



LIST OF SIMPLE, COMPLEX AND HIGHLY TECHICAL SERVICES

2019 Citizen's Charter (2nd Edition)

SEC MAIN OFFICE

OFFICE OF THE COMMISSION SECRETARY

TOTAL NO: 5

EXTERNAL SERVICES

1. Media Request for Interview, Information, and Update - Simple
2. Request for Certification on Commission En Banc Resolutions/Certain Acts of the Commission - Simple
3. Request for Certified True Copies (CTC) of Memorandum Circulars, Minutes of the Meeting and Resolutions - Simple

INTERNAL SERVICES

4. Dissemination of Certified True Copies of SEC Office Orders, SEC Memorandum Circulars, Guidelines, Notices, Rules and Regulations - Simple
5. Preparation of Minutes of Commission Meetings and Executive Session Meetings - Simple

OFFICE OF THE GENERAL COUNSEL

TOTAL NO: 4

EXTERNAL SERVICES

1. Filing of Petition and Appeal – Highly Technical
2. Filing of Request for Legal Opinion – Highly Technical
3. Public Assistance on Walk-in/Phone-in Legal Queries - Simple
4. Request for Certified True Copy (CTC) or Plain Copy of Documents Related to Cases - Complex

OFFICE OF THE GENERAL ACCOUNTANT

TOTAL NO: 8

EXTERNAL SERVICES

1. Accreditation of Asset Valuer and Professional Services Organization – Highly Technical
2. Accreditation of Credit Rating Agencies – Highly Technical
3. Application for Inclusion in The List of Accredited/Selected External Auditors - Individual and Auditing Firm – Highly Technical
4. Complex Request for Opinion and/or Clarification on Accounting Matters - Complex
5. Highly Technical Request for Opinion and/or Clarification on Accounting Matters – Highly Technical
6. Request for Exemptive Relief – Highly Technical
7. Simple Request for Opinion and/or Clarification on Accounting Matters - Simple

INTERNAL SERVICES

8. Review of Financial Statements Referred by Operating Departments - Complex

COMPANY REGISTRATION AND MONITORING DEPARTMENT

TOTAL NO: 56

EXTERNAL SERVICES

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations - Simple and Complex
2. Application for Amendment of License of Foreign and Multinational Corporations - Complex
3. Application for Amendment of Partnerships - Simple

4. Application for Dissolution of Partnerships - Simple
5. Application for Payment of Annual Fees of Capital Market Institutions and Professionals through the CMPRS - Simple
6. Application for Registration of Capital Market Participants through the Capital Market Participants Registry System - Simple
7. Application for Registration of Secondary License of Capital Market Institutions – Highly Technical
8. Application for Renewal of License for Transfer Agents - Simple
9. Application for Withdrawal of License of Foreign or Multinational Corporations - Complex
10. Applications for Appointment/Substitution of Resident Agent of Foreign or Multinational Corporations - Simple
11. Cash or Stock Dividend – Highly Technical
12. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership – Highly Technical
13. Compliance with SEC Memorandum Circular No. 14, Series of 2013 (Guidelines covering the Use of Properties that require Ownership Registration as Paid-up Capital) - Simple
14. Compliance with Securities Deposit – Highly Technical
15. Confirmation of Valuation – Highly Technical
16. Creation of Additional Paid-in Capital (APIC) – Highly Technical
17. Creation of Bonded Indebtedness – Highly Technical
18. Decrease of Capital Stock – Highly Technical
19. Dissolution – Highly Technical
20. Equity Restructuring – Highly Technical
21. Increase of Capital Stock by way of Cash – Highly Technical
22. Increase of Capital Stock through Payment other than Cash – Highly Technical
23. Issuance of Affirmative Certification with Secondary License - Simple
24. Issuance of Affirmative Certification without Secondary License - Simple
25. Issuance of Certificates of No Derogatory Information - Simple
26. Issuance of Certification with or without Secondary License - Simple
27. Issuance of Negative Certification - Simple
28. Issuance of Negative Certification with Secondary License - Complex
29. Issuance of Negative Certification without Secondary License - Simple
30. Issuance of Plain/Authenticated Copies of Documents - Simple
31. Licensing of Foreign Corporations through the Company Registration System (CRS) – Highly Technical
32. Merger / Consolidation – Highly Technical
33. Monitoring of Corporations where there is more than one set of General Information Sheet (GIS) - Simple
34. Petition for Cancellation or Substitution of Payment in relation to the Use of Properties that require Ownership Registration as Paid-Up Capital (SEC Memorandum Circular No. 14, series of 2013) – Highly Technical
35. Petition for Correction of Articles of Incorporation and/or By-laws and subsequent amendments of a Domestic Corporations – Highly Technical
36. Petition for Revival of Corporate Existence – Highly Technical
37. Petition to Lift Order of Revocation/Suspension – Highly Technical
38. Property Dividend Declaration – Highly Technical
39. Public Assistance and Complaint Action - Simple
40. Quasi-Reorganization – Highly Technical
41. Reclassification / Declassification / Conversion of Shares – Highly Technical

