

North And Central Luzon	
Name	Address & Contact Info
BALANGA BATAAN	BSO Gound Operations Airfreight 2100 Unit 6 De Leon Diaz Bldg., Manahan St., Tinejero Balanga Bataan
BATAAC, ILOCOS NORTE	Washington St. Brgy. 2 Ablan, Batac City, Ilocos Norte
BAYOMBONG, NUEVA VIZCAYA	2nd Floor McDo Bldg. Corner Mabini St. B. Aquino Ave., Solano, Nueva Vizcaya
CABANATUAN CITY	467 Consejo St., Quezon District, Cabanatuan City
CAUAYAN, ISABELA	Northeast Cabatuan Road, Barangay San Fermin, Cauayan, Isabela
CANDON, ILOCOS SUR	Gabayans Compound National Hi-way Candon City, Ilocos Sur
CALASIAO, PANGASINAN	Mc-Arthur Highway, San Miguel, Calasiao, Pangasinan
CLARK	Cargohaus Bldg., Clark, Pampanga
DAGUPAN CITY	Unit 1 Liaonag Bldg., 14 Perez Blvd., Dagupan City, Pangasinan
ILAGAN, ISABELA	LSP Bldg., Calamagui 2nd, Ilagan, Isabela
LAOAG CITY	Brgy 09, Rizal Corner Llanes Sts., Laoag City, Ilocos Norte
OLONGAPO CITY	El Elyon Arcade 2443 Rizal Ave., West Bajac, Bajac, Olongapo City
PARAISO, TARLAC	Yu Bldg. Mac Arthur Highway Paraiso Tarlac City
SAN FERNANDO, LA UNION	C. Nuesca Bldg. National Hi-way Sevilla San Fernando City La Union
SAN FERNANDO, PAMPANGA	Air21 San Fernando Warehouse 2010 Lazatin Blvd., Dolores, San Fernando Pampanga
SM CITY BAGUIO	Upper Basement SM City Baguio, Upper Session Road., Baguio City
SM CITY CLARK PAMPANGA	Ground Floor SM Clark, Clarkfield Pampanga
SM CITY SAN FERNANDO, PAMPANGA	Ground Floor Sm City Pampanga, San Fernando, Pampanga
SANTIAGO, ISABELA	304 Barrera St. Centro East Santiago City, Isabela
TIMES SQUARE, SUBIC	Ground Floor Times Square Bldg. SBMA Zambales
TUGUEGARAO CITY	51 Mabini St., Brgy. 3, Centro Tuguegarao, Cagayan
URDANETA CITY	Josefa Building, San Vicente, Urdaneta City, Pangasinan
VIGAN- ILOCOS SUR	Governor Reyes St., cor Bonifacio St., Vigan Ilocos Sur
Southern Luzon Region	
Name	Address & Contact Info
BATANGAS CITY	CAEDO Commercial Center, Brgy. Calicanto, Batangas City
CALAPAN, MINDORO	MH Del Pilar, San Vicente East, Calapan City, Oriental Mindoro

