



**SEC MEMORANDUM CIRCULAR NO. 10**  
Series of 2024

**TO : ALL CONCERNED CORPORATIONS**

**SUBJECT : ELECTRONIC SEC UNIVERSAL REGISTRATION ENVIRONMENT (ESECURE)**

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**WHEREAS**, the Commission endeavors to digitalize government processes in line with the objectives of Republic Act (RA) No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018;

**WHEREAS**, Section 179(a) of RA 11232, otherwise known as the Revised Corporation Code of the Philippines (RCC) provides that the Commission shall exercise supervision and jurisdiction over all corporations and persons acting on their behalf;

**WHEREAS**, Section 180 of the RCC mandates that the Commission shall develop and implement an electronic filing and monitoring system and shall promulgate rules to facilitate and expedite, among others, corporate name reservation and registration, incorporation, submission of reports, notices, and documents required under the Code and sharing of pertinent information with other government agencies;

**WHEREAS**, Section 179(o) of the RCC grants the Commission the power and authority to formulate and enforce standards, guidelines, policies, rules and regulations to carry out the provisions of the RCC;

**WHEREAS**, Section 13 of the RCC requires corporations to file with the Commission Articles of Incorporation duly signed and acknowledged or authenticated, in such form and manner as may be allowed by the Commission

**WHEREAS**, Section 175 of the RCC authorizes the Commission to collect, retain, and use fees, fines, and other charges pursuant to the RCC and its rules and regulations;

**WHEREAS**, it is imperative to develop and integrate an Electronic Know Your Customer (eKYC) process and credentialing system to strengthen identification, trustworthiness, reachability and veracity of persons that are part of or are representing corporations, as well as individuals transacting for the Commission's online services;

**WHEREAS**, the eKYC process is an important tool to curb money laundering and/or terrorist financing which can be committed through the use of the corporate vehicle;

**NOW, THEREFORE**, the Commission, pursuant to its authority under the RCC, hereby issues and promulgates the following guidelines on the use of the Electronic SEC Universal Registration Environment (eSECURE):

## **Section 1. Electronic SEC Universal Registration Environment (eSECURE)**

The Electronic SEC Universal Registration Environment (eSECURE) creates a digital passport of an individual which grants the user access to the different online services provided by the Commission. It allows users to manage their SEC accounts and online transactions in one place. It enables risk-based credentialing procedures. At the basic level, it implements repeatable Electronic Know Your Customer (eKYC) to determine authenticity of identity and establish reachability of persons transacting online with the Commission. At higher levels, other identity verification methods such as courier-based customer visit and remote retail on-customer-premise biometrics capture may be implemented. It allows credentialed users to digitally authenticate documents online and dispenses with the requirements for documents to have affixed wet signatures and to be notarized, as well as the need for hard copy submissions.

## **Section 2. Online Services in eSECURE**

**2.1 Creation of eSECURE Account.** To enhance the security of online transactions with the Commission, all individuals who wish to use the online services of the Commission shall register and create an account on eSECURE. Once an account is successfully created, the individual shall have a simplified access to the following online services:

- SEC Electronic Simplified Processing of Application for Registration of Company (eSPARC)
- One-day Submission and E-registration of Companies (OneSEC)
- Automated Certification Examination System (ACES)
- Electronic SEC Education, Analysis, and Research Computing Hub (eSEARCH)
- SEC Application Program Interface (API) Marketplace
- SEC Electronic Registry Application for Market Participants (eRAMP)
- SEC eFAST Alternative Submission Environment (SEC EASE)
- SEC Electronic Application for Modification of ENtity Data (eAMEND)
- SEC Appointment System
- SEC iMessage

**2.2 Credentialing of eSECURE Account.** For sensitive and critical online services where verification and establishment of identity of the user is necessary, the user shall undergo a credentialing (or an eKYC) process as described in Section 3. Sensitive and critical online services are as follows:

- SEC Electronic Submission Authentication Portal (eSAP)
- SEC Electronic Simplified Processing of Application for Registration of Company (eSPARC) – For Users Filing an Application
- One-day Submission and E-registration of Companies (OneSEC) – For Users Filing an Application

- Automated Certification Examination System (ACES)
- SEC Application Program Interface (API) Marketplace
- SEC Electronic Registry Application for Market Participants (eRAMP)
- SEC eFAST Alternative Submission Environment (EASE)
- SEC Electronic Application for Modification of ENTITY Data (eAMEND)
- SEC iMessage and other SEC Complaints Systems

Additionally, these sensitive and critical online services may require the designation of the user as the authorized representative to transact on behalf of a company.

**2.3 Benefits of a Credentialed eSECURE Account.** For online services not falling under sensitive and critical online services enumerated above, users may opt to undergo the credentialing process to have a secured, identified and simplified access. Users who opt not to undergo the credentialing process shall be required to establish their identity for each and every online SEC transaction.

**2.4 Integration of Other SEC Systems with eSECURE.** All users shall have access to the following online systems without an eSECURE account until such time that they are modified and integrated with the eSECURE:

- SEC Electronic Filing and Submission Tool (SEC eFAST)
- MC 28 Submission Portal
- Electronic System for Payment to SEC (eSPAYSEC)

Thereafter, and subject to the issuance of an appropriate circular from the Commission, the abovementioned online services shall be accessible only after the creation of an account on eSECURE.

### **Section 3. Registration and Credentialing Procedure and Requirements**

**3.1 Registration and Creation of an eSECURE Account.** An individual shall need an email address and mobile number to create an account on eSECURE. An individual shall only have one registered eSECURE account.

**3.2 Credentialing of an eSECURE Account.** For the credentialing of an eSECURE account, the user shall be required to upload a copy of the PhilSys ID or any 2 government-issued IDs listed in Annex A, and go through a liveness check on the eSECURE system.

The following are the step-by-step procedures of the credentialing process:

- a. Login to eSECURE using the assigned user ID and password
- b. Click Credentialing menu (credential status: inactive)
- c. Click the "Verify credentialing" button
- d. Click the "Yes, I confirm" button
- e. Click "Proceed to Goodpay"
- f. Enter the mobile number
- g. Click the "Next" button

- h. Select your chosen payment method
- i. Click the "Next" button
- j. Perform the necessary steps/processes within the chosen payment method
- k. Click the "Personal Verification " button
- l. Click the "Begin verifying" button
- m. Select the country from the dropdown where the ID has been issued
- n. Click the "Select" button
- o. Select the government-issued ID to be used
- p. Choose to upload or take a picture of the front page of the ID
- q. Select from the options to "Proceed to this device" or "Proceed on different device"
- r. Perform the liveness check
- s. Once verification has been completed, click the "Back to SEC Philippines" button
- t. Credential status should be set to "Active"

The complete eSECURE User Guide is attached to this Circular as Annex B, for reference.

#### **Section 4. Validity and Effectivity of Credentialing Process**

Once an account is successfully credentialed, a QR code containing the eSECURE ID, complete name of the user, and validity period of the credentialed account shall be issued to the individual. The pertinent information of the individual can no longer be changed or modified without undergoing another credentialing process. Credentials shall be valid for two (2) years and may be renewed if the individual wishes to continue the credentialed eSECURE account for the online services of the Commission.

A credentialed account can be used by the account holder as many times and for as many companies as he/she needs to within the validity period.

Renewal of credentials require undergoing a new eKYC process as well as other verifications with associated costs, as prescribed by the SEC. Any change that directly affects the verified identity data on record such as name, ID/s, address, contact information, or image modifications will be considered a renewal and will merit the same process, requirements, and charges.

#### **Section 5. Cancellation of eSECURE Account**

Any user who has registered an account in the eSECURE may request to cancel such an account at any time by sending an email to [isdmd@sec.gov.ph](mailto:isdmd@sec.gov.ph) indicating his/her account details and the reason for the cancellation of the account.

The Commission reserves the right to cancel any account, without prior notice, which has been found to have violated any of the terms of service or to have engaged in the conduct of inappropriate activities using the eSECURE account.

A cancelled account shall no longer be allowed to log in and use the online services of the Commission. Furthermore, an account can no longer be reactivated once it is cancelled.

## **Section 6. Digital Authentication of Electronic Submissions using a Credentialed eSECURE Account**

Any user with a credentialed eSECURE account may digitally authenticate documents, such as but not limited to Articles of Incorporation, By Laws, and General Information Sheets, that will be submitted to the Commission using the SEC Electronic Submission Authentication Portal (eSAP).

Electronic submissions digitally authenticated using the eSAP shall be accepted as duly authenticated paper documents for purposes of SEC transactions, in place of and removing the need for the document to be duly signed and acknowledged. The use of the eSAP on the electronic document shall be an accepted and equivalent alternative to the authentication of a person on a written document. Thus, the requirements for documents to have affixed wet signatures and to be notarized are removed.

The eSAP uses the Philippine National Public Key Infrastructure (PNPKI) Agency Certificate issued by the Department of Information and Communications Technology (DICT) to the SEC and the credentialed eSECURE account of the user to digitally authenticate documents. The implementation of the PNPKI digital signature and the eSECURE account bears the following characteristics:

- a. Authentication – linking the signatory to the information;
- b. Integrity – assuring that the document has not been altered during transmission; and
- c. Non-repudiation – ensuring that the signer of the electronic document cannot at a later time deny having signed it.

To ensure verifiability, documents digitally authenticated using the eSAP shall be maintained in its original form and must be submitted electronically through the concerned SEC online system or email address for validation. The Commission shall no longer require the submission of hard copies of the documents digitally signed using the eSAP. Printouts or paper reproductions of digitally authenticated documents are `considered duplicates or secondary copies and shall have a notation or disclosure that shall read, "*The original of this document is in digital format,*" or other similar language.

To initiate an electronic submission authentication request, a user with a credentialed eSECURE account shall upload the document on the eSAP in PDF format, enter the eSECURE ID of the signatory/ies, and send the request. The signatory/ies will receive a notification through the registered email address and mobile number that a document was uploaded for their signature.

To digitally authenticate a document, the user (signatory): (1) may click the link on the notification email or directly log in the eSAP using his/her credentialed eSECURE account; (2) open the document to be signed; (3) click the Affix

Authentication button; and (4) enter the One-Time Passcode (OTP) that will be sent to the registered email address and mobile number.

Once the authentication is completed, a document authentication completion page is appended at the end of the document to show the audit log of the authentication transaction. Each and every page of the document will be digitally signed using PNPKI Agency Certificate to protect and ensure that the digitally signed document cannot be altered thereafter. The standard format of the digital signature shall contain the following:

- a. QR code that contains the link to view and verify the document
- b. SEC logo
- c. Notation that the document was digitally signed in eSAP

The complete eSAP User Guide is attached to this Circular as Annex C, for reference.

In the future, an individual PKI or digital certificate may be provided by the SEC that will allow all eSECURE account holders to digitally cryptographically sign documents.

The guidelines on the use of the SEC Electronic Submission Authentication Portal shall be covered in a subsequent Memorandum Circular to be issued by the Commission.

### **Section 7. Documents Digitally Authenticated using a Credentialed eSECURE Account; Acceptance of Authentication**

Subject to existing laws, rules and regulations, the Commission shall accept the submission of electronic documents without the required notarization, apostille or authentication when the documents are digitally authenticated by users using the eSAP. Digitally authenticated documents shall be accompanied by a Certificate of Authentication in the form prescribed in SEC Memorandum Circular No. 23, Series of 2023.

In order for authentication to be accepted, all signatories shall have undergone the credentialing procedure in eSECURE and shall have digitally authenticated the document through the eSAP.

The Commission reserves the right to deny recognition of any document as authenticated pursuant to applicable laws which specifically require notarization.

### **Section 8. eSECURE Operating Hours**

Except for scheduled system maintenance, eSECURE shall be available and accessible 24 hours a day, seven days a week.

## Section 9. Fees and Charges

The following fee/s shall be imposed upon the user that will undergo the credentialing process on the eSECURE platform:

<b>Nature of Transaction</b>	<b>Description</b>	<b>Fee (inclusive of applicable taxes)</b>
Initial credentialing procedure, inclusive of account creation and subscription fee valid for two (2) years with eKYC provider	To be paid upon initiating a credentialing process for the first time	Php 400.00
Additional credentialing process (as needed)	To be paid when user initiate another credentialing process because of changes on pertinent information	Php 100.00
Renewal of credentialing account	To be paid upon renewal of the credentialing account	Php 250.00

Additional charges may be included when individual digital certificates or PKIs are issued.

## Section 10. Technical Support

For inquiries, clarifications and/or technical concerns on eSECURE, users may contact the Information Systems Development and Management Division (ISDMD) of the Information and Communications Technology Department at [isdmd@sec.gov.ph](mailto:isdmd@sec.gov.ph). The ISDMD helpdesk shall be available from 8:00 a.m. to 5:00 p.m. during work days.

## Section 11. Modification or Amendment

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

## Section 12. Transitory Provision


The provisions in this Circular providing for the option to create an account in the eSECURE and/or to digitally authenticate documents using the eSAP shall not preclude the Commission from requiring the mandatory implementation thereof in the future, through an appropriate issuance(s). To ease the transition to and adoption of the said full online application through the registration of an eSECURE account in order to digitally authenticate documents, the process will not be mandatory and filer/s will continue to have the option to avail of the prevailing and current accepted modes of filing for the appropriate and relevant system/s through the submission of manually signed and/or duly notarized hardcopies.

### **Section 13. Effectivity**

This Memorandum Circular shall take effect upon its publication in a newspaper of general circulation in the Philippines.

Makati City, Philippines, 10 July, 2024.

For the Commission:

  
**EMILIO B. AQUINO**  
Chairperson



## **ANNEX A**

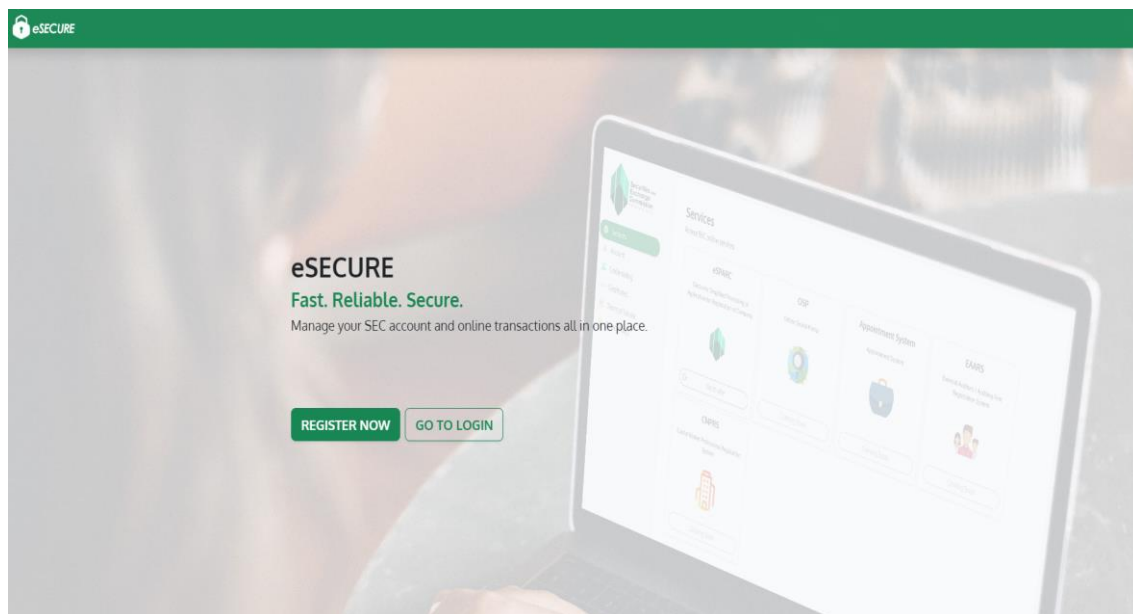
### **List of eSECURE Acceptable Government-Issued Identification Cards (IDs) aside from the PhilSys ID:**

1. Driver's license
2. OFW ID
3. Philippine Passport
4. Postal ID
5. SSS ID
6. Unified Multi-Purpose ID (UMID)
7. Voter's ID

# **Annex B**

**eSECURE**

**Electronic SEC Universal Registration Environment**

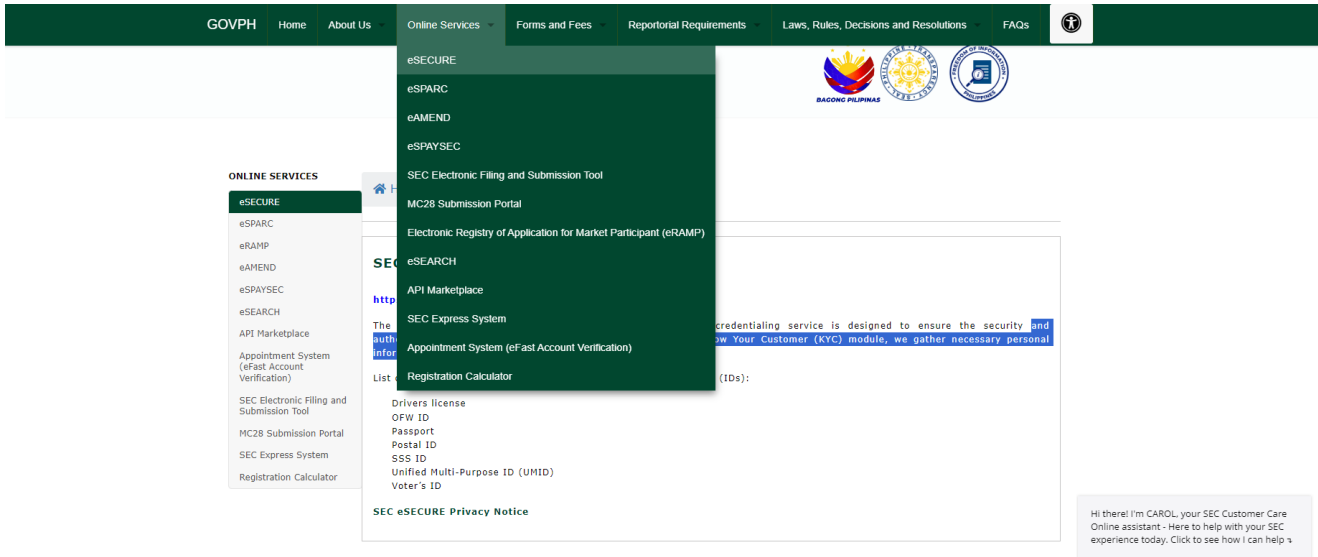


**URL: <https://esecure.sec.gov.ph/>**

## **USER GUIDE**

The eSECURE or the Electronic SEC Universal Registration Environment is a credentialing service that is designed to ensure the security and authenticity of your online identity. As part of our electronic Know Your Customer (eKYC) module, we collect and process personal information from you and capture a live photo.

