

How to Fill-out the **ONLINE** **MANDATORY** **DISCLOSURE FORM**

**(Memorandum
Circular No. 25,
Series of 2019)**



**Securities and
Exchange
Commission**
P H I L I P P I N E S

What's New?

- On July 31, 2019, the SEC deferred the submission of the old Mandatory Disclosure Form, to give way to the new form...



This is a screenshot of the old form which was received by the Commission until JULY 31, 2019

WE WILL NOT RECEIVE THIS OLD FORM ANYMORE.

"ANNEX A"

MANDATORY DISCLOSURES FOR SEC REGISTERED NON-STOCK CORPORATIONS

Pursuant to its regulatory powers under the Corporation Code and the Securities Regulation Code, the Commission, in its efforts to combat money laundering and terrorist financing, deems it necessary to require additional information from existing SEC registered Non-Stock Corporations.

In this regard, the President or any other officer duly authorized under a board resolution is hereby mandated to accomplish the following form by supplying all the information required herein.

INSTRUCTIONS: Do not leave any blanks unfilled. If an item is not applicable, please note this as "N/A." An incomplete submission will be deemed as failure of submission and hence a violation of Section 4.1 of these Guidelines which provides for revocation of registration of the Non-Stock Corporation.

I. Mandatory Information

Please check all that apply or supply the requested information:

- A. Area or location of operations/activities:
[Note: Please indicate locations by country and by city/municipality. You may attach separate sheets, if necessary.]

Head Office	
Branch Office/s	
Location of beneficiaries/projects	
Other areas of operation/activity, if any	

- B. Existing registrations/licenses/accreditation:
[Note: Please check all that apply and provide details (date of issuance and registration/license/accreditation number. You may attach separate sheets, if necessary.)]

Agency/Body	Reference No./Date of Issuance
Department of Social Welfare and Development ("DSWD") registration/ license/accreditation [Kindly indicate (a) if registration/license/accreditation was issued by DSWD Head Office or Regional Office; if Regional Office, kindly indicate its location; (b) Issue/Expiry date; and (c) Control number.]	
Department of Education ("DepEd") Permit/Certificate	



What's New?

- On December 28, 2019 the SEC issued MEMORANDUM CIRCULAR NO. 25, SERIES OF 2019
- This Memorandum Circular requires **ALL NON-STOCK CORPORATIONS** to SUBMIT THE NEW MANDATORY DISCLOSURE FORM



This is a screenshot of the NEW Mandatory Disclosure Form that can be accessed ONLINE.

THIS IS THE FORM YOU HAVE TO FILL OUT AND THE ONLY FORM WE WILL RECEIVE

The screenshot shows a web browser window displaying the 'Mandatory Disclosures for SEC Registered Non-Stock Corporations' form. The browser's address bar shows '[OFFICIAL MC 25 s. 2019] Mandatory Disclosures for SEC Regist'. The page header includes the SEC Philippines logo and the website 'www.sec.gov.ph'. A navigation bar shows 'Questions' and 'Responses 2,687'. The form content includes:

- Section 1 of 10**
- Mandatory Disclosures for SEC Registered Non-Stock Corporations**
- Pursuant to its regulatory powers under Republic Act No. 11232 otherwise known as the Revised Corporation Code of the Philippines and the Securities Regulation Code, the Commission, in its efforts to combat money laundering and terrorist financing, deems it necessary to require additional information from existing SEC registered Non-Stock Corporations.**
- In this regard, the President or any other officer duly authorized under a board resolution is hereby mandated to accomplish the following form by supplying all the information required herein.**
- INSTRUCTIONS: Do not leave any blanks unfilled. If an item is not applicable, please note this as "N/A." Incomplete details will be deemed as failure of submission and hence a violation of Section 9.5 of the Memorandum Circular No. 25, Series of 2019 or "2019 NPO Guidelines" which provides for revocation of registration of the Non-Stock Corporation.**
- Email address ***
- Valid email address
- This form is collecting email addresses. [Change settings](#)



IMPORTANT!!!