Southern Luzon Region	
Name	Address & Contact Info
DAET	Ground Floor Manlapaz Bldg., Gov. Panotes Ave., Daet
LEGASPI CITY	Air21 Bldg., LGB Compound Lakandula Drive Brgy. 40 Cruzada Legaspi City
LEMERY, BATANGAS	Ground Floor CNM Building, Illustrate Avenue, Lemery, Batangas
LIPA CITY	Neo-Francis Bldg., Paninsingin, Tambo, Lipa City
LOS BAÑOS, LAGUNA	Chair Bldg., Stall 1, Lopez Ave., Batong Malake, Los Baños, Laguna
MARINDUQUE	Nepomuceno St. Barangay San Miguel Boac, Marinduque
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NAGA CITY	Rodson Bldg., J. Hernandez Ave., Naga City
PINAMALAYAN, ORIENTAL MINDORO	Infront of Pinamalayan Public Market, Pinamalayan, Oriental Mindoro
PUERTO PRINCESA CITY	242 GP Bldg., Rizal Ave., Puerto Princesa City, Palawan
SAN JOSE, MINDORO OC-CIDENTAL	Don Carlos Compound, Liboro St., San Jose Mindoro Occidental
SAN PABLO CITY	36B Rizal Corner Col. Dizon Ave., San Pablo City, Laguna
SORSOGON CITY	Landbank Bldg., Magsaysay St., Sorsogon City
STA. LUCIA EAST, CAINTA RIZAL	Second Level, Phase II, Sta. Lucia East Grand Mall, Marcos Highway Corner Felix Ave., Cainta, Rizal
TABACO CITY	Door No. 4 AristaBldg Karangahan Blvd. Tabaco City
VIRAC, CATANDUANES	037-A San Jose St., Virac, Catanduanes
Visayas	
Name	Address & Contact Info
ANTIQUE	Lanz Travel and Tours, General Fullon St., San Jose, Antique
AYALA CENTER, CEBU CITY	Level 2 Ayala Center Cebu, Cebu Business Park Cebu City
BACOLOD SHOPPING MALL	Yakal Molave Sts., Capitol Shopping Center, Bacolod City
BANILAD TOWN CENTER, CEBU CITY	North Arcade, Banilad Town Center, Gov. M. Cuenco Ave., Banilad, Cebu City
BANTAYAN ISLAND, CEBU CITY	Anunciacion Escario Bldg., IR Escario St., Binaobao Bantayan Island, Cebu City
CARGOHAUS, CEBU CITY	Cargohaus Bldg., Lapu-Lapu City, Cebu
DUMAGUETE CITY	North National Highway Rm. C, Kapamilya Lodge Bldg. (Beside Libcap) Dumaguete City
KALIBO, AKLAN	1275 C. Laserna St., Kalibo, Aklan

Visayas	
Name	Address & Contact Info
ROXAS CITY	Door #1 Arches Bldg., Arnaldo Blvd, Roxas City, Capiz, 5800
SM CITY, CEBU CITY	Lower Ground Floor SM City North Reclamation Area, Cebu City
TAGBILARAN CITY	QVC Plaza Bldg., Tagbilaran City, Bohol
TALISAY, CEBU CITY	2nd Floor, Gaisano Fiesta Mall, Tabunok, Talisay City, Cebu
Mindanao	
Name	Address & Contact Info
BUTUAN CITY	Door 1 M. U. Bldg., J. C. Aquino Ave., Tandang Sora, Butuan City
CAGAYAN DE ORO CITY	Airfreight 2100 Cagayan De Oro City
COTABATO CITY	Purok 4, Gov. Guiterrez Ave., Cotabato City (back of Notre Dame Hospital)
DIPOLOG CITY	003 General Luna St., Estaka Dipolog City Zamboanga del Norte
GENERAL SANTOS CITY	A-07 Road Plaza Daproza Ave., General Santos City
ILIGAN CITY	001-C Manuel Roxas Avenue, Iligan City
IPIL, ZAMBOANGA SIBUGAY	Fronting Municipal Covered Court National Highway Poblacion Ipil, Ipil Zamboanga Sibugay
KIDAPAWAN CITY	Door 2 Zepol Bldg., Quezon Road, Kidapawan City
MARAWI CITY	C/o Lindongan Enterprises, Ground Floor Pacasum Sq., Quezon Ave., Marawi City
MIDSAYAP, NORTH CO-TABATO	TMAC Building Sto. Niño Street Poblacion 1, Midsayap, North Cotabato
OZAMIS CITY	Kiang Sip Bldg., Don Anselmo Bernad Ave., City Hall Dr., Brgy. Aguada, Ozamis City
TAGUM CITY	DR 5 Boja Arcade Rizal Street Tagum City
ZAMBOANGA CITY	Door 1 Fermin Building Veterans Avenue, Zamboanga City



# CITIZEN'S CHARTER

## SEC EXPRESS NATIONWIDE SUBMISSION (SENS)

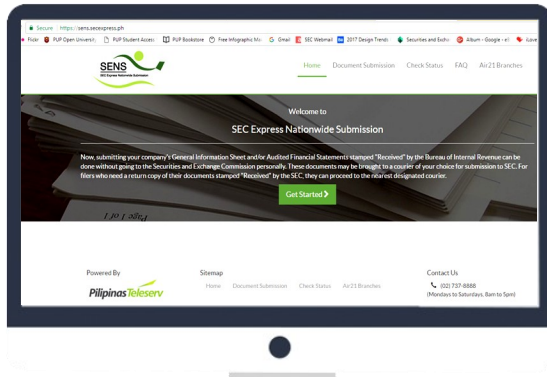
### Submission of Annual Reportorial Requirements

Information and Communications Technology Department — Electronic Records Management Division

For inquiries, please contact (02) 737-8888, Mondays to Saturdays, from 8:00 AM to 5:00 PM.