1. eSECURE can be easily accessed through the SEC website [www.sec.gov.ph](http://www.sec.gov.ph) under the category “Online Services” .



The screenshot shows the SEC website's navigation bar with a dropdown menu for "Online Services". The dropdown menu lists various services including eSECURE, eSPARC, eAMEND, eSPAYSEC, SEC Electronic Filing and Submission Tool, MC28 Submission Portal, Electronic Registry of Application for Market Participant (eRAMP), eSEARCH, API Marketplace, SEC Express System, Appointment System (eFast Account Verification), Registration Calculator, Drivers license, OFW ID, Passport, Postal ID, SSS ID, Unified Multi-Purpose ID (UMID), and Voter's ID. A "SEC eSECURE Privacy Notice" link is also visible at the bottom of the dropdown. The background shows the SEC website header with logos for the Philippines, SEC, and the Department of Finance.

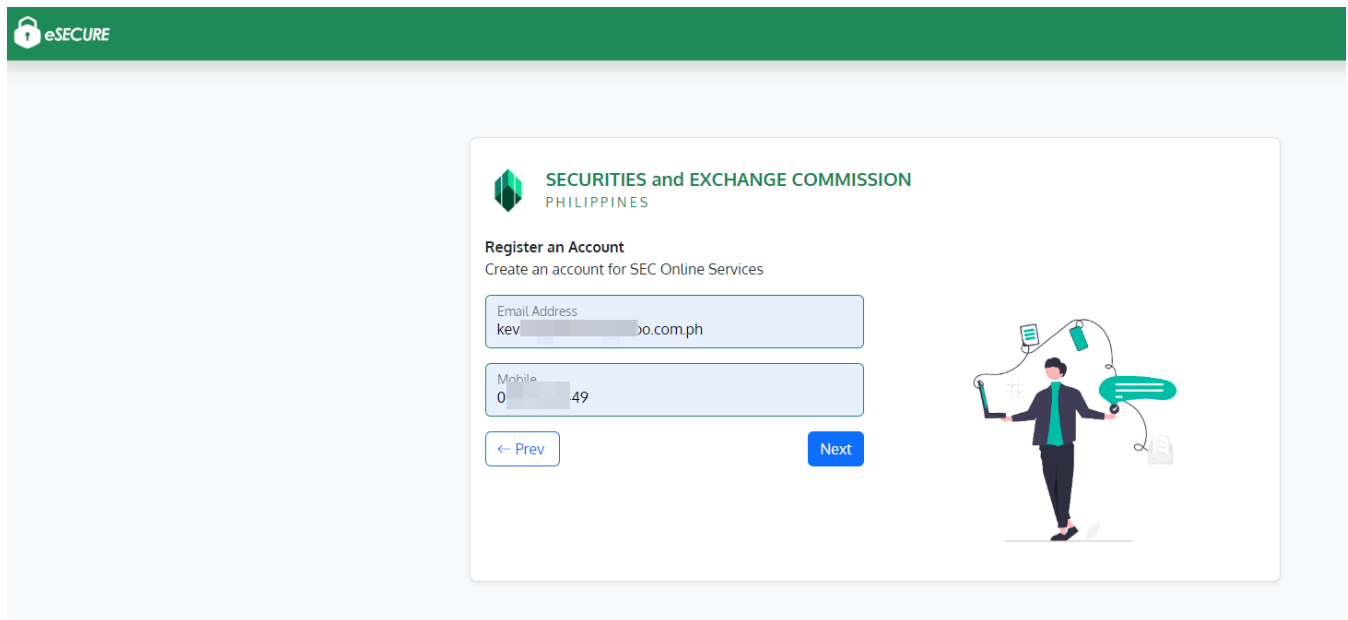
2. Click the link <https://esecure.sec.gov.ph> to be redirected to the eSECURE portal.



The screenshot shows the eSECURE portal landing page. The page features a navigation bar with "GOVPH", "Home", "About Us", "Online Services", "Forms and Fees", "Reportorial Requirements", "Laws, Rules, Decisions and Resolutions", and "FAQs". The main content area displays the "SEC ESECURE" heading and a link to <https://esecure.sec.gov.ph/> with the text "<< Please Click". Below this, there is a paragraph explaining the eSECURE service: "The Electronic SEC User Registration Environment (eSECURE) credentialing service is designed to ensure the security and authenticity of your online identity. As part of our electronic Know Your Customer (KYC) module, we gather necessary personal information from you and capture a live photo." A list of acceptable government-issued identification cards (IDs) is provided: Drivers license, OFW ID, Passport, Postal ID, SSS ID, Unified Multi-Purpose ID (UMID), and Voter's ID. A "SEC eSECURE Privacy Notice" link is also present. The background shows the SEC website header with logos for the Philippines, SEC, and the Department of Finance.



5. Enter the required information in the fields provided and click the “Next” button.



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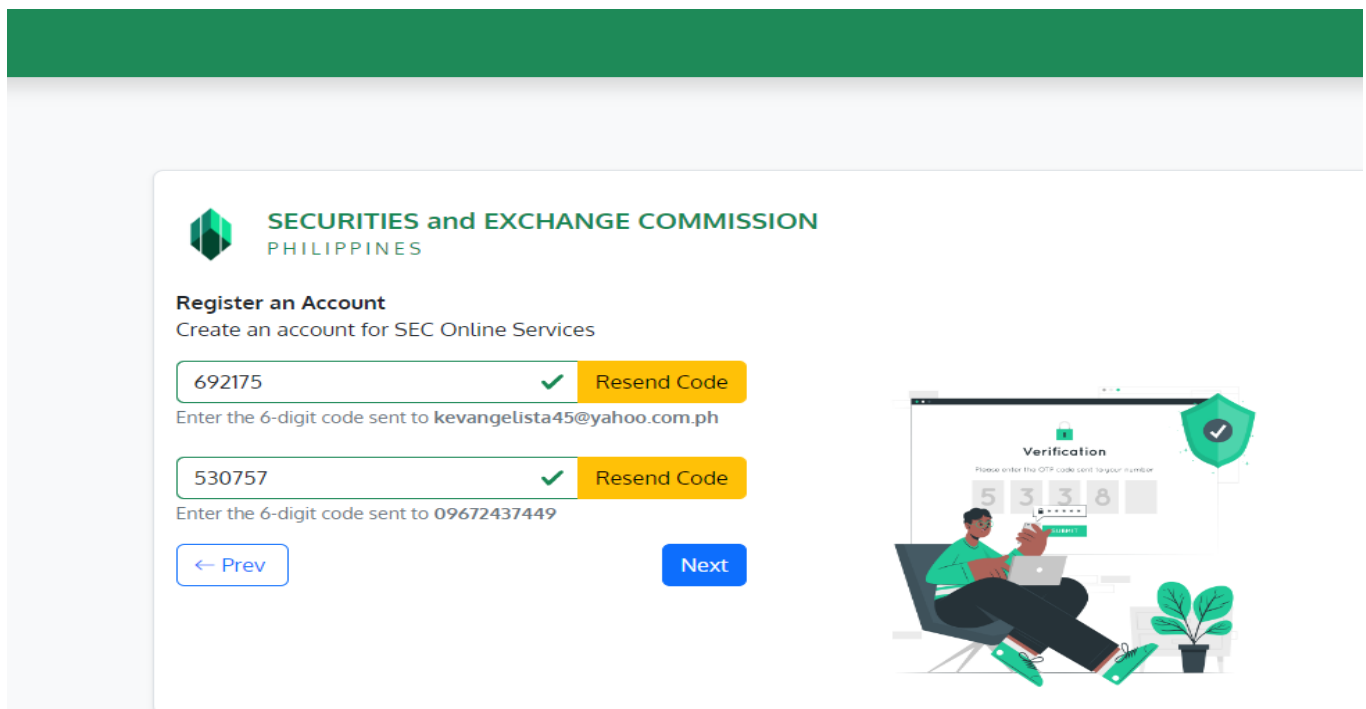
**Register an Account**  
Create an account for SEC Online Services

Email Address  
kev...@...com.ph

Mobile  
0...49

[← Prev](#) [Next](#)

6. Enter the One-time Password (OTP) sent to your email and mobile No. and click the “Next” button.



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PHILIPPINES

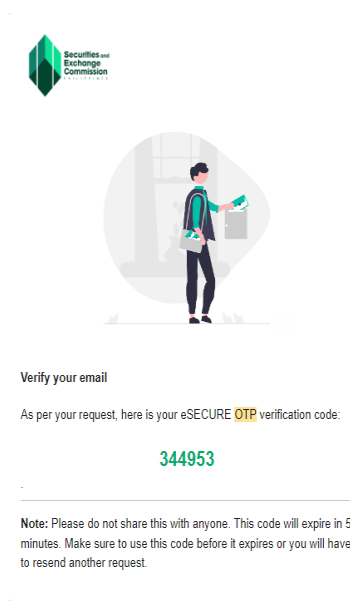
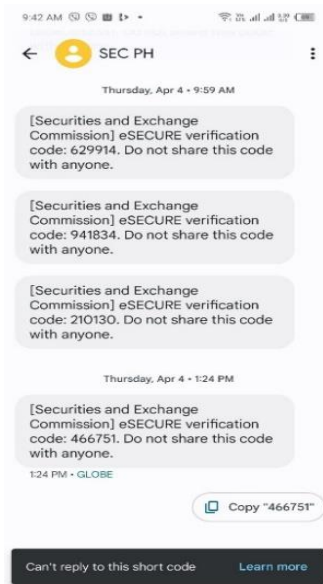
**Register an Account**  
Create an account for SEC Online Services

692175 [Resend Code](#)  
Enter the 6-digit code sent to kevangelista45@yahoo.com.ph


530757 [Resend Code](#)  
Enter the 6-digit code sent to 09672437449

[← Prev](#) [Next](#)

- See attached sample of mobile and email notification



**7. Fill out the eSECURE form, tick the “I am not a robot” box and click the “Agree and Create Account” button.**

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**Register an Account**  
Create an account for SEC Online Services


<p><b>Account Information</b></p> <p>Username</p> <p>Password <input type="password"/></p> <p>Confirm Password <input type="password"/></p> <p>Email Address meriemadarna@gmail.com</p> <p>Mobile No. 09295620818</p> <p>Birthdate mm//dd//yyyy <input type="text"/></p> <p><small>Day/Month/Year</small></p> <p><small>Note: Please use the correct format above to avoid unnecessary date mismatching.</small></p>	<p><b>Personal Information</b></p> <p>Firstname</p> <p><small>Include suffix in the first name (ex. DAVID JR., JOHN III).</small></p> <p><input type="checkbox"/> Middlename <small>Tick the checkbox if not applicable (N.A.).</small></p> <p>Lastname</p> <p>Personal TIN</p> <p>Gender Select Gender <input type="text"/></p>
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<p><b>Location Information</b></p> <p>Region Select Region <input type="text"/></p> <p>Province Select Province <input type="text"/></p> <p>Cities and Municipalities Select City/Municipality <input type="text"/></p> <p><input type="checkbox"/> Town/District <small>Tick the checkbox if not applicable (N.A.).</small></p> <p>Barangay Select Barangay <input type="text"/></p>	<p>Zip Code <input type="text"/></p> <p><input type="checkbox"/> Street Name <small>Tick the checkbox if not applicable (N.A.).</small></p> <p><input type="checkbox"/> Building Name <small>Tick the checkbox if not applicable (N.A.).</small></p> <p><input type="checkbox"/> Subdivision/Village/Zone <small>Tick the checkbox if not applicable (N.A.).</small></p> <p><input type="checkbox"/> Unit/Room/Floor/Building <small>Tick the checkbox if not applicable (N.A.).</small></p> <p><input type="checkbox"/> Lot/Block/Phase/House No. <small>Tick the checkbox if not applicable (N.A.).</small></p>
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**We know you're not a robot, but we just need to ask, are you a robot?**



I'm not a robot



By clicking "Agree and create account" you agree to the [terms of service](#) and [privacy policy](#) agreement.

[← Prev](#)
[Agree and create account](#)



8. A notification message will appear once registration is successfully completed, click the “Ok” button.



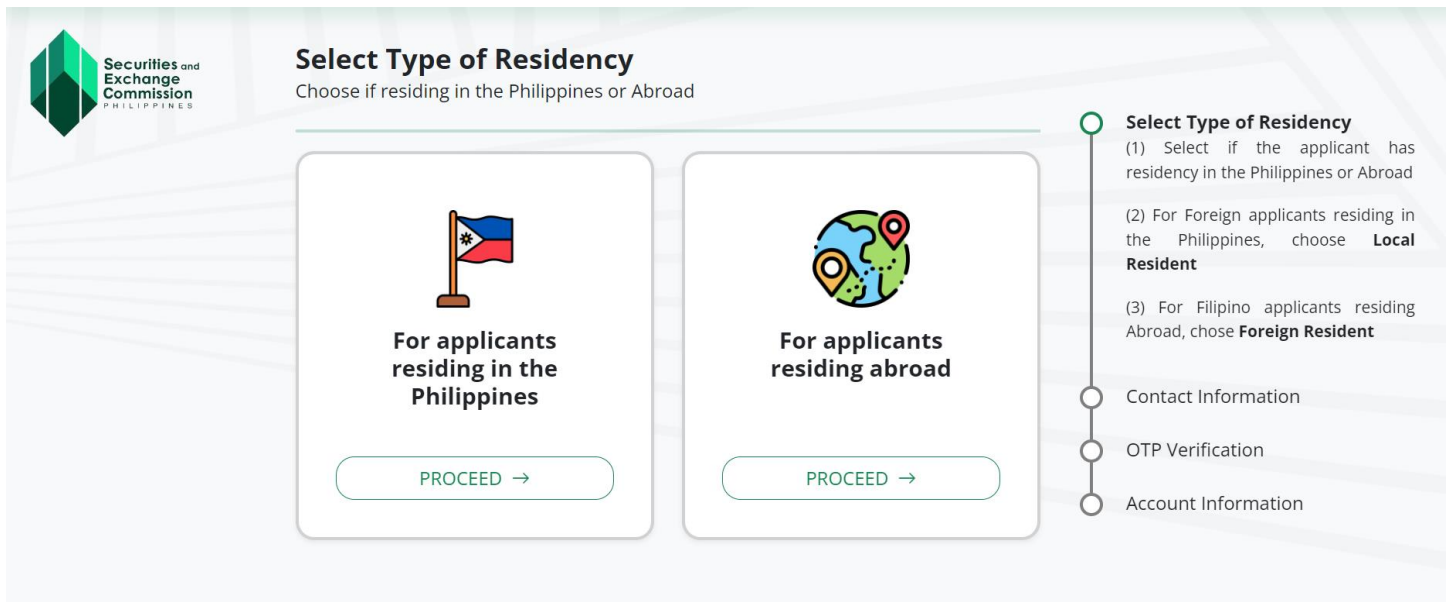
## Registration Success

Welcome K[REDACTED]2!