**THE NEW MANDATORY DISCLOSURE FORM
MUST BE FILLED OUT ONLINE.**

**ONLY THE PRINTED COPY OF THE
MANDATORY DISCLOSURE FORM FILLED OUT
ONLINE WILL BE ACCEPTED.**

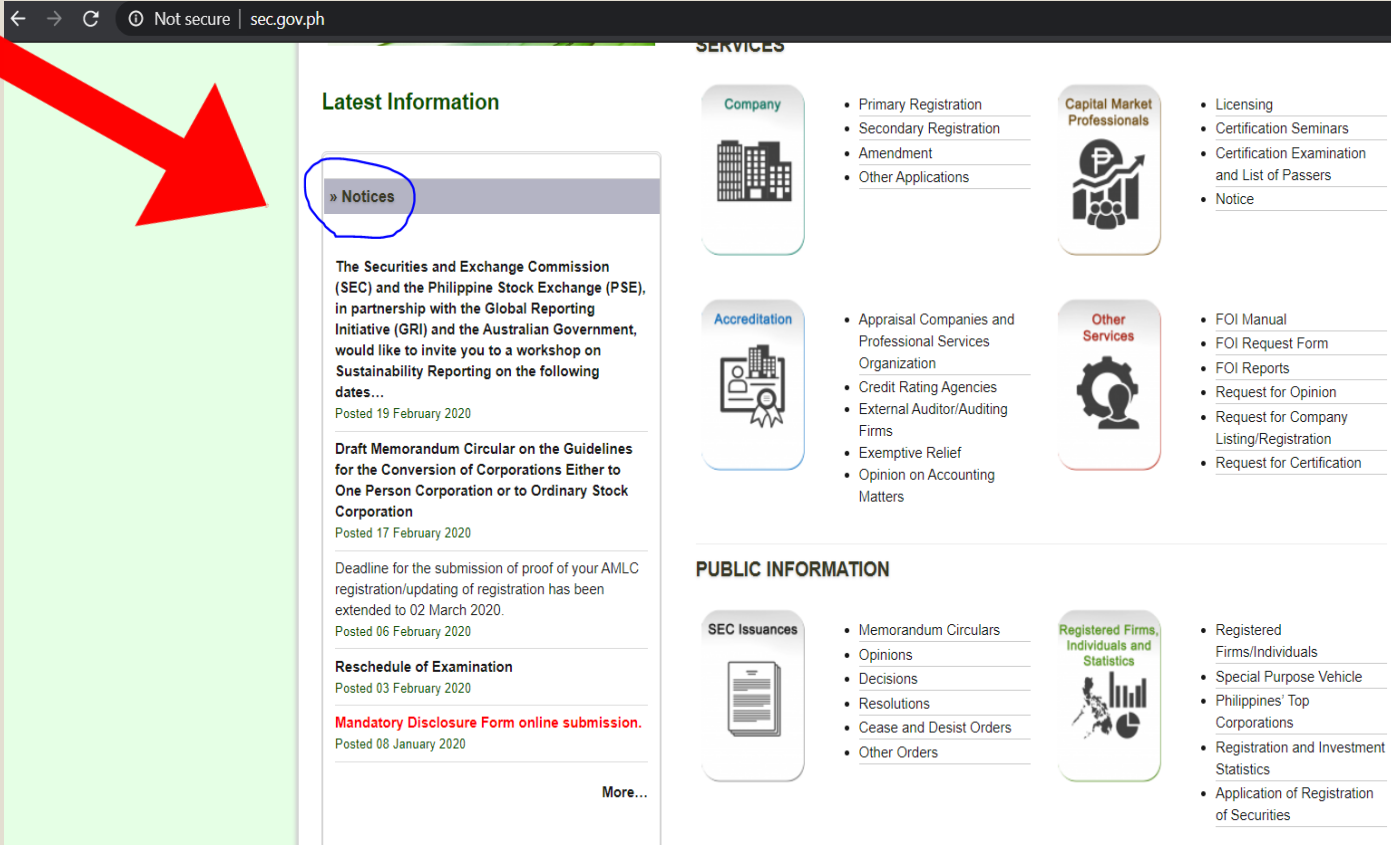


**Securities and
Exchange
Commission**
PHILIPPINES

HOW DO I FILL OUT THE MANDATORY DISCLOSURE FORM?

