

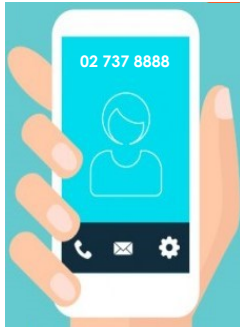
FOR PICK UP / BY APPOINTMENT

CALL CENTER FACILITY

Call the SEC Express Hotline Number (02) 737-8888.

STEP 1

Provide the call center agent with the information needed to process your order.



STEP 2

Check your e-mail and print out the **reference form** provided before proceeding to the SEC Office on the date and time of your appointment.

If you cannot make it on your scheduled appointment, please cancel it online using the **Cancel Appointment** link.

SEC Express Appointment

In order to serve you better, all transactions with the SEC PRU require an appointment. This guarantees that you will be served in a timely fashion.

[LEARN MORE](#) [CREATE NEW APPOINTMENT](#) [CANCEL APPOINTMENT](#)

This is to ensure that others can use that specific time slot. Multiple no-shows may lead to your account being blocked.

Considering that the SEC Express System is an independent third party service, the provider may charge additional service and courier fees for Online Application and Call Center Facility.

DOCUMENT TRACKING

You may check the status of your orders at <https://secexpress.ph/check-status>.

Check Status

FAQs

FOR DELIVERY

- Is there a limit to the number of documents I can request?** You can request for as many documents as you want, however, delivery of documents may take longer than the usual depending on the volume of requests.
- What if I am not around during delivery?** You can authorize anybody with a valid ID to receive the documents. The person must present a signed authorization letter with your valid ID (both original).

FOR PICK UP / BY APPOINTMENT

- How come I can only request for a maximum of 3 documents?** This is to ensure efficiency and timely release of documents. If you want to request for more than 3 documents, you may avail of the delivery through the SEC Express System.
- Can I change my scheduled appointment?** Yes, if you will set another appointment, you will be prompted that your previous appointment has been superseded/cancelled. Rescheduling should be done not later than 24 hours before your first scheduled appointment.
- Will I be accommodated at SEC if I come earlier than my scheduled appointment?** You will only be accommodated on the exact date and time of your appointment.

For other inquiries, please call (02) 737-8888, Monday to Saturdays, from 8:00 Am to 5:00 PM.

SERVICE FEES

SEC DOCUMENT	PLAIN COPY	AUTHENTICATED COPY
Combined Articles and By-Laws	₱397.44	₱604.44
Articles of Incorporation	₱293.94	₱397.44
By-Laws	₱293.94	₱397.44
Increase in Capital Stock	₱262.89	₱397.44
General Information Sheet	₱216.32	₱293.94
Registration Data Sheet	₱216.32	₱226.67
Secretary Certificate	₱216.32	₱242.19
Board Resolution	₱216.32	₱216.32
Resolution (Minutes)	₱216.32	₱242.19
Audited Financial Statement*	For assessment	For assessment
Other Documents*	For assessment	For assessment

**The cost for other documents depend upon the number of pages, copies, companies, and authentication type. The final cost will automatically be computed during the ordering process.*

SHIPPING FEES

Area	Up to 180 pages	Up to 360 pages	Up to 540 pages
Metro Manila	₱127.51	₱176.20	₱212.13
Luzon 1	₱132.15	₱180.84	₱214.45
Luzon 2	₱147.22	₱215.61	₱267.78
Visayas	₱163.45	₱239.95	₱315.30
Mindanao	₱134.47	₱273.57	₱366.31