OK

## REGISTERING AN ACCOUNT TO eSECURE (For Non-Filipino)

1. Enter an active Email address and mobile number (email address only for Non-Filipino) and click the next button.



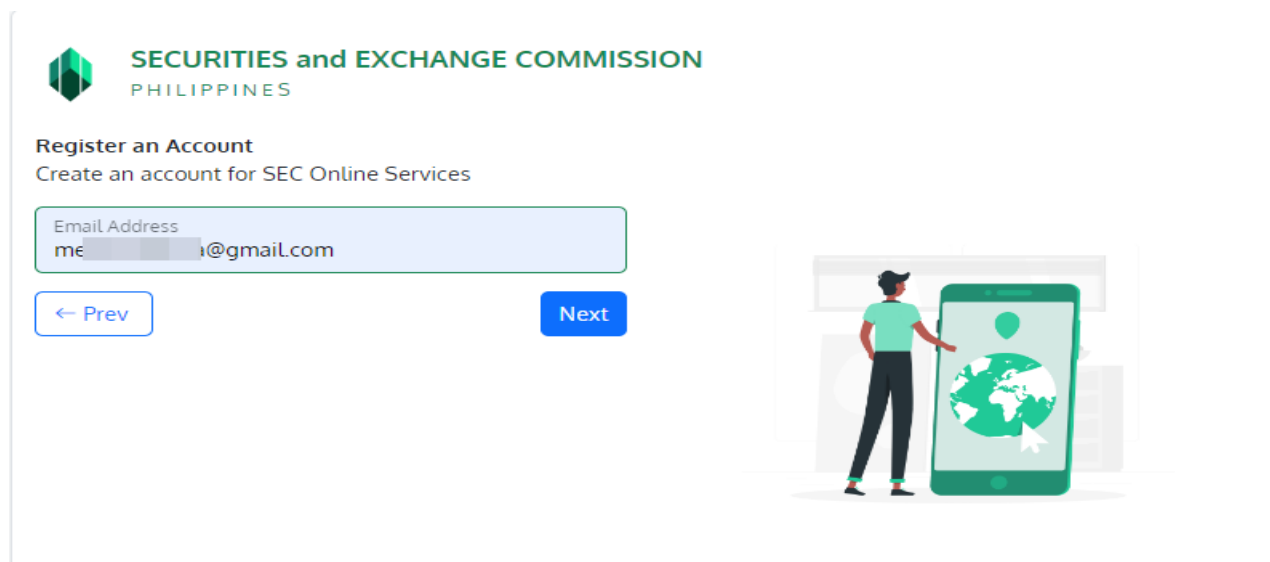
**Select Type of Residency**  
Choose if residing in the Philippines or Abroad

**For applicants residing in the Philippines**  
PROCEED →

**For applicants residing abroad**  
PROCEED →

**Select Type of Residency**  
(1) Select if the applicant has residency in the Philippines or Abroad  
(2) For Foreign applicants residing in the Philippines, choose **Local Resident**  
(3) For Filipino applicants residing Abroad, chose **Foreign Resident**

Contact Information  
OTP Verification  
Account Information

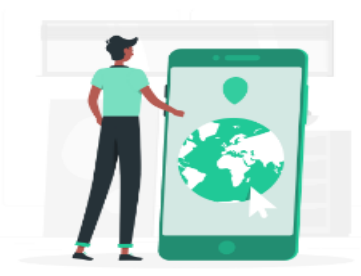


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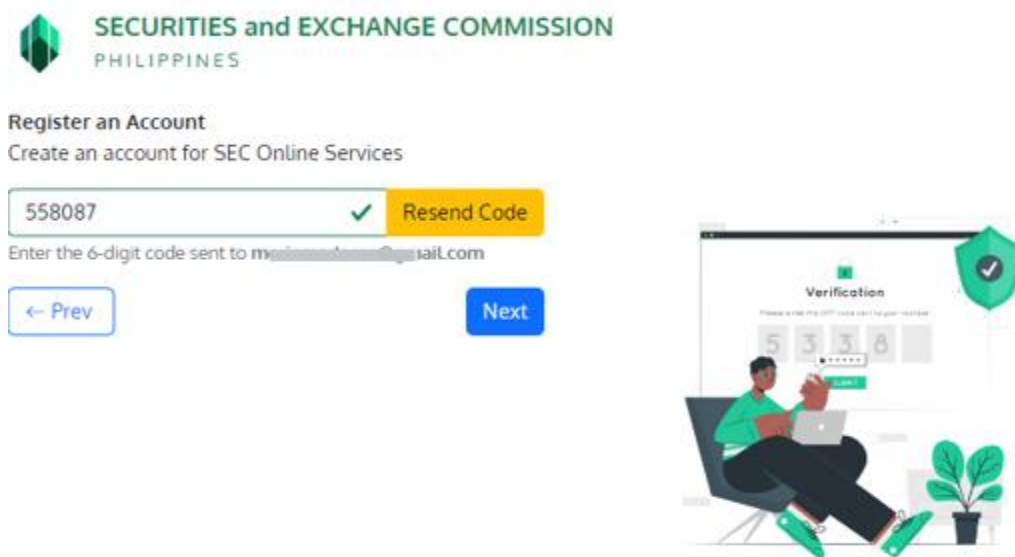
**Register an Account**  
Create an account for SEC Online Services

Email Address  
me@gmail.com

← Prev Next



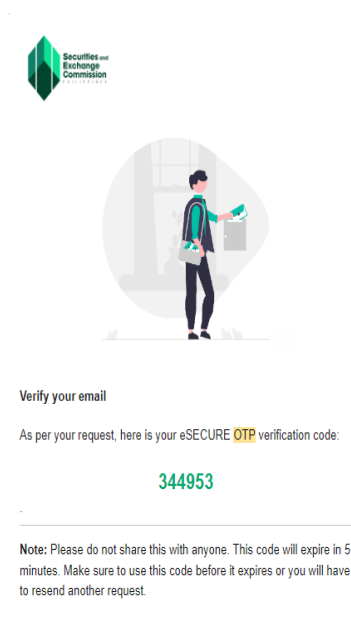
## 2. Enter the One Time Password (OTP) sent via email




The screenshot shows the 'Register an Account' page for SEC Online Services. The user has entered the code '558087' and is prompted to 'Enter the 6-digit code sent to my\*\*\*\*\*@gmail.com'. A 'Resend Code' button is available. Below the input field are 'Prev' and 'Next' navigation buttons. To the right, there is an illustration of a person sitting at a desk with a laptop, with a 'Verification' screen overlay showing the code '5338' and a green checkmark icon.

- Please see the sample email confirmation as One Time Password (OTP)

### Sample email confirmation



**3. Fill out the eSECURE form, tick the “I am not a Robot” box and click the “Agree and Create Account” button.**



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**Register an Account**  
Create an account for SEC Online Services

<p><b>Account Information</b></p> <p>Username K2!@2!</p> <p>Password ••••••••</p> <p>Confirm Password ••••••••</p> <p>Email Address meriemadama@gmail.com</p> <p>Birthdate mm/dd/yyyy</p>	<p><b>Personal Information</b></p> <p>Firstname</p> <p><small>Include suffix in the first name (ex. DAVID JR., JOHN III).</small></p> <p><input type="checkbox"/> Middlename <small>Tick the checkbox if not applicable (N.A.).</small></p> <p>Lastname</p> <p>Personal TIN</p> <p>Gender Select Gender</p> <p>Nationality Select Nationality</p>
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**Location Information**


<p>Region Select Region</p> <p>Province Select Province</p> <p>Cities and Municipalities Select City/Municipality</p> <p><input type="checkbox"/> Town/District <small>Tick the checkbox if not applicable (N.A.).</small></p> <p>Barangay Select Barangay</p>	<p>Zip Code</p> <p><input type="checkbox"/> Street Name <small>Tick the checkbox if not applicable (N.A.).</small></p> <p><input type="checkbox"/> Building Name <small>Tick the checkbox if not applicable (N.A.).</small></p> <p><input type="checkbox"/> Subdivision/Village/Zone <small>Tick the checkbox if not applicable (N.A.).</small></p> <p><input type="checkbox"/> Unit/Room/Floor/Building <small>Tick the checkbox if not applicable (N.A.).</small></p> <p><input type="checkbox"/> Lot/Block/Phase/House No. <small>Tick the checkbox if not applicable (N.A.).</small></p>
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**Foreign Location Information**


<p>Country Select Country</p>	<p>Foreign Address</p>
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We know you're not a robot, but we just need to ask, are you a robot?



Verification expired. Check the checkbox again.

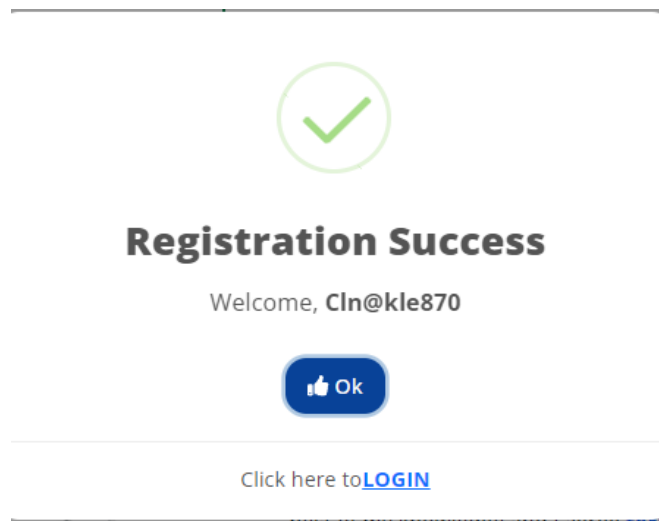
 I'm not a robot



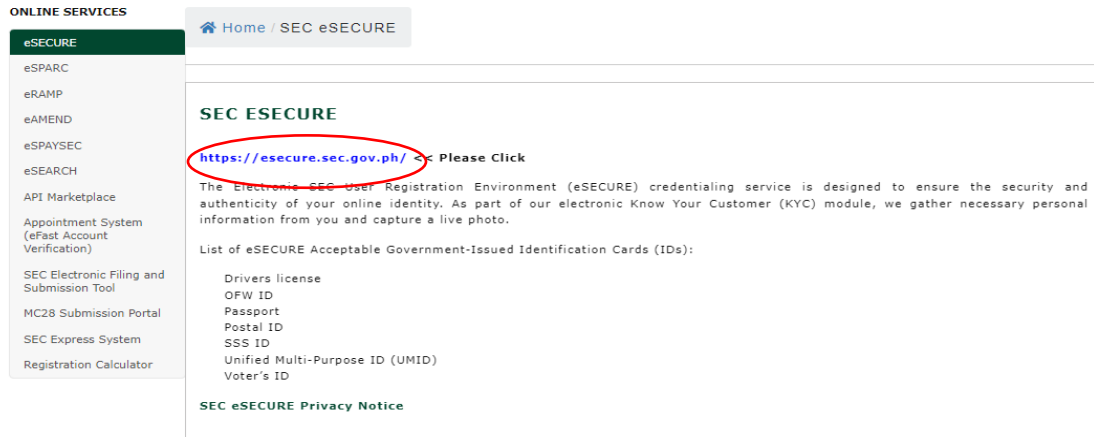
By clicking "Agree and create account" you agree to the [terms of service](#) and [privacy policy](#) agreement.

← Prev
Agree and create account

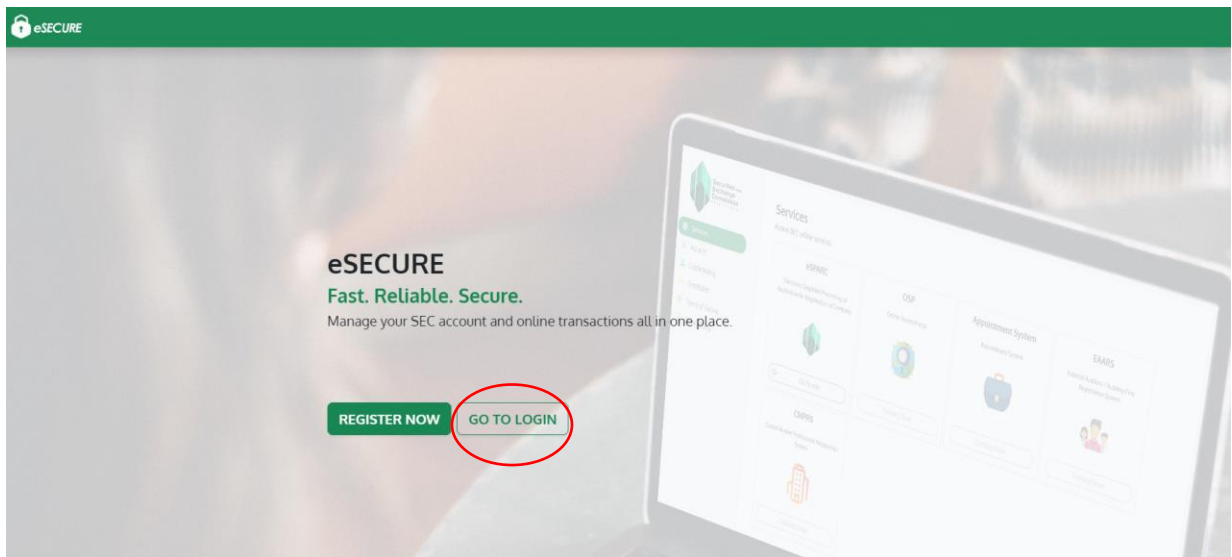
4. A notification message will appear once registration is successfully completed, click the “Ok” button.