Through SENS, you now have the option to submit your reportorial requirements [i.e. Audited Financial Statements (AFS) stamped received by the Bureau of Internal Revenue, and General Information Sheet (GIS)] without going to the SEC Office.

Log on to [www.secexpress.ph/sens](http://www.secexpress.ph/sens)



Click **Get Started** and choose whether you want a return copy delivered to you or not.



With Return Copy

Or



No Return Copy

## STEP 1

**FILL UP THE CHECKLIST FORM.** Provide the following information:

- Company Name and SEC Registration Number
- Customer Information
- Delivery Address

## STEP 2

**REVIEW THE INFORMATION GIVEN.** You may revise or edit, as necessary.

## STEP 3

**PRINT THE SYSTEM-GENERATED FORMS.**

**If With Return Copy**

1. Checklist Form
2. SENS Tracking Form
3. Acknowledgment Receipt
4. Mailing Label

Enclose the Checklist Form and the SENS Tracking Form in a brown envelope with **four (4) sets**, including one (1) original copy, of your Audited Financial Statement (AFS) and/or General Information Sheet (GIS). **Do not seal the envelope yet.**

**If No Return Copy**

1. Checklist Form
2. Mailing Label

Enclose the Checklist Form in a brown envelope with **four (4) sets** of your AFS and/or GIS.

## STEP 4

**PROCEED AND SUBMIT THE DOCUMENTS TO THE NEAREST SENS Air21 PARTNER IN YOUR AREA.** You may check the list of the Air21 branches included herein.



Pay the corresponding courier fees and charges.



If you required a return copy, it will be delivered by Air21 within 3 to 4 working days.



Return Copy

Considering that the SEC Express Nationwide Submission is an independent third party service, the provider may charge additional service and courier fees on top of its regular fees.

## DOCUMENT TRACKING

You may check the status of your documents at [www.sens.secexpress.ph/check-status](http://www.sens.secexpress.ph/check-status) or at [www.air21.com.ph/main/shipment-tracking.php](http://www.air21.com.ph/main/shipment-tracking.php).

## SENS Air21 PARTNERS

National Capital Region/Metro Manila	
Name	Address & Contact Info
APOLONIO SAMSON, QUEZON CITY	181 Kaingin Road, Brgy. Apolonio Samson, Quezon City
ALABANG TOWN CENTER	Alabang Town Center, Corte Delas Palmas, Muntinlupa
CARGOHAUS, PARAÑAQUE	2nd Floor Cargohaus Bldg., Brgy. Vitalez, NAIA Complex, Parañaque City
COA-QUEZON CITY	Commission on Audit Central Office, Commonwealth Ave., Quezon City
CULIAT,-QUEZON CITY	#362-A Tandang Sora Ave., Brgy. Culiát, Quezon City
FESTIVAL MALL ALABANG	Ground Floor Festival Supermall, Alabang, Muntinlupa City
GATEWAY MALL, QUEZON CITY	Unit 211 Level 2 Gateway Mall, Cubao, Quezon City
KARANGALAN, PASIG	114 Kaginhawaan Corner Kahatulan Sts., Karangalan, Pasig City
MARKET! MARKET!	Ground Level Bazaar Area, Market Market, Bonifacio Global City, Taguig City
NAGA ROAD, LAS PINAS	Unit-D Block 4 J.Hernandez St., Naga Road,Pulang Lupa, Las Piñas City
QUIRINO, CALOOCAN	Lot 13 Block 2 Quirino Hi-way Malaria Road Barangay 185, Caloocan City
SHAW AVE., PASIG	17th Ground Floor Rudgen Bldg., Shaw Blvd Corner Meralco Ave., Pasig
SMX CONVENTION CENTER (MOA)	Unit G3, SMX Convention Center, Seashell Drive, Mall of Asia Complex, Pasay City
SM MEGAMALL	Lower Ground Floor Bldg A, SM Megamall, Mandaluyong City
SM NORTH EDSA	Ground Floor SM City Main Bldg., North Ave., Bagong Pag-Asa Quezon City
North And Central Luzon	
Name	Address & Contact Info
ABRA	Mega Centrum Bldg., Taft St. Zone V Bangued Abra
BAGUIO CITY	WSC Loakan Road, Baguio City