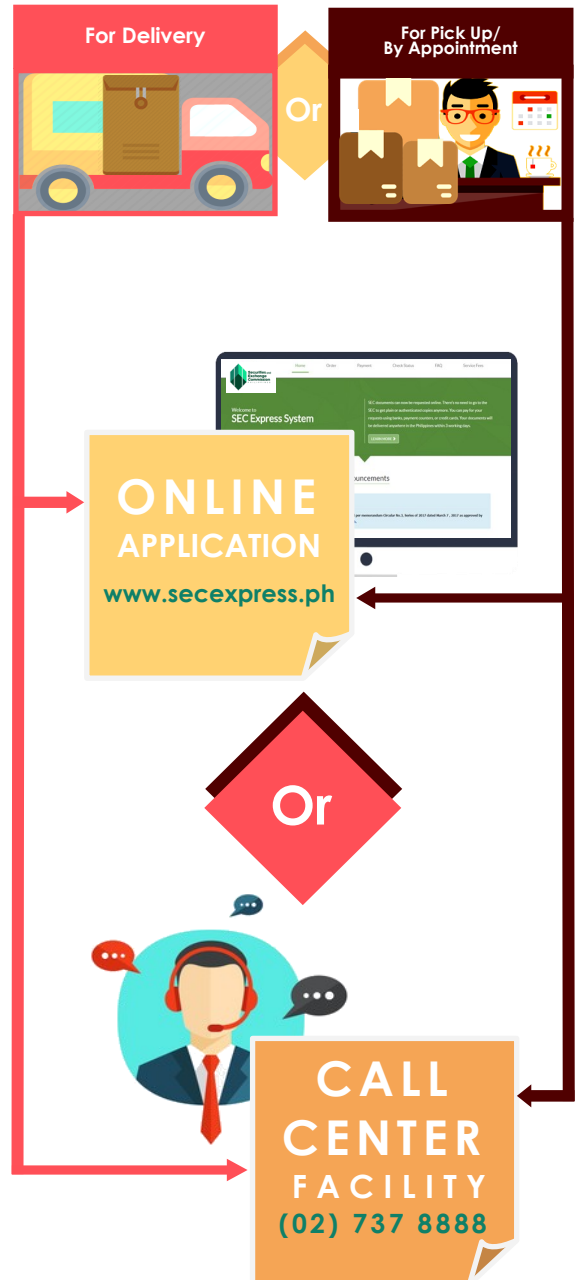
CITIZEN'S CHARTER

SEC EXPRESS SYSTEM

Request for Copies of Corporate or Partnership Documents

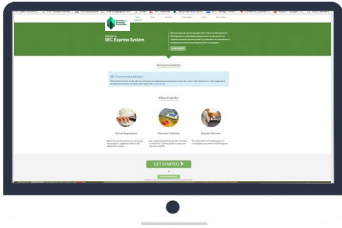
Information and Communications Technology Department — Electronic Records Management Division

Through the SEC Express System, you may now request for copies of your corporate or partnership documents *online* or through our *call center facility*; and have these either delivered to your doorstep, or scheduled for processing on your appointment date.



FOR DELIVERY
ONLINE APPLICATION

Log on to www.secexpress.ph



Click **Get Started** and enter the **Company Name** or **SEC Registration Number** of the specific company you are searching for.

STEP 1
STEP 2
STEP 3

Select the documents you need. Choose whether you want a plain or an authenticated copy, and indicate how many copies you require.

Order	Document	Period Date
COMPANY NAME	<ul style="list-style-type: none"> General Information Sheet (GIS) Financial Statement (FS) Other Documents 	
Form Type: Document		
General Information Sheet		10 FEB-15
GIS	GENERAL INFORMATION SHEET	
Authenticated Financial Statement		
FS	FINANCIAL STATEMENT ANNUAL	
Other Documents		

Fill up the **Customer Information**, **Official Receipt Details**, and the **Delivery Information** forms.

Confirm your order, or you may add more documents as needed.

Order Confirmation							
Documents	Company Name	SEC Number	Document Type	Alternative Type	Authenticated	Copies	Fee
			General Information Sheet (GIS)	GENERAL INFORMATION SHEET	Yes	1	
Add Another Document							
Add Another Document							
Customer Info							
Customer Name		Shipping Cost		Total Amount Due			
Phone Number							
Mobile Number							
Email							

STEP 4
STEP 2
STEP 1

Check your e-mail for the details of your order, choose payment option, and pay the corresponding fees*.

***NOTE: Please pay within two days after confirmation of order. Otherwise, you would need to go back to Step 1.**

FOR DELIVERY
CALL CENTER FACILITY

Call the SEC Express Hotline Number **(02) 737-8888**.

Provide the call center agent with the information needed to process your order.



Check your e-mail for the details of your order, choose payment option, and pay the corresponding fees*.

FOR PICK UP / BY APPOINTMENT
ONLINE APPLICATION

Log on to www.secexpress.ph

Click **Set an Appointment**, then click on **Create New Appointment**.

Fill up the **Customer Information** and **Contact Information** forms.

STEP 1
STEP 2
STEP 3
STEP 4

Indicate your **Purpose** for requesting the document.

Enter the **Company Name** and **SEC Registration Number** of the company you are searching for.

Select the documents you need and indicate how many copies you require. Up to **3 documents per appointment** are allowed.

Pick an available date and time. Please note that only **one active appointment per day** is allowed. Save and confirm your schedule.

Print out the **reference form** provided before proceeding to the SEC Office on the date and time of your appointment.

If you cannot make it on your scheduled appointment, please cancel it online using the **Cancel Appointment** link.