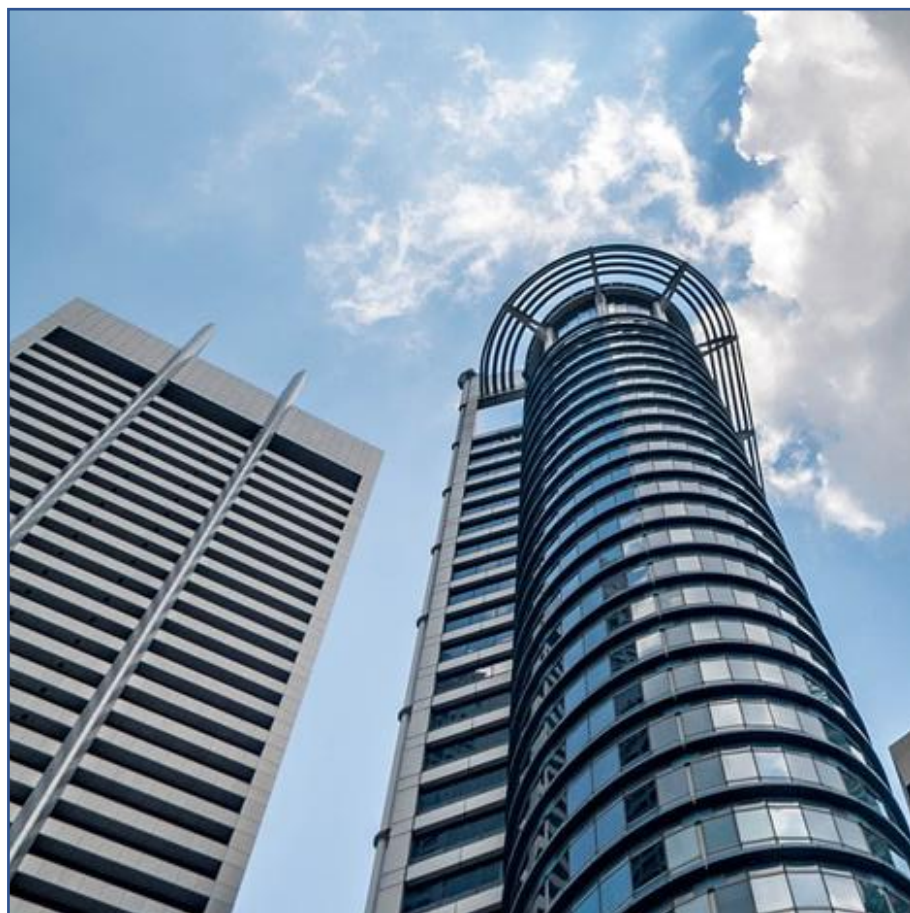


Newsletter

Issue No. 03 | February, 2022



In this issue

The SEC in its Memorandum Circular No. 22-2022 provides the schedules for filing of Annual Financial Statements (AFS) and General Information Sheet (GIS), which shall be submitted through Electronic Filing and Submission Tool (eFAST). Submission of reports Over-the-Counter (OTC) and/or through mail/courier via SENS shall no longer be accepted.

Filing schedules of AFS depend on the last numerical digit of their SEC registration or license number.

GIS shall be filed within 30 calendar days from the date of the actual annual stockholders' meeting, actual annual members' meeting, or anniversary date of the issuance of the SEC license depending on the type of corporation.

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SCHEDULES FOR FILING OF ANNUAL FINANCIAL STATEMENTS AND GENERAL INFORMATION SHEET

To: All Concerned Corporations

The Commission, to undertake appropriate measures to combat the Covid 19 (Omicron Virus) threat to its personnel and the transacting public, proceeded to adopt the use of the Electronic Filing and Submission Tool (eFAST) and adopted the following changes and new requirements in filing of annual financial statements, general information sheet and other reports:

I. AUDITED FINANCIAL STATEMENTS OF COMPANIES WHOSE FISCAL YEAR ENDS ON DECEMBER 31, 2021:

1. All corporations, including branch offices, representative offices, regional headquarters and regional operating headquarters of foreign corporations, shall file their AFS depending on the last numerical digit of their SEC registration or license number in accordance with the following schedule through the eFAST:

July 1 – 15	1 and 2
July 16 – 31	3 and 4
August 1 – 15	5 and 6
August 16 – 31	7 and 8
September 1 – 15	9 and 10

All Extension Offices shall be governed also by the above coding schedule in 2022.

However, any corporation may file on or before its respective filing dates also through eFAST.

2. The above filing schedule shall not apply to the following corporations:
 - a. Those whose fiscal year ends on a date other than December 31, 2021.
 - b. Those whose securities are listed on the Philippine Stock Exchange (PSE) and those which are covered under Section 17.2 of the SRC, except those companies which filed Notification of Suspension to file reports under Section 17 of the SRC (SEC Form 17-EX).
 - c. Those whose AFS are being audited by the Commission on Audit (COA).
3. ***All corporations may file their AFS regardless of the last numerical digit of their registration or license number on or before the first day, as stated in the coding schedule in paragraph 1 pertaining to said digit;***
4. ***Late filings or filing after respective due dates shall be accepted starting September 16, 2022, and shall be subject to the prescribed penalties which shall be computed from the date of the last day of filing schedule stated in paragraph 1;***

II. GENERAL INFORMATION SHEET (GIS)

1. All corporations shall file their GIS ***within 30 calendar days*** from:
 - a. Stock Corporations – date of actual annual stockholders' meeting
 - b. Non-Stock Corporation – date of actual annual members meeting
 - c. ***Foreign Corporations – anniversary date of the issuance of the SEC License***

III. ALL REPORTS

All corporations (stock or non-stock) are required to file their annual reportorial requirements (AFS and GIS) through eFAST by applying the SEC issued number coding schedule for AFS. Other reports not available in the eFAST may be submitted by sending through email at ictdsubmission@sec.gov.ph.

All filers of GIS and AFS, regardless of the number of reports to be filed at the SEC, complying with the circularized SEC-issued number coding schedule (for AFS only), shall be accommodated through the eFAST Facility.

Submission of reports Over-the-Counter (OTC) and/or through mail/courier via SENS shall no longer be accepted.

All reports submitted through eFAST are scanned or digital copies of the manually signed or digitally signed reports. The responsibility to ensure the integrity and authenticity of the e- signature rests upon the signatory or authorized signatory of the filer. All electronic transactions referred to in this memorandum shall be governed by the existing and prevailing laws and regulations, as applicable.

Any problem encountered in the enrollment and submission of AFS and GIS in the eFAST (OST) shall be accommodated through the email and telephone numbers posted in the SEC Contact Center using the link <https://www.sec.gov.ph/contact-us/>.

All other circulars, memoranda and implementing rules and regulations that may be inconsistent with the foregoing provisions shall be deemed modified or amended accordingly.

This Memorandum Circular shall take effect immediately.

MC No. 02 - 2022: <https://www.sec.gov.ph/mc-2022/mc-no-02-s-2022/>

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Comments and suggestions are welcome.

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