Step 1: Go to the SEC Website: www.sec.gov.ph

Step 2: Go to the "Notices" Tab



The screenshot shows the SEC website interface. A red arrow points to the 'Notices' tab in the 'Latest Information' section. The 'Notices' tab is circled in blue. The page content includes:

- Latest Information**
 - » Notices** (highlighted)
 - The Securities and Exchange Commission (SEC) and the Philippine Stock Exchange (PSE), in partnership with the Global Reporting Initiative (GRI) and the Australian Government, would like to invite you to a workshop on Sustainability Reporting on the following dates...**
Posted 19 February 2020
 - Draft Memorandum Circular on the Guidelines for the Conversion of Corporations Either to One Person Corporation or to Ordinary Stock Corporation**
Posted 17 February 2020
 - Deadline for the submission of proof of your AMLC registration/updating of registration has been extended to 02 March 2020.**
Posted 06 February 2020
 - Reschedule of Examination**
Posted 03 February 2020
 - Mandatory Disclosure Form online submission.**
Posted 08 January 2020
 - [More...](#)
- SERVICES**
 - Company**
 - Primary Registration
 - Secondary Registration
 - Amendment
 - Other Applications
 - Capital Market Professionals**
 - Licensing
 - Certification Seminars
 - Certification Examination and List of Passers
 - Notice
 - Accreditation**
 - Appraisal Companies and Professional Services Organization
 - Credit Rating Agencies
 - External Auditor/Auditing Firms
 - Exemptive Relief
 - Opinion on Accounting Matters
 - Other Services**
 - FOI Manual
 - FOI Request Form
 - FOI Reports
 - Request for Opinion
 - Request for Company Listing/Registration
 - Request for Certification
- PUBLIC INFORMATION**
 - SEC Issuances**
 - Memorandum Circulares
 - Opinions
 - Decisions
 - Resolutions
 - Cease and Desist Orders
 - Other Orders
 - Registered Firms, Individuals and Statistics**
 - Registered Firms/Individuals
 - Special Purpose Vehicle
 - Philippines' Top Corporations
 - Registration and Investment Statistics
 - Application of Registration of Securities



HOW DO I FILL OUT THE MANDATORY DISCLOSURE FORM?

Step 3: Look for the title “Mandatory Disclosure Form Online Submission.”
It is easy to locate because it is written in **red font**.

The screenshot shows the SEC website interface. A red arrow points to a link titled "Mandatory Disclosure Form online submission." which is circled in blue. The link is located under the "Notices" section in the "Latest Information" area. The browser address bar shows "sec.gov.ph".

Latest Information

» Notices

The Securities and Exchange Commission (SEC) and the Philippine Stock Exchange (PSE), in partnership with the Global Reporting Initiative (GRI) and the Australian Government, would like to invite you to a workshop on Sustainability Reporting on the following dates...

Posted 19 February 2020

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Mandatory Disclosure Form online submission.

Posted 08 January 2020

More...

SERVICES

Company

- Primary Registration
- Secondary Registration
- Amendment
- Other Applications

Capital Market Professionals

- Licensing
- Certification Seminars
- Certification Examination and List of Passers
- Notice

Accreditation

- Appraisal Companies and Professional Services Organization
- Credit Rating Agencies
- External Auditor/Auditing Firms
- Exemptive Relief
- Opinion on Accounting Matters

Other Services

- FOI Manual
- FOI Request Form
- FOI Reports
- Request for Opinion
- Request for Company Listing/Registration
- Request for Certification

PUBLIC INFORMATION

SEC Issuances

- Memorandum Circulars
- Opinions
- Decisions
- Resolutions
- Cease and Desist Orders
- Other Orders

Registered Firms, Individuals and Statistics

- Registered Firms/Individuals
- Special Purpose Vehicle
- Philippines' Top Corporations
- Registration and Investment Statistics
- Application of Registration of Securities



You will be directed to
this post



Step 4: Click on the link in No. 1
<https://forms.gle/KF4iBSimLKvChCwRA>

This will direct you to the
ONLINE Mandatory Disclosure
Form.



NOTICE

Filling Out of the Mandatory Disclosure Form Online

TO: **ALL SEC REGISTERED NON-STOCK CORPORATIONS**

Notice is hereby given that you may now fill out the Mandatory Disclosure Form online. Said Mandatory Disclosure Form is required to be submitted to the Commission as mandated by SEC Memorandum Circular No. 25, Series of 2019.

In submitting the said Form, please follow the steps outlined below:

1. Fill out the form online by accessing the same through the following link:

<https://forms.gle/KF4iBSimLKvChCwRA>

2. After filling out and submitting the form online, a printable copy of the accomplished form will be automatically sent to the email address indicated in the form. Please have the accomplished form printed.

