



REPUBLIC OF THE PHILIPPINES  
**SECURITIES AND EXCHANGE COMMISSION**

SEC Building, EDSA, Greenhills  
City of Mandaluyong, Metro Manila

**SEC CIRCULAR NO. 9**  
**Series of 2006**

**TO : ALL DOMESTIC NON-STOCK CORPORATIONS**

**SUBJECT: SUBMISSION OF GENERAL INFORMATION SHEET**

In line with the "full disclosure" requirement of existing laws, all domestic non-stock corporations are required to use the revised official General Information Sheet (GIS) for non-stock corporations, **GIS-NON-STOCK (v.2006)**, attached.

The official GIS form is available for downloading at the SEC website ([www.sec.gov.ph](http://www.sec.gov.ph)) or from any of the Commission's offices.

This Circular shall take effect fifteen (15) days after its publication in a newspaper of general circulation and at the SEC website. Hereafter, only filings that conform to the format of the official GIS form shall be accepted by the Commission. Filings that deviate from this form shall be considered as non-compliant with existing rules and regulations.

Mandaluyong City, Philippines.

29 June 2006

*Fe B. Barin*  
**FE B. BARIN**  
Chairperson



## GENERAL INFORMATION SHEET

NON-STOCK CORPORATION

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME: \_\_\_\_\_

### DIRECTORS / OFFICERS

<u>NAME</u> <u>CURRENT, COMPLETE RESIDENTIAL ADDRESS</u>	NATIONALITY	INCORPORATOR	BOARD	OFFICER	TAX IDENTIFICATION NO. (TIN) FOR FILIPINOS or PASSPORT NO. FOR FOREIGNERS
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					
6. _____					
7. _____					
8. _____					
9. _____					
10. _____					
11. _____					
12. _____					
13. _____					
14. _____					
15. _____					

**INSTRUCTIONS:**

FOR INCORPORATOR COLUMN, PUT "Y" IF AN INCORPORATOR, "N" IF NOT.  
 FOR BOARD COLUMN, PUT "C" FOR CHAIRMAN, "M" FOR MEMBER.  
 FOR OFFICER COLUMN, INDICATE PARTICULAR POSITION IF AN OFFICER, SUCH AS:

PRE-PRESIDENT  
 COO - CHIEF OPERATING OFFICER  
 AUD - EXTERNAL AUDITOR

CEO - CHIEF EXEC. OFFICER  
 COS - CORPORATE SECRETARY  
 GOV - GOVERNMENT REPRESENTATIVE

CFO - TREASURER  
 LEG - LEGAL COUNSEL  
 OTR - OTHERS

N - NONE

## GENERAL INFORMATION SHEET

NON-STOCK CORPORATION

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME:

**1. INTERCOMPANY AFFILIATIONS**

PARENT COMPANY	SEC REG. NO.	ADDRESS
AFFILIATE	SEC REG. NO.	ADDRESS

NOTE: USE ADDITIONAL SHEET IF NECESSARY

2. INVESTMENT OF CORPORATE FUNDS IN ANOTHER CORPORATION	AMOUNT (in PhP)	DATE OF BOARD RESOLUTION
2.1 STOCKS		
2.2 BONDS/COMMERCIAL PAPER (issued by private corporations)		
2.3 LOANS/ CREDITS/ ADVANCES		
2.4 GOVERNMENT TREASURY BILLS		
2.5 OTHERS		

3. INVESTMENT OF CORPORATE FUNDS IN ACTIVITIES UNDER ITS SECONDARY PURPOSES (PLEASE SPECIFY:)	DATE OF BOARD RESOLUTION	DATE OF MEMBERS' RATIFICATION
3.1		
3.2		
3.3		
3.4		
3.5		

4. FUND BALANCE (in PhP):

**5. SECONDARY LICENSE/REGISTRATION/AUTHORITY/ACCREDITATION WITH OTHER GOVERNMENT AGENCY(IES):**

5.1 NAME OF AGENCY:	BANGKO SENTRAL NG PILIPINAS	INSURANCE COMMISSION	DEPARTMENT OF EDUCATION	COMMISSION ON HIGHER EDUCATION	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
5.2 DATE ISSUED:						
5.3 DATE STARTED OPERATIONS:						

6. TOTAL ANNUAL COMPENSATION OF DIRECTORS/TRUSTEES DURING THE PRECEDING FISCAL YEAR (in PhP)	7. TOTAL NO. OF OFFICERS	8. TOTAL NO. OF RANK & FILE EMPLOYEES	9. TOTAL MANPOWER COMPLEMENT

NOTE: USE ADDITIONAL SHEET IF NECESSARY