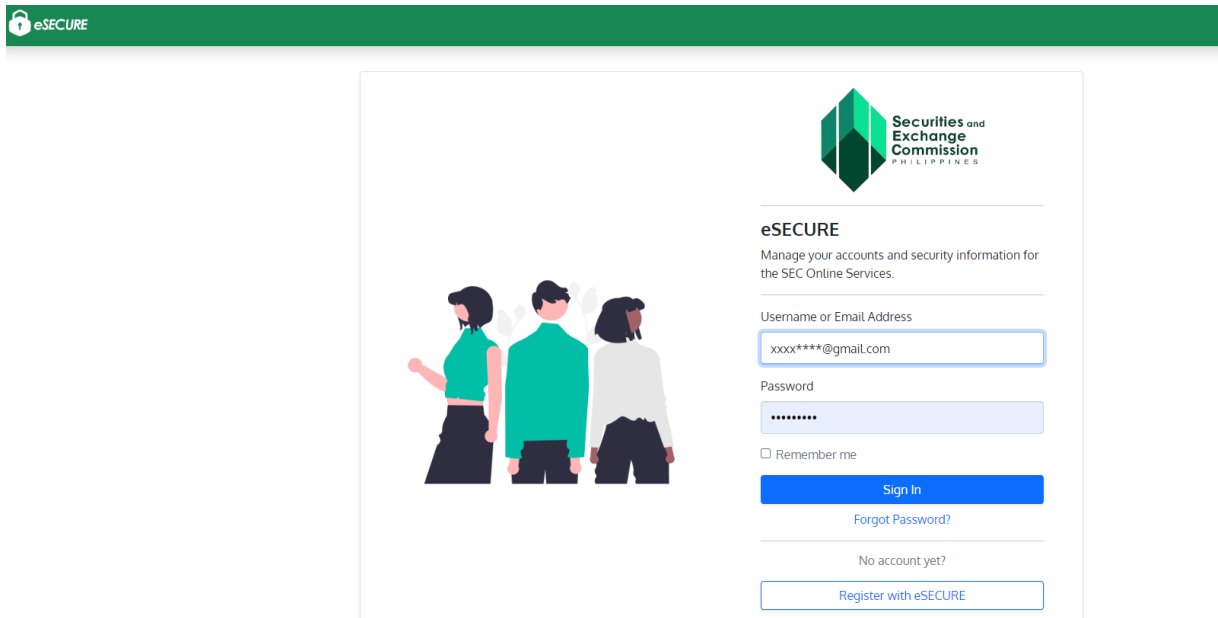
# CREDENTIALING AN ACCOUNT IN eSECURE



## 1. Click the “Go to login” button.



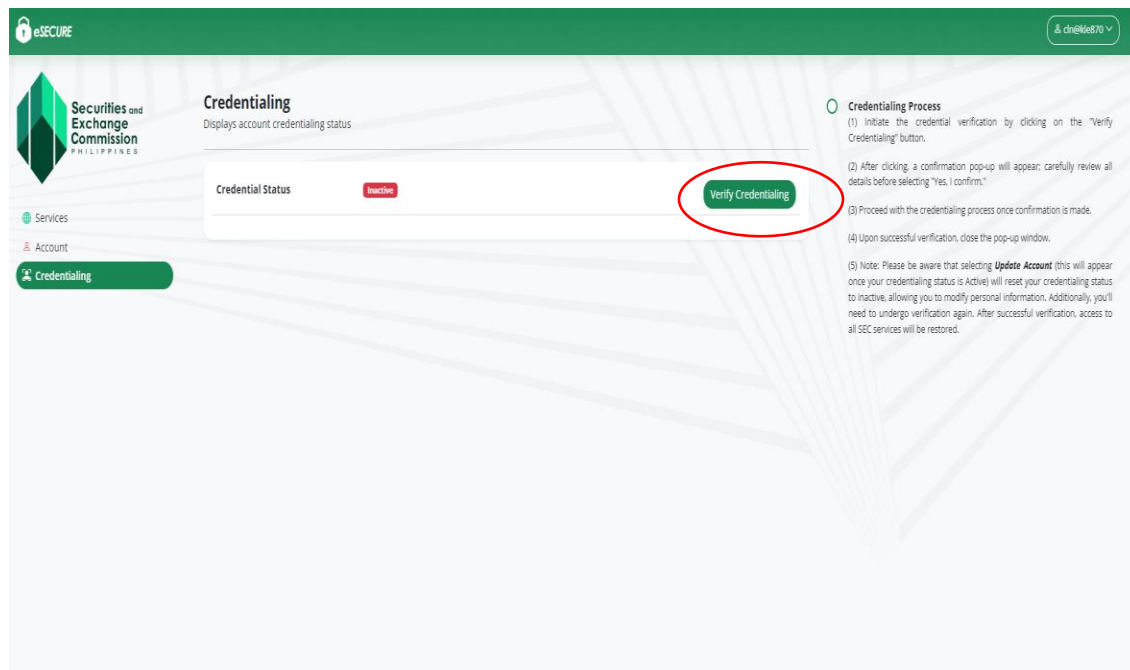
2. Enter Username and Password and click the “Sign In” button.



The screenshot shows the eSECURE login interface. At the top left is the eSECURE logo. The main content area features the SEC logo and the text "eSECURE Manage your accounts and security information for the SEC Online Services." Below this is a form with fields for "Username or Email Address" (containing "xxxx\*\*\*@gmail.com") and "Password" (masked with dots). There is a "Remember me" checkbox and a blue "Sign In" button. Below the button are links for "Forgot Password?" and "No account yet?" with a "Register with eSECURE" button.


3. Click the “Credentialing” menu (Credential status is Inactive).

4. Click the “Verify Credentialing” button.



The screenshot shows the eSECURE Credentialing page. The header includes the eSECURE logo and a user profile icon. The main content area is titled "Credentialing" and displays "Credential Status" as "Inactive". A red circle highlights the "Verify Credentialing" button. To the right, a "Credentialing Process" section contains a list of five steps: (1) Initiate the credential verification by clicking on the "Verify Credentialing" button. (2) After clicking, a confirmation pop-up will appear; carefully review all details before selecting "Yes, I confirm." (3) Proceed with the credentialing process once confirmation is made. (4) Upon successful verification, close the pop-up window. (5) Note: Please be aware that selecting "Update Account" (this will appear once your credentialing status is Active) will reset your credentialing status to inactive, allowing you to modify personal information. Additionally, you'll need to undergo verification again. After successful verification, access to all SEC services will be restored.

5. Click the “Yes, I confirm” button.



### Confirm Credentialing

Please make sure all information stated below is true and correct.


First name: M;  
Middle name: go  
Last name: ad  
Birthday: December 25, 1998

By clicking confirm you will proceed to the credentialing process. Once successfully credentialed, you will not be able to update your personal information.

Do you confirm?

6. Goodpay payment gateway will be displayed, check if the details are correct and click the “Proceed to Payment” button.

Verify Credentialing ✕



powered by

**Amount**  
1

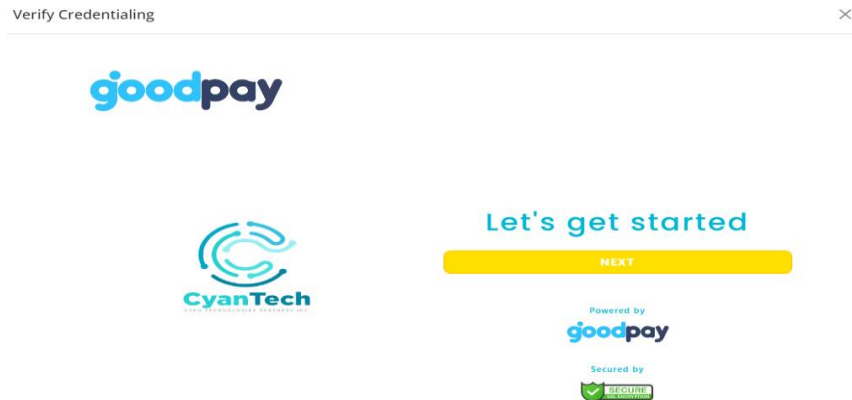
**First name**  **Last name**

**Mobile number**  **Email**

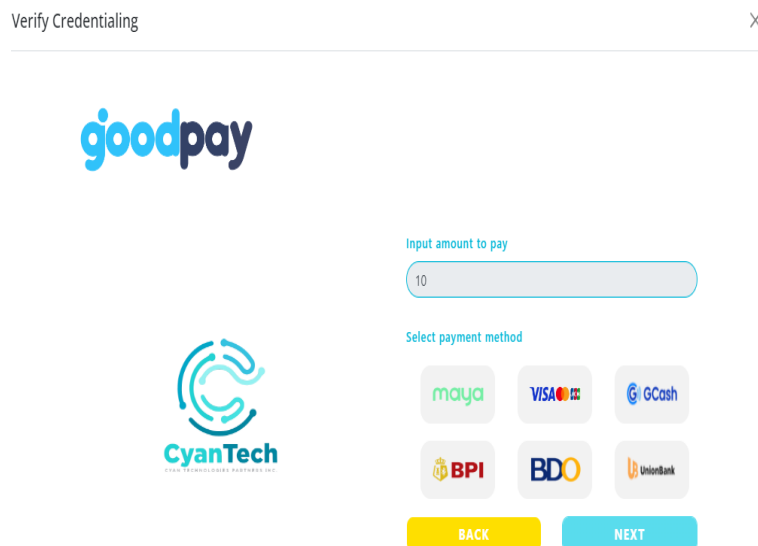
Input Optional



7. Click the “Next” button.





8. Select your preferred payment method and click the “Next” button.



9. A summary of the payment details will be displayed; click the “Confirm” button to proceed to the next step.

Verify Credentialing ×


### Just a recap

Total amount to be paid	P 10.00
Convenience Fee	P 0.18
<hr/>	
Total amount to be paid with convenience fee	P 10.18

BACKCONFIRM

10. Check the details and tick the “I agree” box and click the “Submit” button.

Verify Credentialing ×



### Almost there!

Share your info with us

**First Name**

\*\*This is a required field

**Last Name**

\*\*This is a required field

**Mobile**

**Email Address**

\*\*Please type in the correct email address

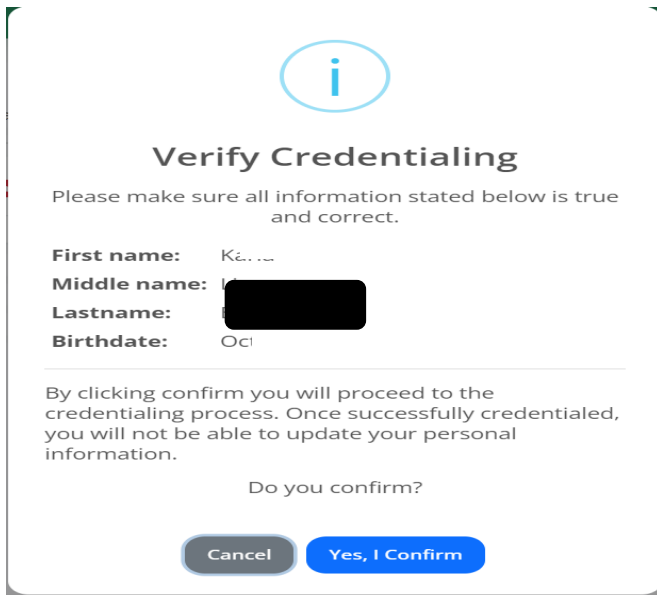
**Notes (Optional)**

I agree to the Terms and Conditions

BACKSUBMIT

You will be redirected to our payment partner page

11. A confirmation message will be displayed to verify that the details are correct, and click the "Yes, I Confirm" button.



The dialog box features a blue information icon at the top center. Below it, the title "Verify Credentialing" is displayed in bold. A message asks the user to ensure the information is true and correct. The form includes fields for "First name:", "Middle name:", "Lastname:", and "Birthdate:". The "Middle name:" and "Lastname:" fields are redacted with black boxes. Below the form, a paragraph explains that clicking "confirm" will proceed to the credentialing process and that personal information will not be updateable. At the bottom, there is a "Do you confirm?" question and two buttons: "Cancel" and "Yes, I Confirm".

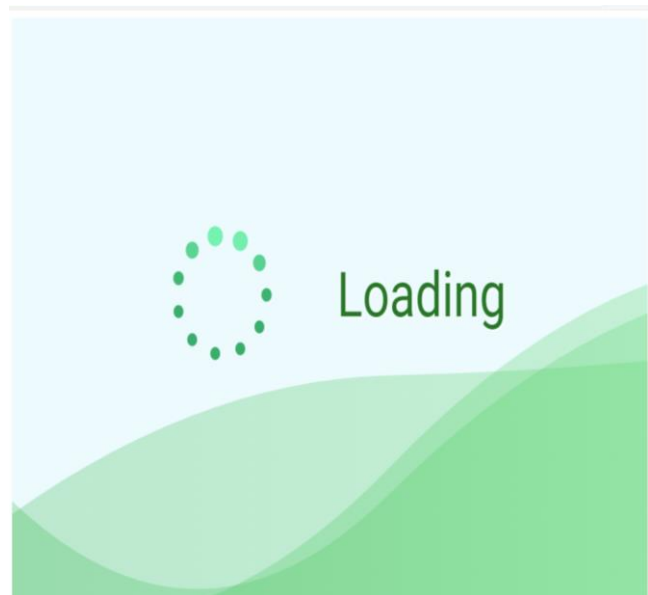
**Verify Credentialing**

Please make sure all information stated below is true and correct.

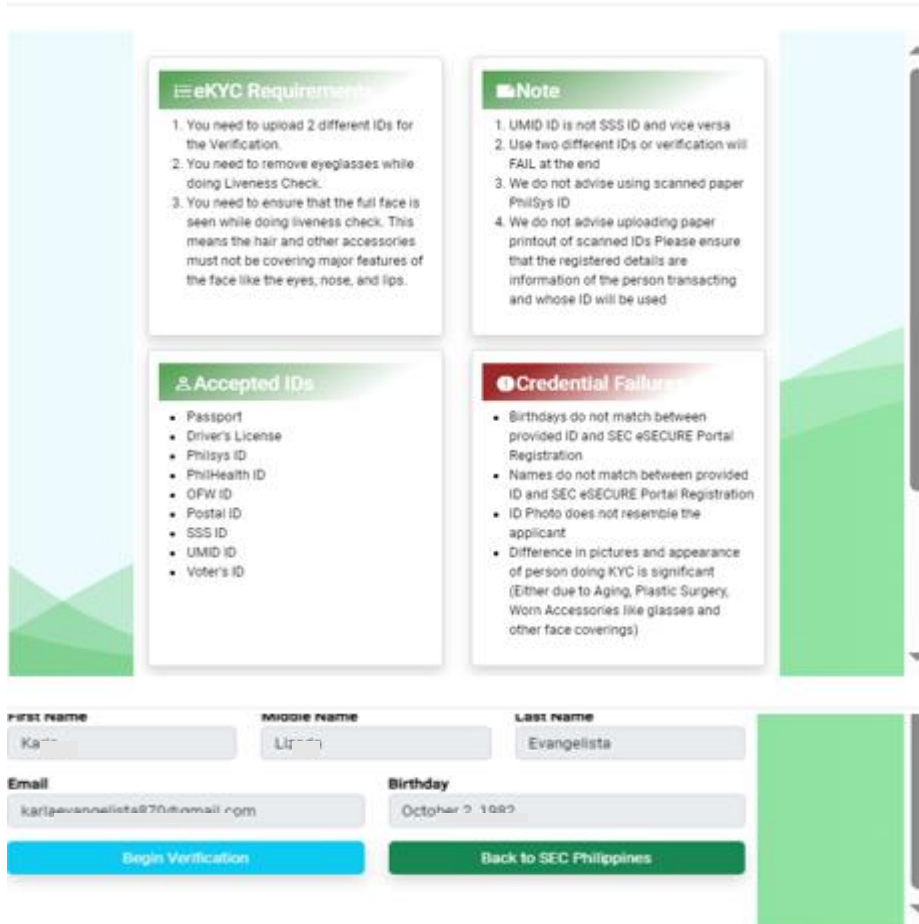
**First name:** K...  
**Middle name:** [Redacted]  
**Lastname:** [Redacted]  
**Birthdate:** Oct

By clicking confirm you will proceed to the credentialing process. Once successfully credentialed, you will not be able to update your personal information.

Do you confirm?



12. After the successful payment, you will be redirected to the Verify Credentialing Page and Click the “Begin Verification” button.



**eKYC Requirements**

1. You need to upload 2 different IDs for the Verification.
2. You need to remove eyeglasses while doing Liveness Check.
3. You need to ensure that the full face is seen while doing liveness check. This means the hair and other accessories must not be covering major features of the face like the eyes, nose, and lips.

**Note**

1. UMID ID is not SSS ID and vice versa
2. Use two different IDs or verification will FAIL at the end
3. We do not advise using scanned paper PhilSys ID
4. We do not advise uploading paper printout of scanned IDs Please ensure that the registered details are information of the person transacting and whose ID will be used

**Accepted IDs**

- Passport
- Driver's License
- Philsys ID
- PhilHealth ID
- OFW ID
- Postal ID
- SSS ID
- UMID ID
- Voter's ID

**Credential Failure**

- Birthdays do not match between provided ID and SEC eSECURE Portal Registration
- Names do not match between provided ID and SEC eSECURE Portal Registration
- ID Photo does not resemble the applicant
- Difference in pictures and appearance of person doing KYC is significant (Either due to Aging, Plastic Surgery, Worn Accessories like glasses and other face coverings)

**First name** Karl

**Middle name** Lirio

**Last name** Evangelista

**Email** karl@evangelista270@gmail.com

**Birthday** October 2, 1982


[Begin Verification](#) [Back to SEC Philippines](#)

**13. Select from the dropdown the country where the government ID was issued and click the “Select” button.**

×

### Getting started

We need some information to help us confirm your identity.



By clicking the button below, you consent to Persona, our vendor, collecting, using, and utilizing their service providers to process your biometric information to verify your identity, identify fraud, and improve Persona's platform in accordance with its [Privacy Policy](#). Your biometric information will be stored for no more than 3 years.

**Begin verifying**

×

### What country is your government ID from?

This helps us determine the best way to verify your identity.

Philippines
▼

**Select**

English ▼
SECURED WITH persona

**14. Select the first ID to upload then select the second ID to upload. IMPORTANT: For Philsys ID no need to upload 2nd ID**

×

### Upload a photo ID

We require a photo of a government ID to verify your identity.