3. Click the following link to the Declaration/Verification Page:

http://www.sec.gov.ph/2019mandatorydisclosure_declaration_verification_page/

This will automatically send the Declaration/Verification Page to your registered email address. Have it printed, filled out with the corresponding details, signed and notarized.

4. Attach the signed and notarized Declaration/Verification Page to the duly filled out Mandatory Disclosure Form.
5. Submit one (1) original copy of the signed and notarized printed form together with supporting attachments, if any, as indicated in the Self-Assessment Questionnaire Page to the Enforcement and Investor Protection Department - Anti-Money Laundering Division (EIPD-AML) or to the nearest Extension Office on or before 31 March 2020.

For your guidance and information.

amlid/01.2020



You will be directed to this Google Form. You may now start filling it out.



BE CAREFUL WITH THE EMAIL ADDRESS.

1. Be sure that the email address is active, accessible and valid.
2. Be sure that you have correctly typed it in the space provided. Otherwise you will not receive the form you must print.



Mandatory Disclosures for SEC Registered Non-Stock Corporations

Pursuant to its regulatory powers under Republic Act No. 11232 otherwise known as the Revised Corporation Code of the Philippines and the Securities Regulation Code, the Commission, in its efforts to combat money laundering and terrorist financing, deems it necessary to require additional information from existing SEC registered Non-Stock Corporations.

In this regard, the President or any other officer duly authorized under a board resolution is hereby mandated to accomplish the following form by supplying all the information required herein.

INSTRUCTIONS: Do not leave any blanks unfilled. If an item is not applicable, please note this as "N/A." Incomplete details will be deemed as failure of submission and hence a violation of Section 9.5 of the Memorandum Circular No. 25, Series of 2019 or "2019 NPO Guidelines" which provides for revocation of registration of the Non-Stock Corporation.

* Required

Email address *

Your email

Confirm Email address *

Your answer

I. Have you submitted a Mandatory Disclosure Form on or before July 31, 2019? *

Yes

No

Next

Page 1 of 10

Never submit passwords through Google Forms.

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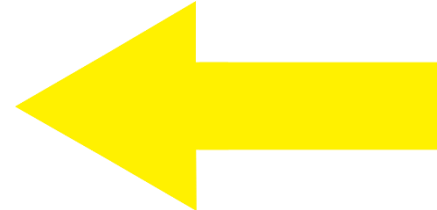
- Along the way, you will be asked information which has an asterisk (*) on it. This means that this information is mandatory and will not allow you to move forward if not answered.
- Also, you will find instructions to write "N/A" if not applicable. Otherwise, it will not allow you to go to the next page

II. Corporate Profile

If an item is not applicable, please note this as "N/A".

Corporate Name * 

Company A Foundation

Business/Trade Name * 

If not applicable, please note this as "N/A".

N/A

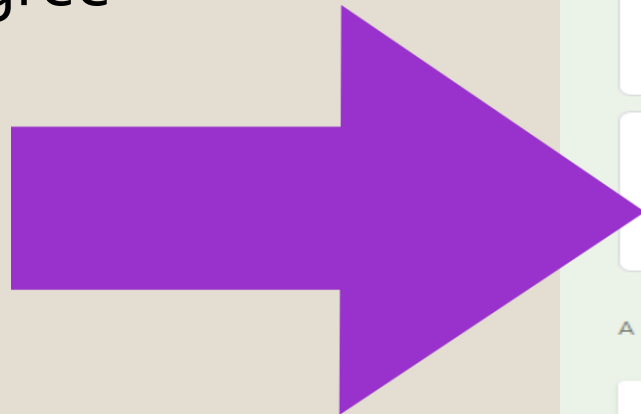
SEC Registration No. *

Your answer



At the end of the form, you will find our Privacy Notice, Consent Form and Feedback portion.

