

# Newsletter

Issue No. 13 | July 2023



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The Securities and Exchange Commission (SEC) has issued Notice dated June 23, 2023, concerning the Submission of Reports through eFAST.

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## SUBMISSION OF REPORTS THROUGH ELECTRONIC FILING AND SUBMISSION TOOLS (eFAST)

TO: All Registered Issuers, Financing Companies, Lending Companies, Corporate Governance Institutional Training Providers (CG-ITP), and Publicly-Listed Companies under the Supervision of the Corporate Governance and Finance Department (CGFD)

The Securities and Exchange Commission (SEC) has issued Notice dated June 23, 2023, in line with SEC Memorandum Circular No. 3 series of 2021, wherein all filers are hereby advised pursuant to the submission of eleven (11) reports through Electronic Filing and Submission Tool (eFAST) as required by CGFD.

Effective July 1, 2023, the following reports shall be submitted through <https://efast.sec.gov.ph/user/login>. Please be guided on the following information in the filing of reports:

License Type	Form Type	Submission Type	Period Covered	Format
1. Lending Companies 2. Financing Companies	FORM_MC_18 – Sworn Certification (MC 18)	Regular	Date Signed	PDF
1. Lending Companies 2. Financing Companies	FORM_1-MC_19 – Affidavit of Compliance - Existing Online Lending Platforms (MC 19)	Regular	Notary Date	PDF
1. Lending Companies 2. Financing Companies	FORM_2-MC_19 - Affidavit of Compliance - Prospective Online Lending Platforms (MC 19)	Regular	Notary Date	PDF
1. Financing Companies	FORM_MCG-2009 - Certificate-SEC Form MCG- 2009	Annual (every January 30)	Letter Date	PDF
1. CG-ITP	ITP-CG-COMPLETION – Completion Report	Regular	Training Date	PDF
1. CG-ITP	ITP-CG-CERTIFICATES – Certification of Attendance in Corporate Governance	Regular	Training Date	PDF
1. Public Companies 2. Registered Issuer	ACGR – ACGR	Annual	End of year Date	PDF
1. Public Companies 2. Registered Issuer	CS_CERT-ATTENDANCE - Secretary's Certificate Meeting of Board Directors (Appointment)	Annual	Letter Date	PDF
1. Public Companies 2. Registered Issuer	CO_CERT-CG_COMPLIANCE - Certificate-SEC Form MCG-2002, 2020 ETC.	Annual	Letter Date	PDF
1. Publicly-Listed Companies	I-ACGR - I-ACGR	Annual	End of year Date	PDF
1. Publicly-Listed Companies	MRPT-POLICY - MRPT	Regular	End of year Date	PDF

Submission of the abovementioned reports through [ictdsubmission@sec.gov.ph](mailto:ictdsubmission@sec.gov.ph) **shall no longer be accepted.**

The following are the common reasons for reports to be **reverted**:

- a. Cut and paste **SIGNATURE**;
- b. Poor image quality (blurred, unreadable, and camera scan/picture);
- c. Horizontal image orientation;
- d. Wrong Company profile;
- e. Wrong Form Type;
- f. Wrong period covered; and
- g. High-Resolution Scan of more than 150 dpi.

For the full text of Notice, refer to the link below.

SEC Notice: <https://www.sec.gov.ph/notices/submission-of-reports-through-efast>

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Comments and suggestions are welcome.

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