Choose 1 of the following options

- 🚗 Driver License >
- 🏠 PhilHealth ID >
- 🇵🇭 Philsys ID >
- ✈️ OFW ID >
- 🏠 Postal ID >
- ✈️ Passport >
- 🏠 SSS ID >
- 🏠 UMID >
- 🏠 Voter ID >

×

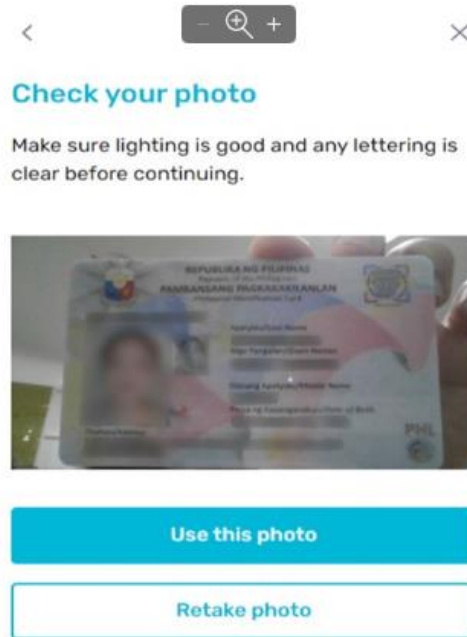
### Philsys ID

Take a clear photo of the front of your government ID.



**Upload a photo**

15. After successfully uploading the IDs, the Processed ID will be displayed to confirm that your uploaded ID was successfully accepted.

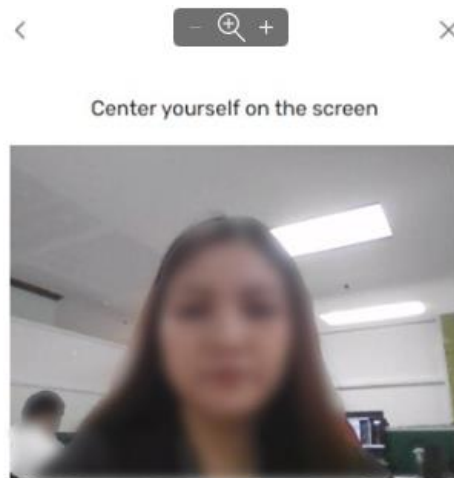
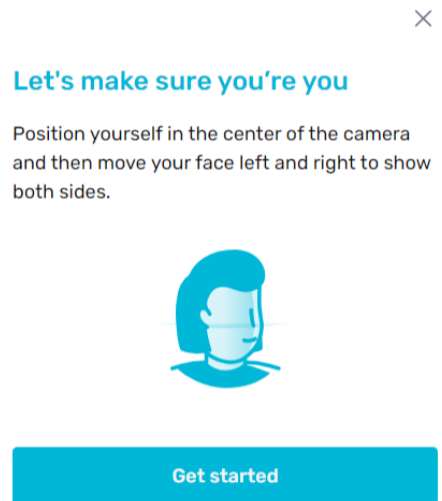


### Processing ID

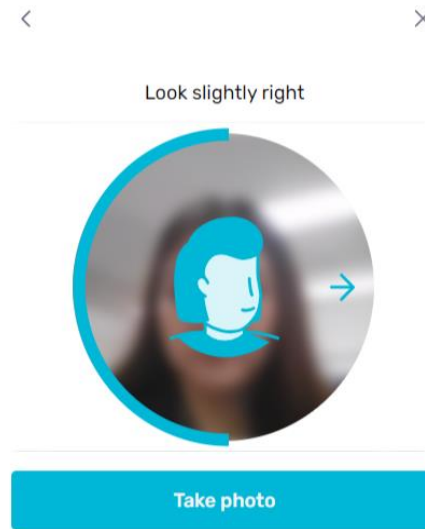
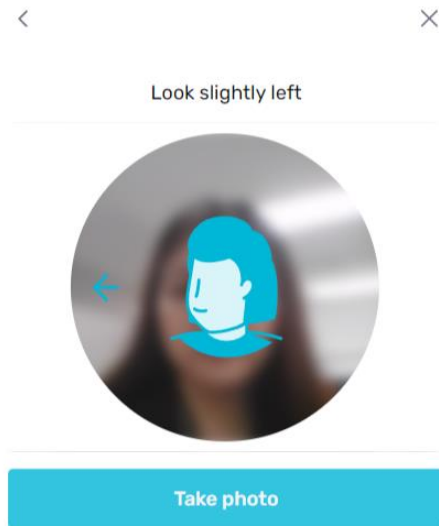
Please wait as we process your uploads. This may take a few seconds.



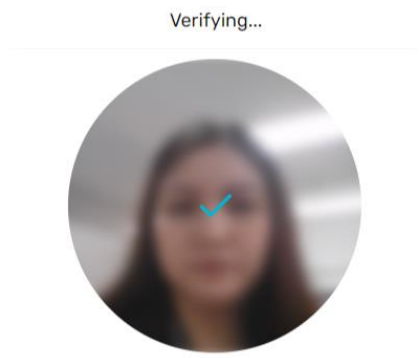
16. Once the uploaded ID has been successfully validated, the applicant will be instructed to take a selfie photo (please follow the instructions while taking the photo) and click the "Get Started" button.



**17. Follow the directions while taking the photograph.**

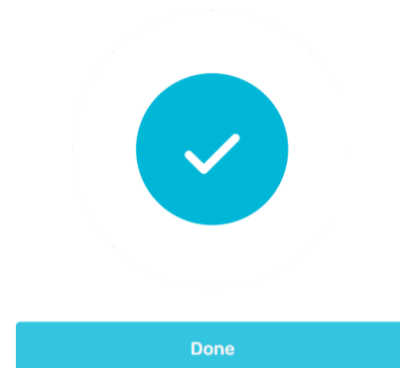


**18. Wait for photo to be verified then click the “Done” button.**



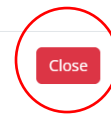
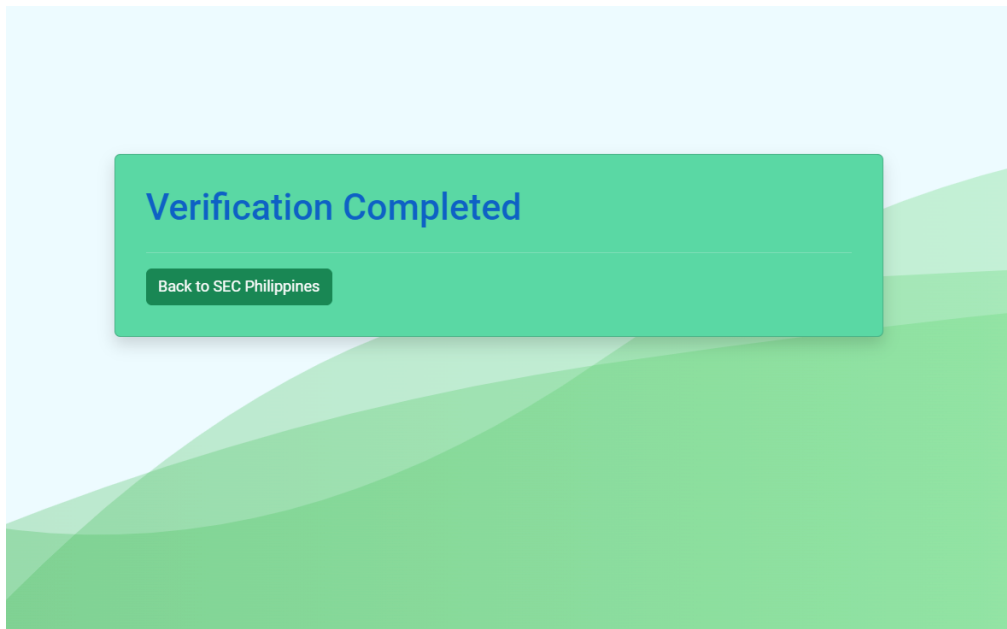
Please click **Done** as part of  
Credentialing

Thanks for verifying your identity. For issues  
and follow up please email:  
[support@cyantech.io](mailto:support@cyantech.io)





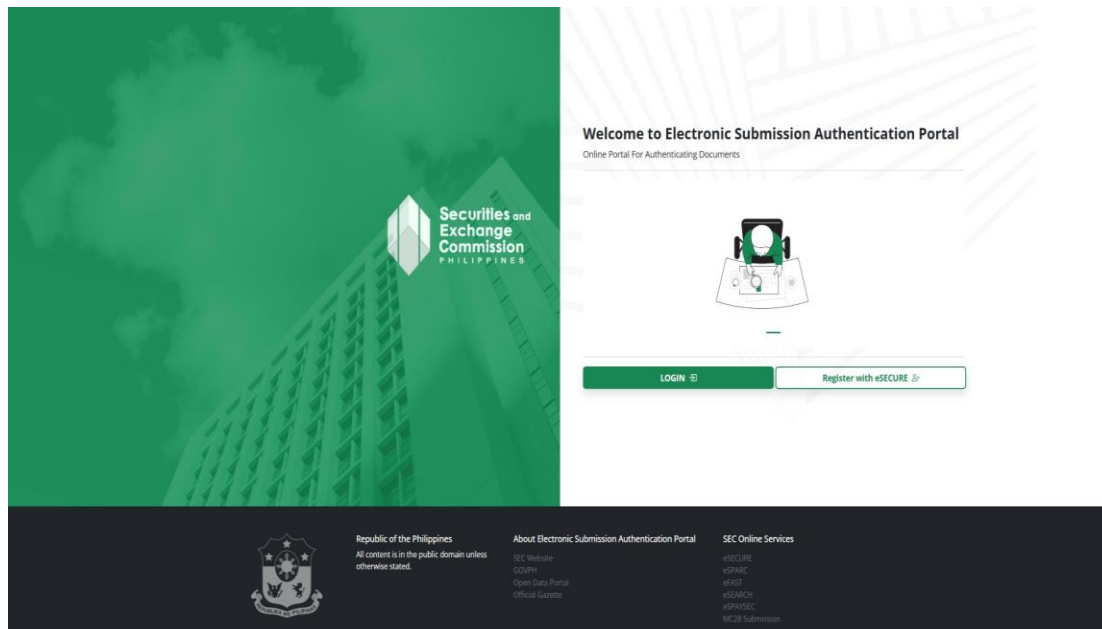
**19. A verification message will notify you of a successful credentialing process then click the “Close” button.**



# **Annex C**

**eSAP**

**SEC Electronic Submission  
Authentication Portal User Guide**



URL: <https://esap.sec.gov.ph/>

## USER GUIDE

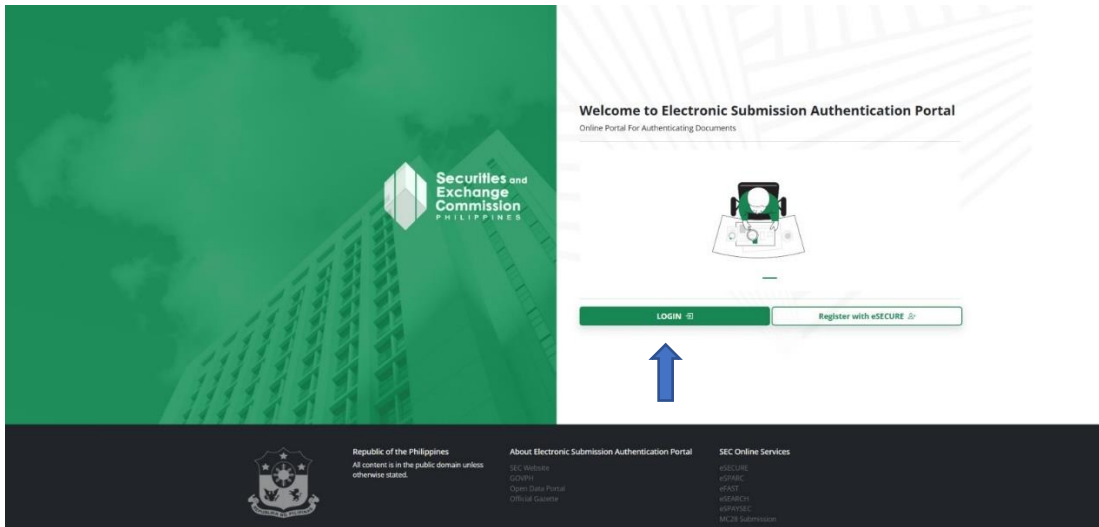
The Electronic Submission Authentication Portal (eSAP) is an online service designed to digitally authenticate SEC documents, eliminating the need for affixed wet signatures, notarization, and hard copy submissions. In place of conventional paper-based signatures, this platform utilizes One Time Passwords (OTPs) to electronically authenticate SEC required documents. It enhances the efficiency and convenience of the authentication process, facilitating easier submission of documents for SEC online services.

### Key Features and Functionalities:

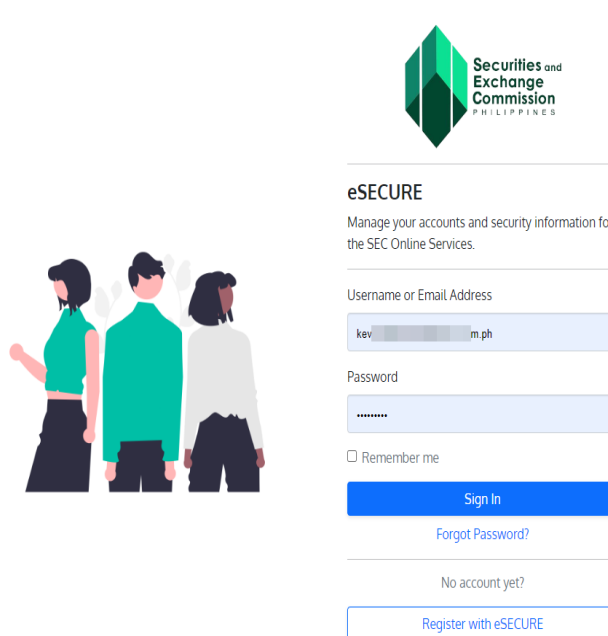
- ❖ User authentication
- ❖ Document management
- ❖ Email notifications
- ❖ Available 24/7
- ❖ Security
- ❖ User-friendly interface
- ❖ Mobile accessibility
- ❖ System integrated QR Code
- ❖ SEC Digital Signature on each page

## Accessing eSAP

1. Login to <https://esap.sec.gvo.ph>. Click the “Login” button.



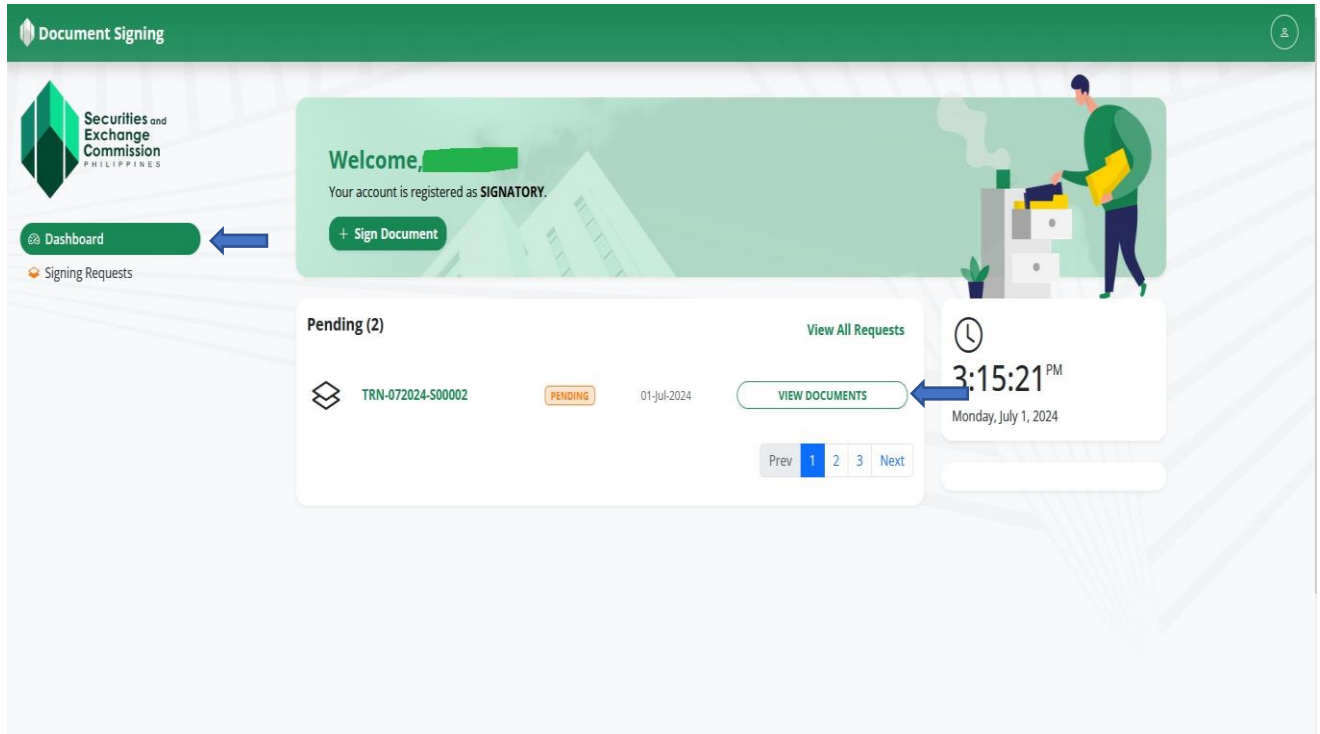
2. The user must have a credentialed eSECURE account. Log in the eSECURE account and click the “Sign-In” button.