Kindly indicate your conformity by clicking on the radio button beside "I have read and agree"



Securities and Exchange Commission
PHILIPPINES

www.sec.gov.ph

Mandatory Disclosures for SEC Registered Non-Stock Corporations

* Required

Mandatory Disclosures for SEC Registered Non-Stock Corporations

PRIVACY NOTICE
SEC is committed to ensuring that any personal data collected are protected and secured. We only use such personal data for regulatory and risk assessment purposes and to provide additional measures pursuant to the regulatory and supervisory powers of this Commission and pursuant to its mandate to protect Non-Profit Organizations (NPOs) from money laundering and terrorist financing abuse. Our privacy policy values and protects your personal data under the Data Privacy Act of 2012.
For our privacy policy, please refer to <http://www.sec.gov.ph/privacy-policy/>.

CONSENT FORM
You are aware of your rights under the Data Privacy Act, including the right to be informed, to access, to object, to erasure or blocking, to damages, to file a complaint, to rectify and to data portability, and understand that there are procedures, conditions and exceptions to be complied with in order to exercise or invoke such rights.

FEEDBACK
For more information, suggestion and feedback on this Privacy Notice, please send your email to our Data Protection Officer at dpo@sec.gov.ph

Privacy Notice and Consent Form *

I have read and agree

A copy of your responses will be emailed to the address you provided.

[Back](#) [Submit](#)



Page 10 of 10

YOU ARE ALMOST DONE!


Privacy Notice and Consent Form *

I have read and agree

A copy of your responses will be emailed to the address you provided.

[Back](#) [Submit](#)   Page 10 of 10

Never submit passwords through Google Forms.

 reCAPTCHA
[Privacy](#) [Terms](#)

This form was created inside of Securities and Exchange Commission. [Report Abuse](#)

Google Forms

To complete the form, click on the submit button.



Once you click submit, you will find this next page for the Declaration/Verification Page.



  **Securities and Exchange Commission**
PHILIPPINES

www.sec.gov.ph

Mandatory Disclosures for SEC Registered Non-Stock Corporations

IMPORTANT:

Please print, notarize, and submit one original copy of the duly filled out form and attach supporting documents, if any, to the Enforcement and Investor Protection Department - Anti-Money Laundering Division (EIPD-AMLD) of the Commission, Ground Floor, Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City or to the nearest Extension Office on or before 28 February 2020.

Failure to submit the printed notarized form to the SEC amounts to non-submission.

Declaration/Verification Page Link:
http://www.sec.gov.ph/2019mandatorydisclosure_declaration_verification_page/

Thank you.

Click on the link provided to download the Declaration/Verification Page in MS Word File.

DECLARATION/VERIFICATION

I, _____ (Name), _____ (Position) of (Name of Corporation), agree and consent that the Securities and Exchange Commission ("Commission"), and other regulatory agencies with which the Commission may coordinate and cooperate, may collect, use, disclose, share and process personal information of individuals provided in this form and/or other corporate documents submitted and filed with the Commission, for the purpose of implementing the provisions of the NPO Guidelines.

Further, I declare under the penalty of perjury, that all matters set forth herein have been made in good faith, duly verified by me and to the best of my knowledge and belief, are true and correct.

Done this ____ day of _____, 20__ in _____.

Signature over Printed Name

Subscribed and sworn to before me in _____ on _____, affiant personally appeared before me and exhibited to me his/her competent evidence of identity _____ issued at _____ on _____.

NOTARY PUBLIC FOR _____
Notarial Commission No. _____
Valid until _____
Roll of Attorney No. _____
PTR No. _____
IBP No. _____
Office Address: _____

Doc. No. _____
Page No. _____
Book No. _____
Series of _____.

Step 5: You have to provide the necessary information on this page. It must be signed by the President or the company's duly authorized representative.

- This form should be attached to the Mandatory Disclosure Form you received in your registered email address



