Receiving of proof of payment and copies of signed and notarized/authenticated approved CRMD applications and supplemental documents;
- 2.) Releasing of Certificates of Incorporation/Amendment/Confirmation of Payment and other approved CRMD applications, through presentment of Original copy of proof of payment;
- 3.) Releasing of Orders, such as but not limited to the Petitions to Lift Order of Suspension/Revocation and/or Correction through presentment of Original copy of proof of payment; and
- 4.) Registration of Stock and Transfer/Membership Book.

Receiving of documentary requirements may be done over the counter at the SEC Robinsons Galleria Satellite Office or may be sent through the company's courier of choice, addressed to the CRMD Receiving Section, Ground Floor, SEC Main Office, Secretariat Building, PICC Complex, Pasay City.

Notwithstanding the abovementioned services, applicants may also avail the in-house courier services of "SEC LISTO¹" and company's courier of choice for the delivery of Certificates and receiving copies of the application requirements.

Note however that receiving of application documents may be accepted at the SEC Main Office, **ONLY** if payments are made simultaneously with its filing.

For your information and guidance.

¹ For inquiries, you may call or email the following contact information of SEC a-LISTO:

Mobile numbers: 09608914290/09950053451/0905-660-5327/0969-016-5463

Email Address: listodeliveryservices@gmail.com