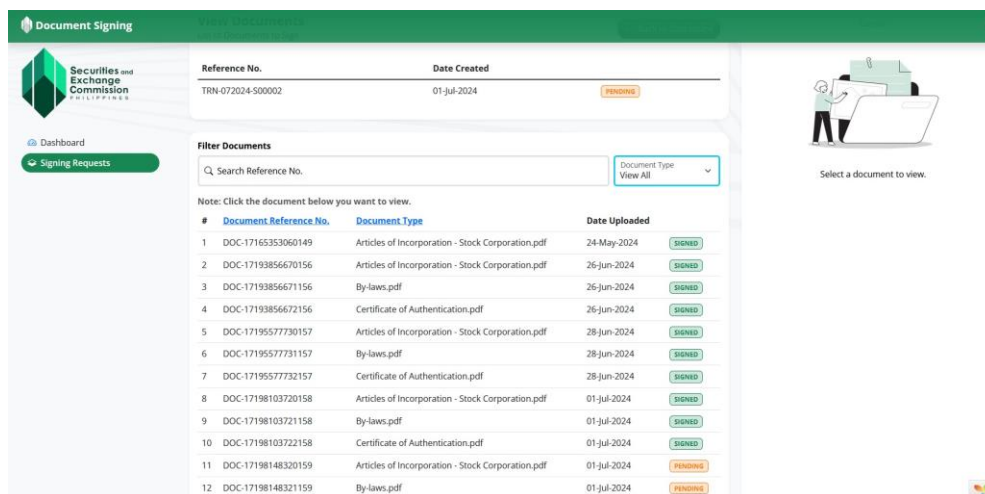
- ❖ *If user has no account with eSECURE, he/she may proceed on creating an account. To register with eSECURE kindly proceed to this link: <https://esecure.sec.gov.ph/>*

**Authentication of SEC Documents from SEC Online Services**

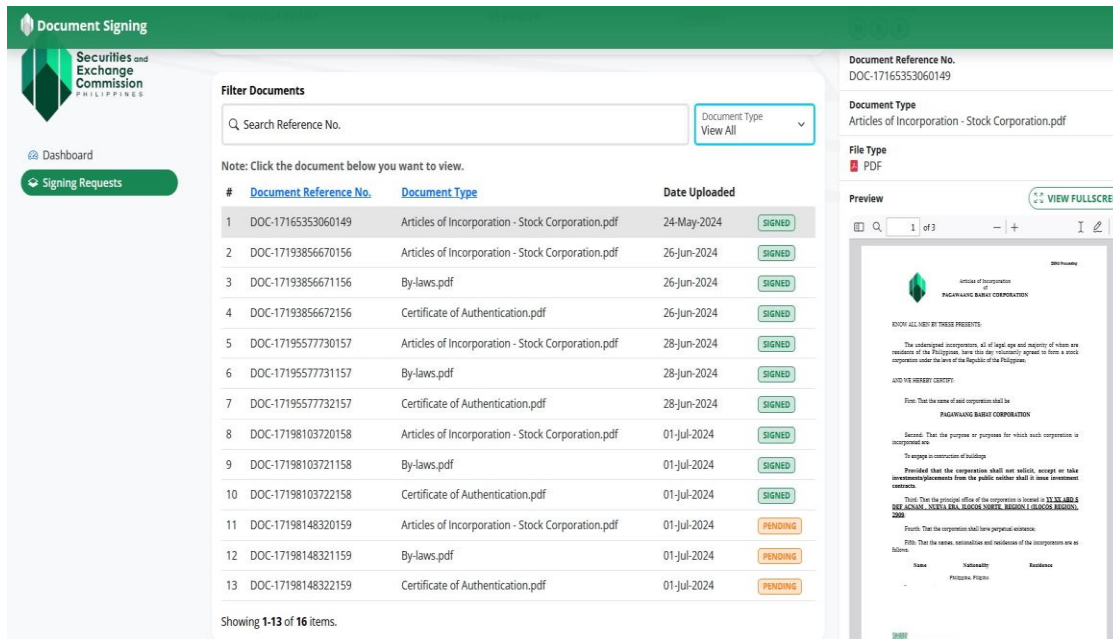
**3. The user will be redirected to the eSAP portal. Click the “Dashboard” and “View Documents” button.**



**A list of all authenticated and pending documents will be displayed.**



- Click the “Signed” button to view the document that has been previously authenticated. Click the “View Fullscreen” to view the document in full screen.



**Document Signing**

Securities and Exchange Commission PHILIPPINES

Dashboard | **Signing Requests**

**Filter Documents**

Search Reference No. [ ] Document Type [View All]

Note: Click the document below you want to view.

#	Document Reference No.	Document Type	Date Uploaded	Status
1	DOC-17165353060149	Articles of Incorporation - Stock Corporation.pdf	24-May-2024	SIGNED
2	DOC-17193856670156	Articles of Incorporation - Stock Corporation.pdf	26-Jun-2024	SIGNED
3	DOC-17193856671156	By-laws.pdf	26-Jun-2024	SIGNED
4	DOC-17193856672156	Certificate of Authentication.pdf	26-Jun-2024	SIGNED
5	DOC-1719557730157	Articles of Incorporation - Stock Corporation.pdf	28-Jun-2024	SIGNED
6	DOC-1719557731157	By-laws.pdf	28-Jun-2024	SIGNED
7	DOC-1719557732157	Certificate of Authentication.pdf	28-Jun-2024	SIGNED
8	DOC-17198103720158	Articles of Incorporation - Stock Corporation.pdf	01-Jul-2024	SIGNED
9	DOC-17198103721158	By-laws.pdf	01-Jul-2024	SIGNED
10	DOC-17198103722158	Certificate of Authentication.pdf	01-Jul-2024	SIGNED
11	DOC-17198148320159	Articles of Incorporation - Stock Corporation.pdf	01-Jul-2024	PENDING
12	DOC-17198148321159	By-laws.pdf	01-Jul-2024	PENDING
13	DOC-17198148322159	Certificate of Authentication.pdf	01-Jul-2024	PENDING

Showing 1-13 of 16 items.

**Document Reference No.**  
DOC-17165353060149

**Document Type**  
Articles of Incorporation - Stock Corporation.pdf

**File Type**  
PDF

**Preview** [VIEW FULLSCREEN]

Articles of Incorporation of PANGALANG BAKER CORPORATION

KNOW ALL MEN BY THESE PRESENTS:

The undersigned incorporators, all of legal age and majority of whom are residents of the Philippines, have this day voluntarily agreed to form a stock corporation under the laws of the Republic of the Philippines.

**ARTS VS HEREBY CERTIFY:**

First: That the name of said corporation shall be PANGALANG BAKER CORPORATION

Second: That the purpose or purposes for which such corporation is incorporated are:

To engage in construction of buildings

Provided that the corporation shall not solicit, accept or take investments/placements from the public neither shall it issue investment contracts.

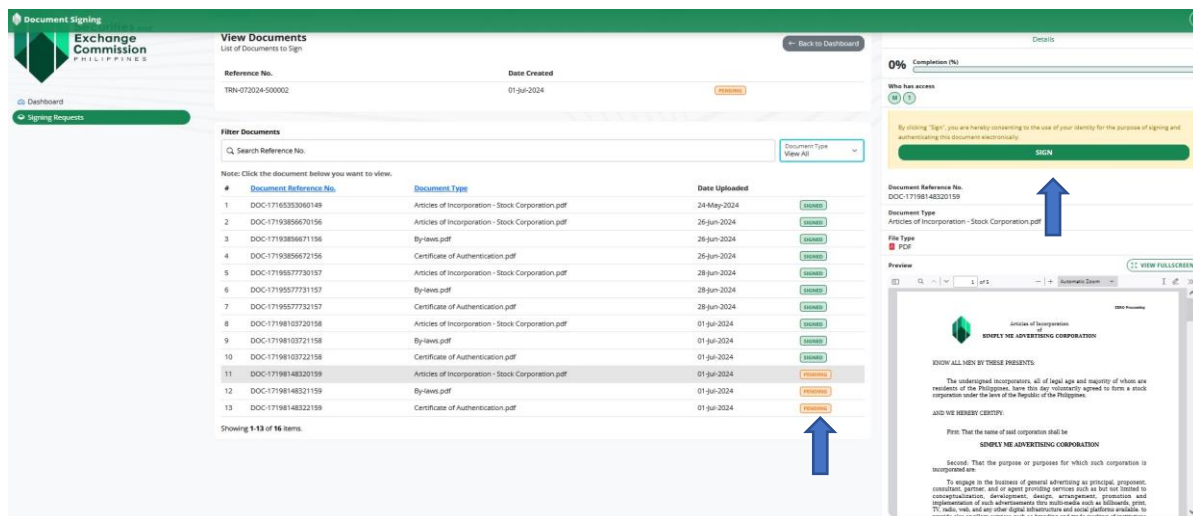
Third: That the principal office of the corporation is located at 13300, 13301 & 13302, PUNTA RAYA BLOOD MARKET, BANGAL I, JUPAN, CAGAYAN DE ORIENTAL, PHILIPPINES

Fourth: That the corporation shall have perpetual existence.

Fifth: That the names, residences and addresses of the incorporators are as follows:

Name	Nationality	Residence
...	Philippine Citizen	...

- To authenticate the pending documents, click the “Pending” button and click the “Sign” button.



**Document Signing**

Exchange Commission PHILIPPINES

Dashboard | **Signing Requests**

**View Documents**  
List of Documents to Sign [Back to Dashboard]

Reference No. TRN-072024-500002 Date Created 01-Jul-2024 [PENDING]

**Filter Documents**

Search Reference No. [ ] Document Type [View All]

Note: Click the document below you want to view.

#	Document Reference No.	Document Type	Date Uploaded	Status
1	DOC-17165353060149	Articles of Incorporation - Stock Corporation.pdf	24-May-2024	SIGNED
2	DOC-17193856670156	Articles of Incorporation - Stock Corporation.pdf	26-Jun-2024	SIGNED
3	DOC-17193856671156	By-laws.pdf	26-Jun-2024	SIGNED
4	DOC-17193856672156	Certificate of Authentication.pdf	26-Jun-2024	SIGNED
5	DOC-1719557730157	Articles of Incorporation - Stock Corporation.pdf	28-Jun-2024	SIGNED
6	DOC-1719557731157	By-laws.pdf	28-Jun-2024	SIGNED
7	DOC-1719557732157	Certificate of Authentication.pdf	28-Jun-2024	SIGNED
8	DOC-17198103720158	Articles of Incorporation - Stock Corporation.pdf	01-Jul-2024	SIGNED
9	DOC-17198103721158	By-laws.pdf	01-Jul-2024	SIGNED
10	DOC-17198103722158	Certificate of Authentication.pdf	01-Jul-2024	SIGNED
11	DOC-17198148320159	Articles of Incorporation - Stock Corporation.pdf	01-Jul-2024	PENDING
12	DOC-17198148321159	By-laws.pdf	01-Jul-2024	PENDING
13	DOC-17198148322159	Certificate of Authentication.pdf	01-Jul-2024	PENDING

Showing 1-13 of 16 items.

**0% Completion (%)**

Who has access [ ] [ ]

By clicking "Sign" you are hereby consenting to the use of your identity for the purpose of signing and authenticating this document electronically.

[SIGN]

**Document Reference No.**  
DOC-17198148320159

**Document Type**  
Articles of Incorporation - Stock Corporation.pdf

**File Type**  
PDF

**Preview** [VIEW FULLSCREEN]

Articles of Incorporation of SIMPLY ME ADVERTISING CORPORATION

KNOW ALL MEN BY THESE PRESENTS:

The undersigned incorporators, all of legal age and majority of whom are residents of the Philippines, have this day voluntarily agreed to form a stock corporation under the laws of the Republic of the Philippines.

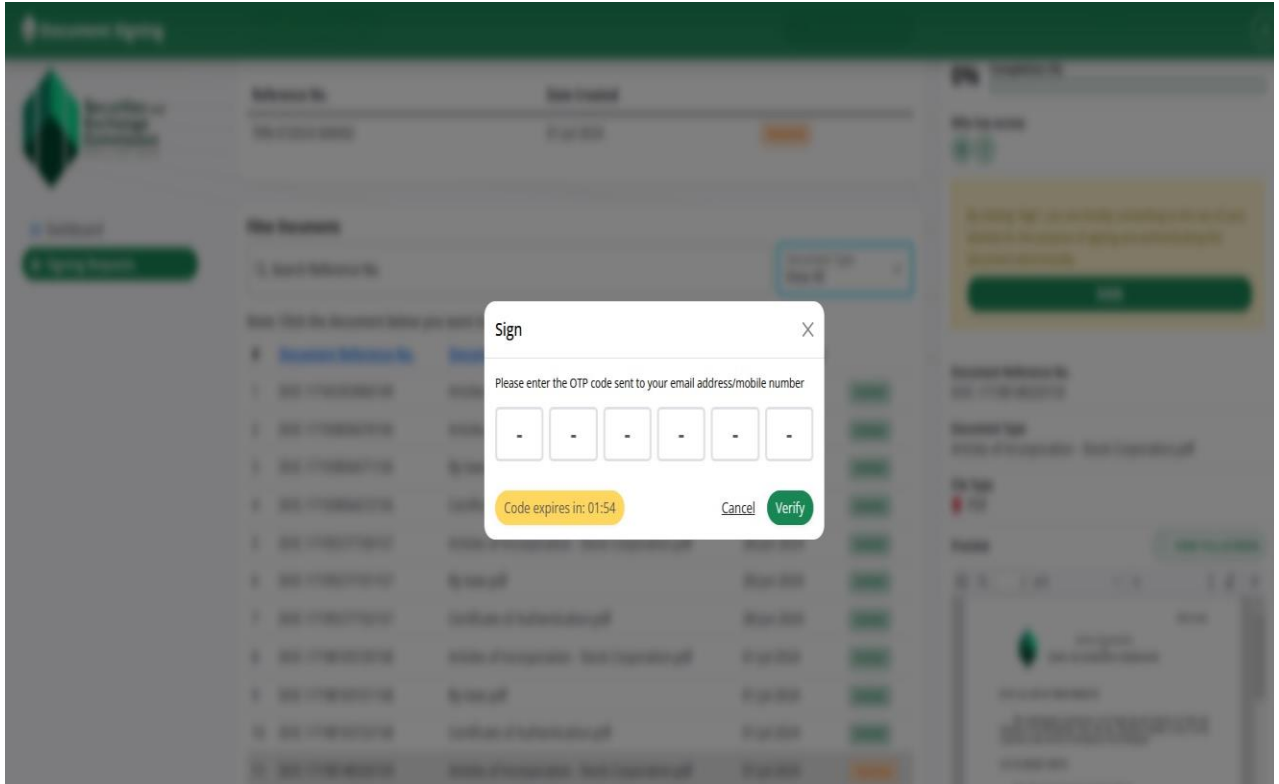
**ARTS VS HEREBY CERTIFY:**

First: That the name of said corporation shall be SIMPLY ME ADVERTISING CORPORATION

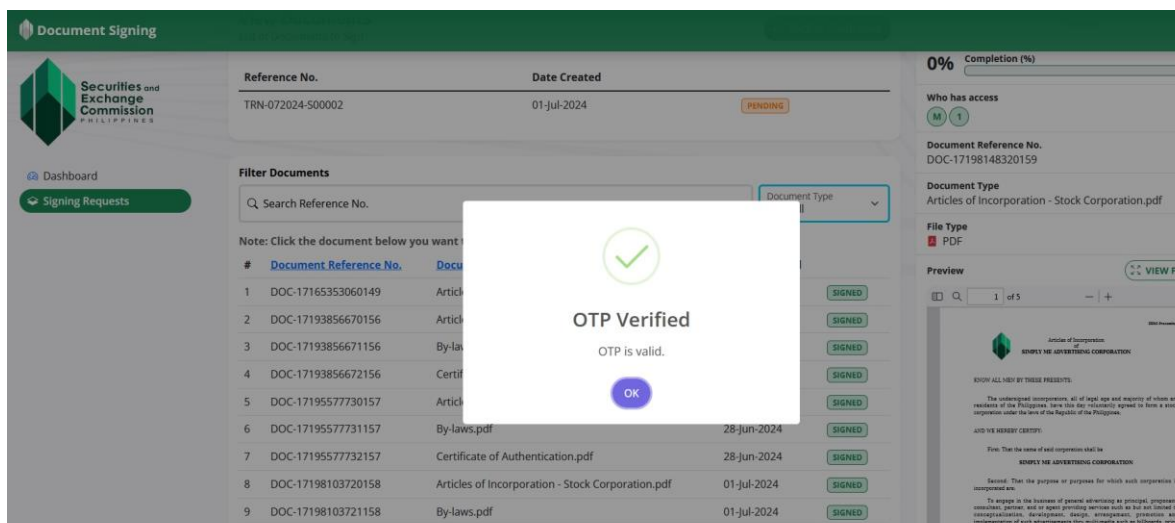
Second: That the purpose or purposes for which such corporation is incorporated are:

To engage in the business of general advertising as principal, proposer, contractor, partner, and/or agent providing services such as but not limited to computerized, on-line, and print advertising, design, development, production and implementation of such advertisements and multi-media such as billboard, print, TV, radio, web, and any other digital advertisements and such platforms available to consumers.