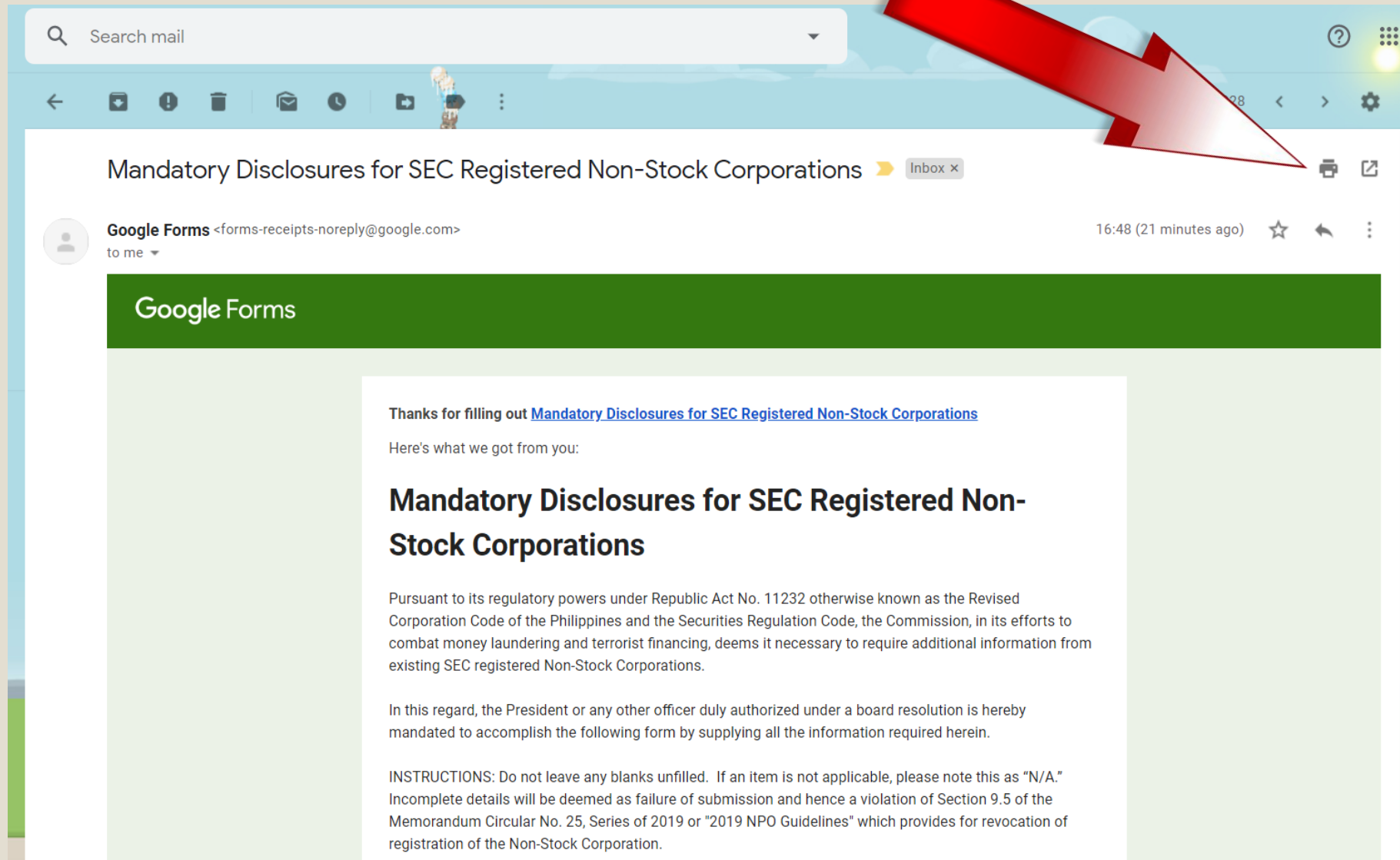
This is what you will receive in your email INBOX:

<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Mandatory Disclosur.	[IMPORTANT] Mandatory Disclosures Form Online - IMPORTANT: Please print, notarize, and submit one original copy of th...	16:48
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Google Forms	Mandatory Disclosures for SEC Registered Non-Stock Corporations - Thanks for filling out Mandatory Disclosures for SEC...	16:48

- The first email contains the link to the Declaration/Verification Page. If you have downloaded it earlier, you may disregard this email.
- The second email which states “Google Form” Mandatory Disclosures for SEC Registered Non-Stock Corporations contains the form you have accomplished. Open this email and print the form in HTML format.



This is what your email should look like. To print this email, you can click on the printer icon on the upper right corner.



Step 6: Have the printed Declaration/Verification Page signed and attach the printed Mandatory Disclosure Form.

Step 7: You may now bring this to the SEC Main Office and submit a copy to the EIPD-AMLD, Ground Floor, North Wing, Secretariat Building, PICC Complex, Roxas Boulevard, Pasay City or to the nearest SEC Extension Offices.



Congratulations!
**You have now completed your
compliance to the requirement to
submit the Mandatory Disclosure Form
under Memorandum Circular No. 25,
Series of 2019.**