6. Enter the One Time Password (OTP) sent through the email and mobile number of the authenticating corporate officer and click the “Verify” button.



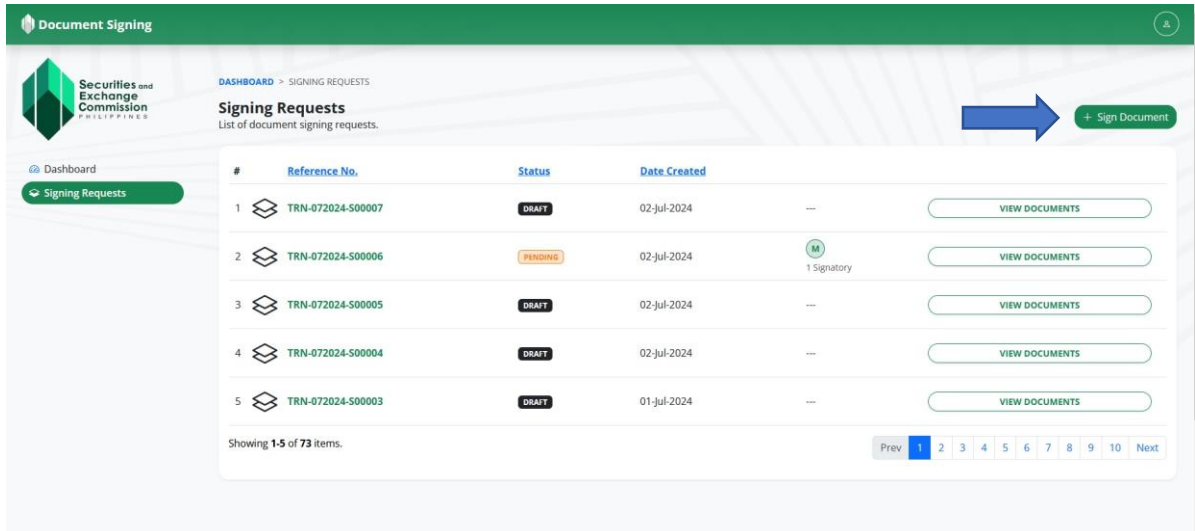
7. A notification message that OTP has been successfully verified will be displayed. Click the “Ok” button to proceed.



8. Repeat steps 6-8 to authenticate all the documents with “Pending” status.

## Manual Uploading of SEC Document for Authentication

1. To upload SEC documents for authentication click the “+Sign Document” button.

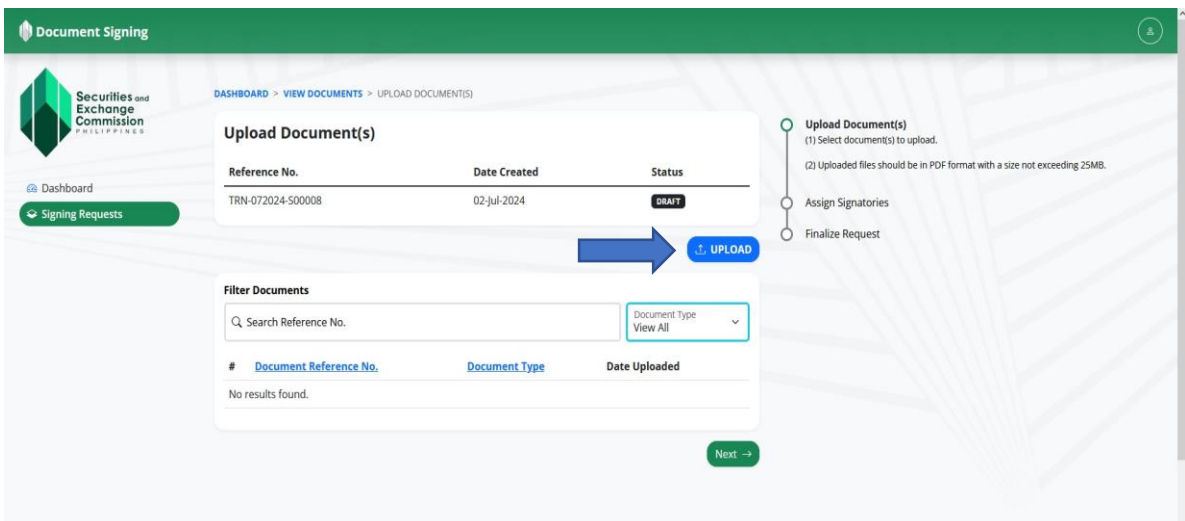


The screenshot shows the 'Document Signing' dashboard. The breadcrumb trail is 'DASHBOARD > SIGNING REQUESTS'. The main heading is 'Signing Requests' with a subtitle 'List of document signing requests.' A blue arrow points to a '+ Sign Document' button in the top right corner. Below this is a table with the following data:

#	Reference No.	Status	Date Created		VIEW DOCUMENTS
1	TRN-072024-S00007	DRAFT	02-Jul-2024	---	VIEW DOCUMENTS
2	TRN-072024-S00006	PENDING	02-Jul-2024	M 1 Signatory	VIEW DOCUMENTS
3	TRN-072024-S00005	DRAFT	02-Jul-2024	---	VIEW DOCUMENTS
4	TRN-072024-S00004	DRAFT	02-Jul-2024	---	VIEW DOCUMENTS
5	TRN-072024-S00003	DRAFT	01-Jul-2024	---	VIEW DOCUMENTS

Showing 1-5 of 73 items. A pagination bar at the bottom shows 'Prev' followed by buttons for 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, and 'Next'.

2. Click the “Upload” button.



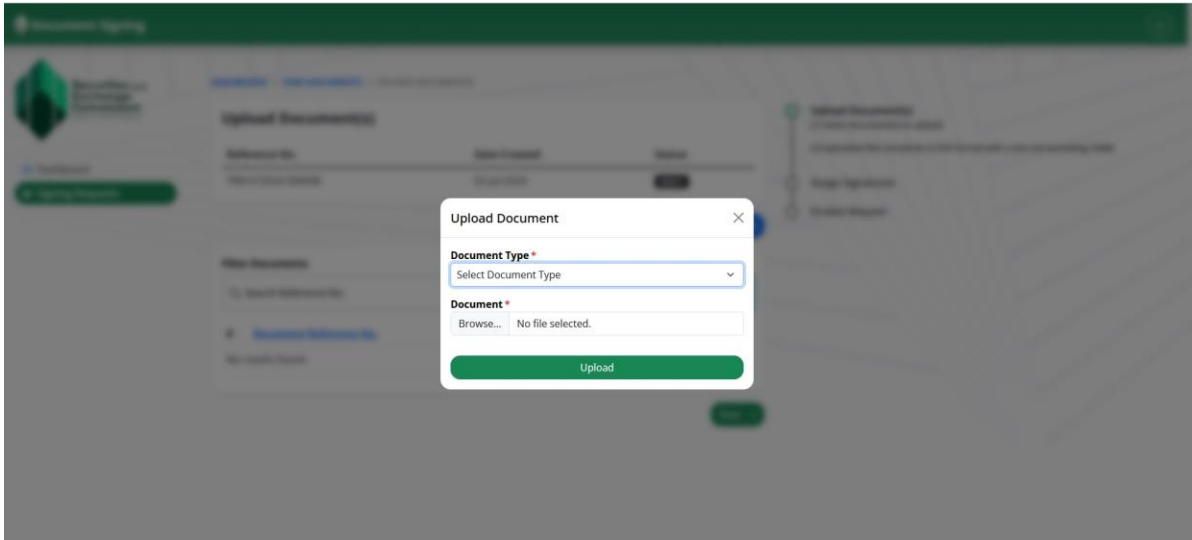
The screenshot shows the 'Upload Document(s)' screen. The breadcrumb trail is 'DASHBOARD > VIEW DOCUMENTS > UPLOAD DOCUMENT(S)'. The main heading is 'Upload Document(s)'. Below this is a table with the following data:

Reference No.	Date Created	Status
TRN-072024-S00008	02-Jul-2024	DRAFT

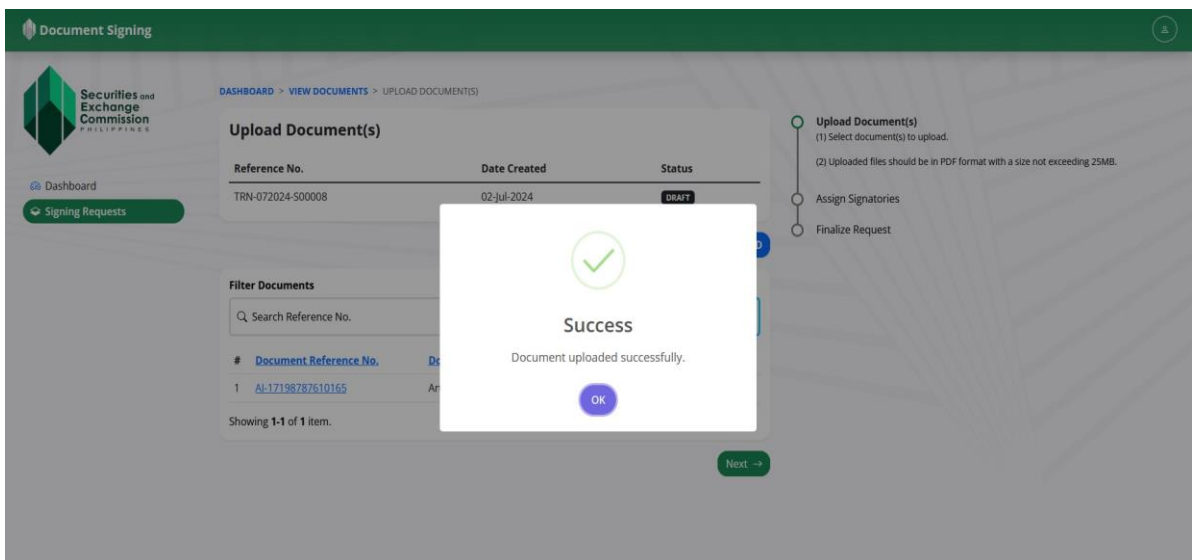
A blue arrow points to an 'UPLOAD' button. To the right of the table is a vertical flowchart with three steps: 'Upload Document(s)' (with sub-points: '(1) Select document(s) to upload.', '(2) Uploaded files should be in PDF format with a size not exceeding 25MB.'), 'Assign Signatories', and 'Finalize Request'. Below the table is a 'Filter Documents' section with a search box 'Search Reference No.', a 'Document Type' dropdown menu set to 'View All', and a table with columns '#', 'Document Reference No.', 'Document Type', and 'Date Uploaded'. The table currently shows 'No results found.' A 'Next' button is at the bottom right.



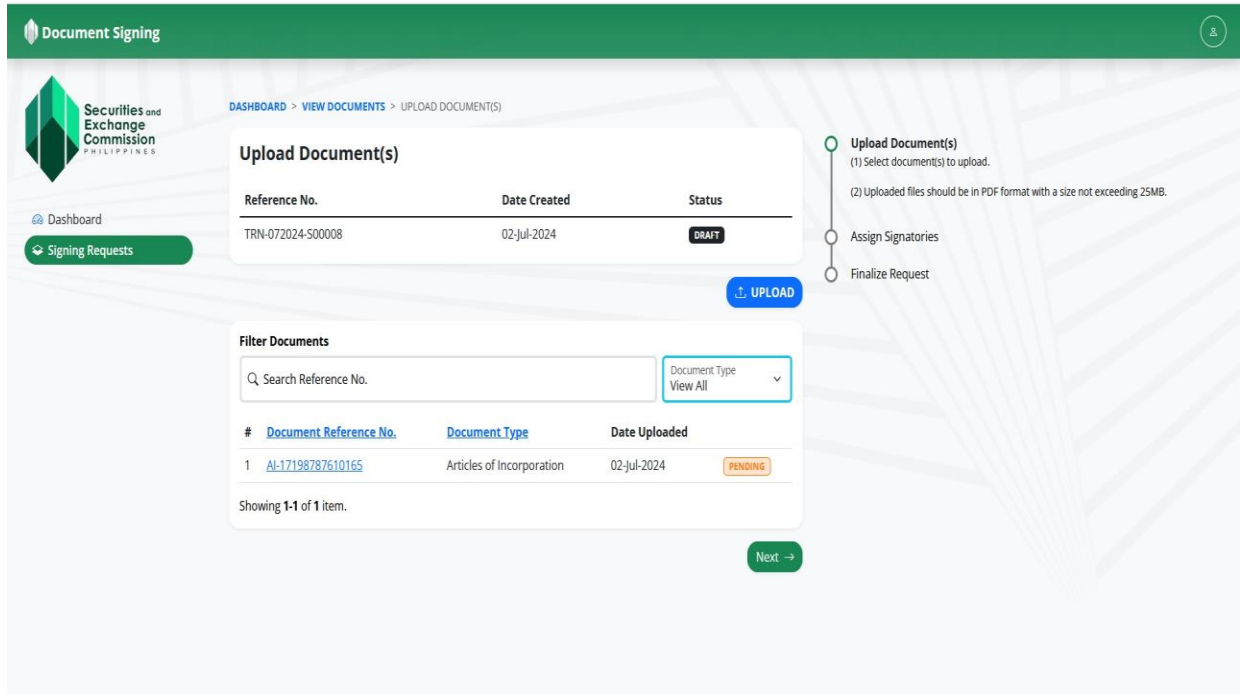
3. Select the document type, attach the document to be uploaded and click the “Upload” button.



4. A notification message that the document has been successfully uploaded will be displayed. Click the “Ok” button to proceed.



5. The status of the uploaded document is “Pending”. Click the “Next” button.



**Document Signing**

DASHBOARD > VIEW DOCUMENTS > UPLOAD DOCUMENT(S)

**Upload Document(s)**

Reference No.	Date Created	Status
TRN-072024-S00008	02-Jul-2024	DRAFT

**Filter Documents**

Search Reference No.  Document Type: View All

#	Document Reference No.	Document Type	Date Uploaded	Status
1	<a href="#">AI-17198787610165</a>	Articles of Incorporation	02-Jul-2024	PENDING

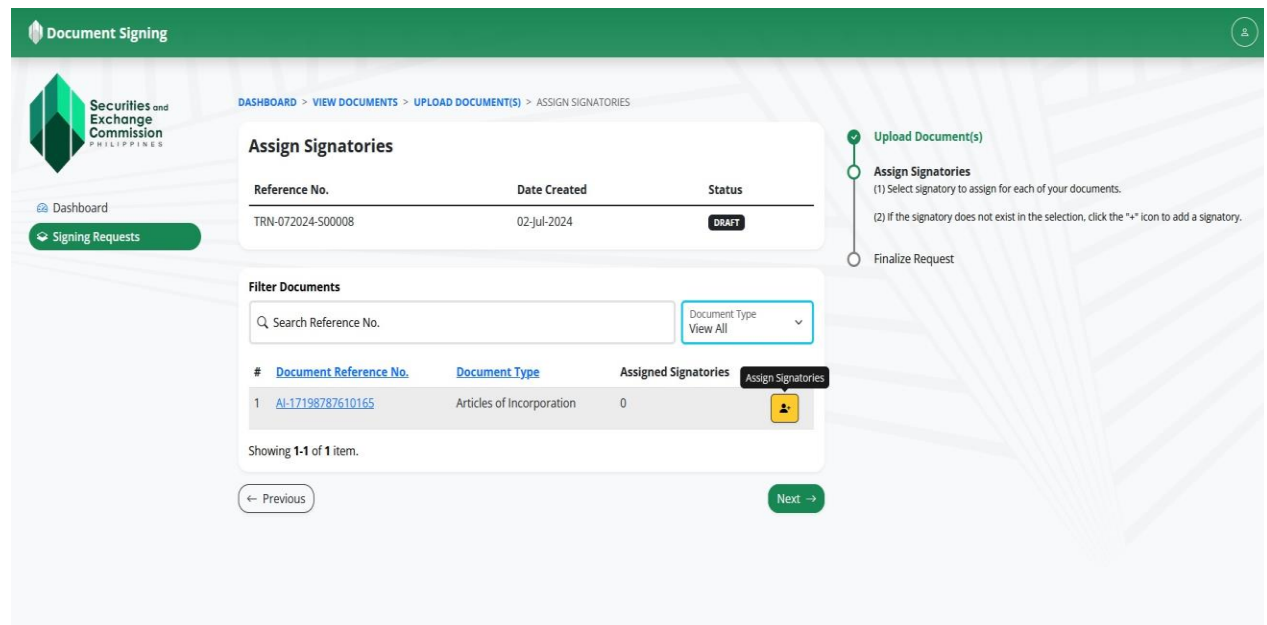
Showing 1-1 of 1 item.

**Next →**

**Upload Document(s)**  
 (1) Select document(s) to upload.  
 (2) Uploaded files should be in PDF format with a size not exceeding 25MB.

Assign Signatories  
 Finalize Request

6. To assign the document for authentication, click the “Assign Signatory” button



**Document Signing**

DASHBOARD > VIEW DOCUMENTS > UPLOAD DOCUMENT(S) > ASSIGN SIGNATORIES

**Assign Signatories**

Reference No.	Date Created	Status
TRN-072024-S00008	02-Jul-2024	DRAFT

**Filter Documents**

Search Reference No.  Document Type: View All

#	Document Reference No.	Document Type	Assigned Signatories	Action
1	<a href="#">AI-17198787610165</a>	Articles of Incorporation	0	<b>Assign Signatories</b>

Showing 1-1 of 1 item.

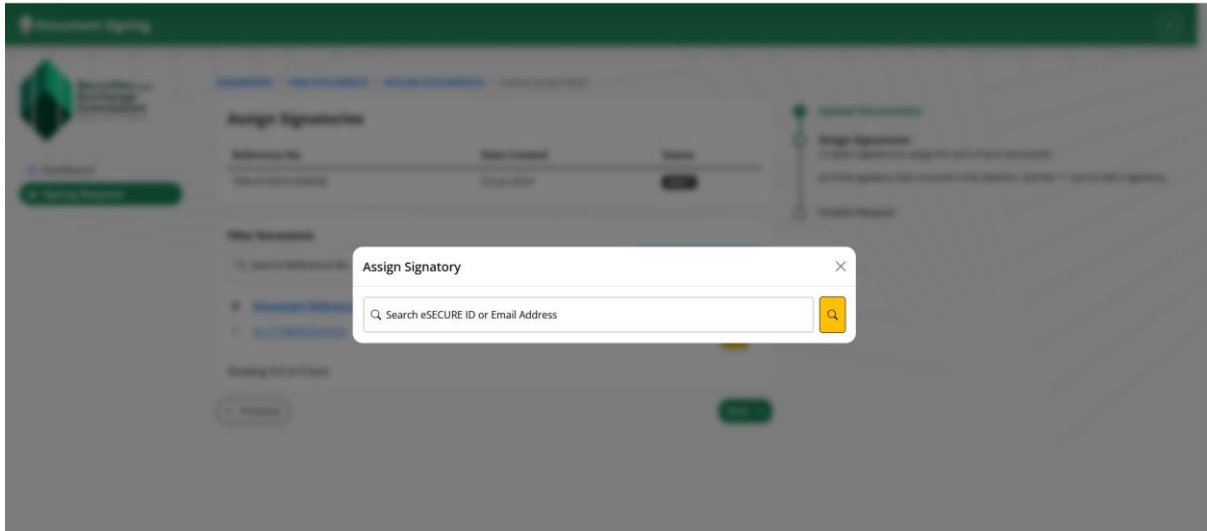
**← Previous** **Next →**

**Upload Document(s)**  
 (1) Select document(s) to upload.  
 (2) Uploaded files should be in PDF format with a size not exceeding 25MB.

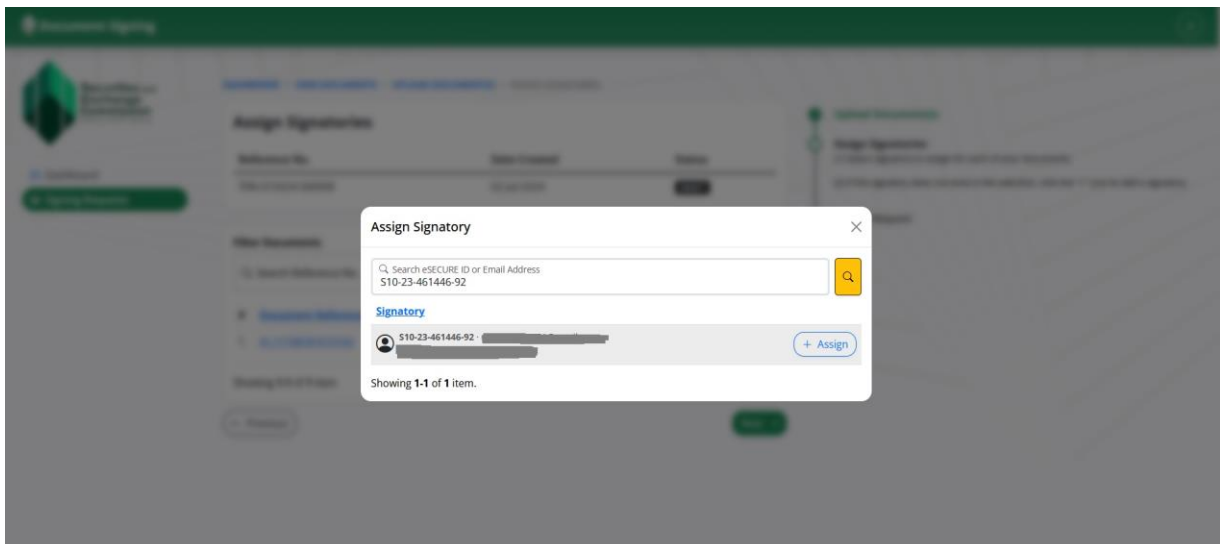
**Assign Signatories**  
 (1) Select signatory to assign for each of your documents.  
 (2) If the signatory does not exist in the selection, click the "+" icon to add a signatory.

Finalize Request

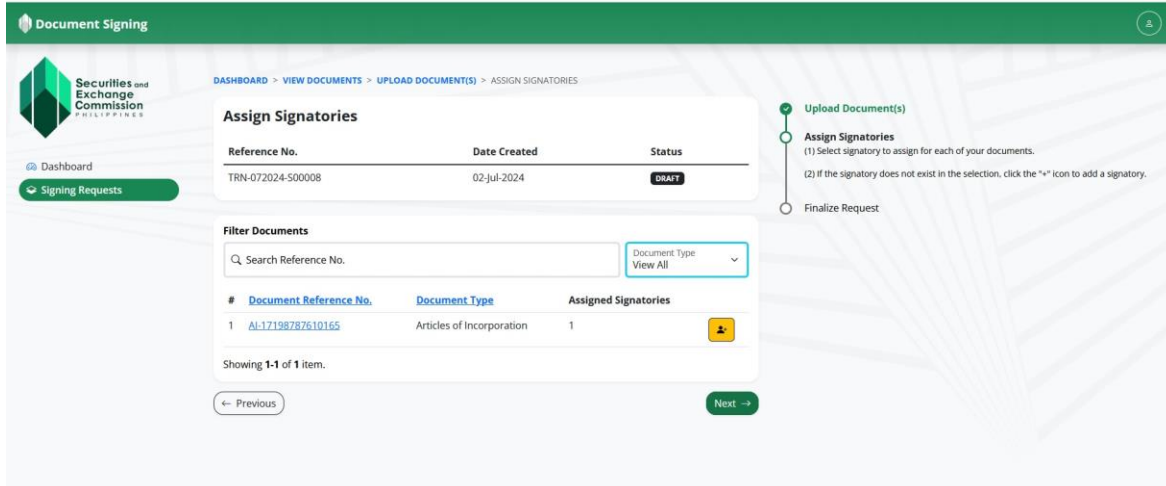
7. Enter the eSECURE ID or the eSECURE registered email address of the person who will authenticate the SEC document.



8. The system will display the name of the holder of the eSECURE ID, click the "+Assign" button.



**9. The system will display that the document has been assigned, click the “Next” button.**



The screenshot shows the 'Assign Signatories' page in the Document Signing section. The breadcrumb trail is: DASHBOARD > VIEW DOCUMENTS > UPLOAD DOCUMENT(S) > ASSIGN SIGNATORIES. The page displays a table with the following data:

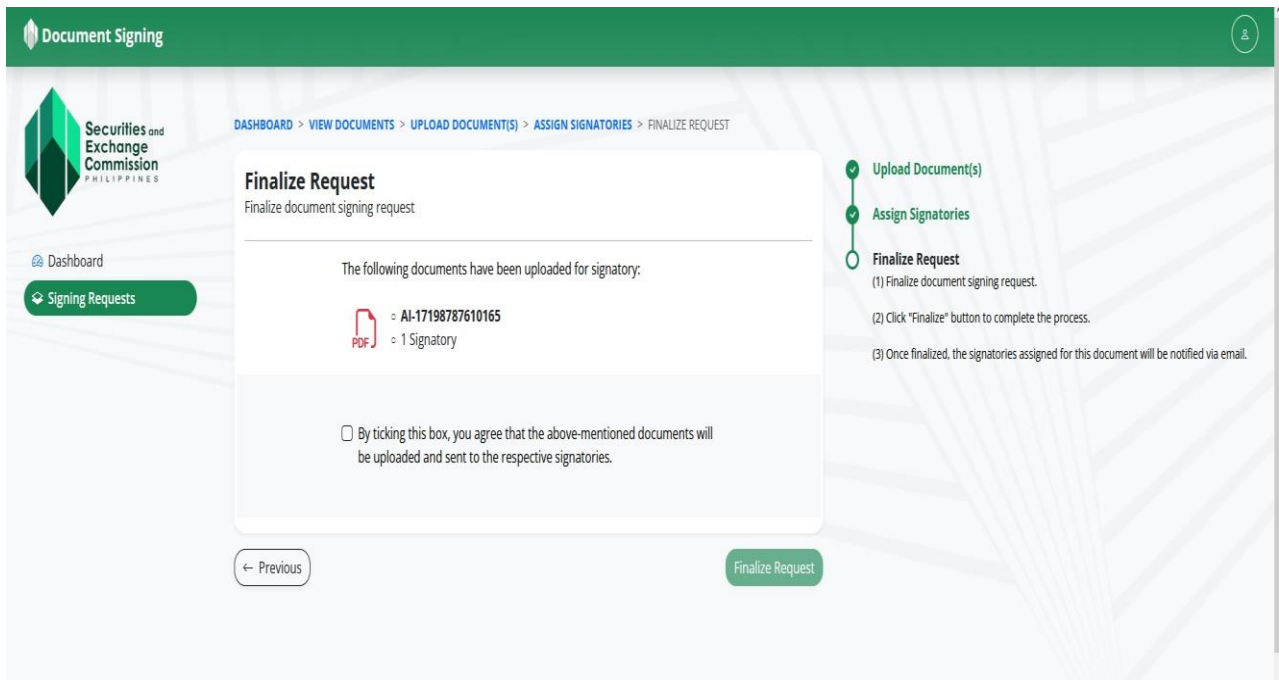
Reference No.	Date Created	Status
TRN-072024-500008	02-Jul-2024	DRAFT

Below the table is a 'Filter Documents' section with a search bar for 'Search Reference No.' and a 'Document Type' dropdown menu set to 'View All'. A table below shows one document:

#	Document Reference No.	Document Type	Assigned Signatories
1	<a href="#">AI-17198787610165</a>	Articles of Incorporation	1

At the bottom of the table, it says 'Showing 1-1 of 1 item.' There are 'Previous' and 'Next' buttons. On the right side, a progress indicator shows three steps: 'Upload Document(s)', 'Assign Signatories', and 'Finalize Request'. The 'Assign Signatories' step is currently active.

**10. Tick the box and click the “Finalize Request” button.**



The screenshot shows the 'Finalize Request' page in the Document Signing section. The breadcrumb trail is: DASHBOARD > VIEW DOCUMENTS > UPLOAD DOCUMENT(S) > ASSIGN SIGNATORIES > FINALIZE REQUEST. The page displays the following information:

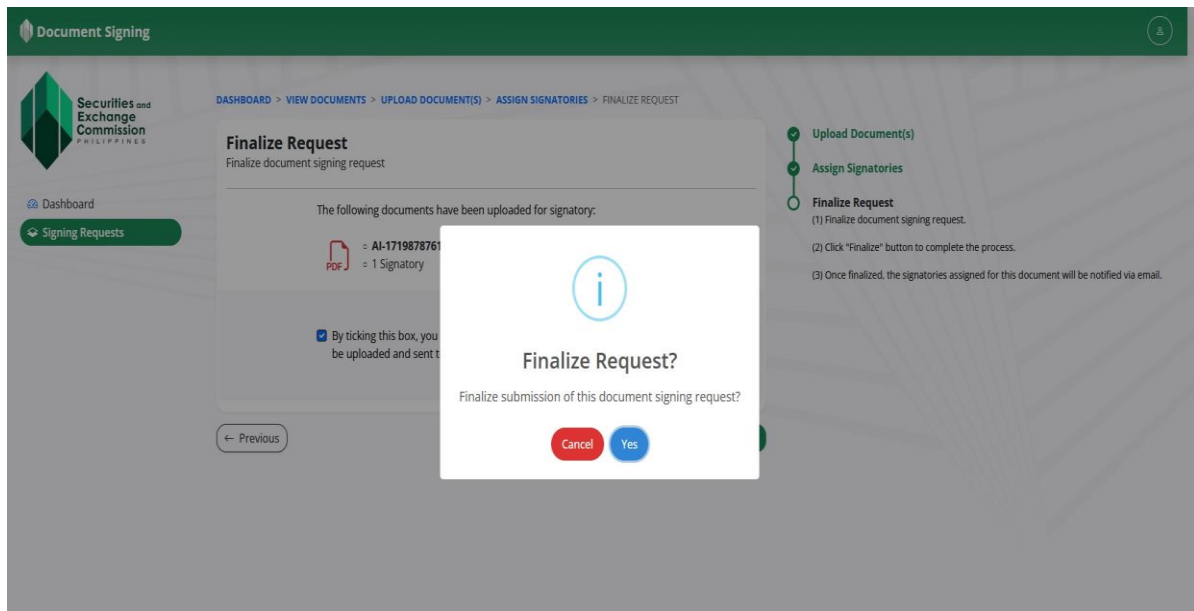
The following documents have been uploaded for signatory:

- AI-17198787610165
- 1 Signatory

Below this list is a checkbox with the text:  By ticking this box, you agree that the above-mentioned documents will be uploaded and sent to the respective signatories.

At the bottom, there are 'Previous' and 'Finalize Request' buttons. On the right side, a progress indicator shows three steps: 'Upload Document(s)', 'Assign Signatories', and 'Finalize Request'. The 'Finalize Request' step is currently active.

11. A confirmation message to finalize the request for document authentication will be displayed. Click the “Yes” button to proceed.



12. A confirmation message that the document for authentication has been assigned will be displayed. Click the “Ok” button.