42. Registration and Issuance of a Certificate of Authority of a Lending Company - Simple
43. Registration and Issuance of Certificate of Authority of a Financing Company - Simple
44. Registration of Corporations through the Company Registration System (CRS) under Manual Processing - Simple
45. Registration of Corporations through the CRS - Simple
46. Registration of Corporations through the CRS under Lane for Easy Application Processing (L.E.A.P) - Simple
47. Registration of Corporations with less than 5 Incorporators through Manual Processing - Simple
48. Registration of One Person Corporation (OPC) through the Central Business Portal (CBP) - Simple
49. Registration of Partnerships through the CRS - Simple
50. Request for Payment in Installment or Reduction in Fines – Highly Technical
51. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) – Highly Technical
52. Request for Regular Monitoring of Foreign Corporations (Branch Offices, Representative Offices, Regional Area Headquarters, and Regional Operating Headquarters) – Highly Technical
53. Two (2) -Party Action/Complaint – Highly Technical

INTERNAL SERVICES

54. Issuance of Affirmative Certification - Simple
55. Issuance of Negative Certification - Simple
56. Issuance of Plain/Authenticated Copies of Documents - Simple

MARKETS AND SECURITIES REGULATION DEPARTMENT TOTAL: 14

EXTERNAL SERVICES 513

1. Accreditation of Surety Companies- Complex
2. Application for Certificate of Permit to Offer Securities for Sale and Order of SR for Equities, Debt Securities, Real Estate Investment Trust (REIT) – Highly Technical
3. Application for Confirmation of Exempt Transaction – Highly Technical
4. Application for Over-the-Counter Market/ Central Trade Reporting System/ Association of Securities Brokers and Dealers – Highly Technical
5. Application for Registration as an Exchange/SRO/Clearing Agency/ Clearing Agency-SRO and Depository – Highly Technical
6. Application for Registration as Operator of Alternative Trading System – Highly Technical
7. Application of Registration as Registrar of Qualified Buyer – Complex
8. Exemption from Registration of Limited Public Offering and Other Exempt Transaction – Highly Technical
9. Exemption from Registration of Securities including Stock Options – Highly Technical
10. Petition for Voluntary Revocation of Permit to offer Securities for Sale and Order of Registration for Equities, Debt Securities, Real Estate Investment Trust (REIT) – Highly Technical
11. Request for Comment/Recommendation on the Application for Articles of Incorporation/By-Laws/Secondary License and amendments relative thereto that falls within the jurisdiction of the Department – Complex
12. Request for Exemptive Relief/Confidential Treatment of Information Filed – Highly Technical
13. Request for SEC MSRD Certification - Simple

14. Review of Information Statement prior to its Distribution in the Stockholders Meeting - Simple

CORPORATE GOVERNANCE AND FINANCE DEPARTMENT TOTAL: 17

EXTERNAL SERVICES

1. Accreditation of Microfinance Non-Government Organizations (MF-NGOs) under Republic Act (R.A.) No. 10693 (Microfinance NGOs Act) – Highly Technical
2. Amendment of Registration Statement – Highly Technical
3. Application for Accreditation as Corporate Governance Institutional Training Provider – Complex
4. Application for Renewal of Accreditation as Corporate Governance Institutional Training Provider – Complex
5. Petition for Voluntary Revocation – Highly Technical
6. Processing of Information Statement (SEC Form 20-IS) – Highly Technical
7. Receiving of Walk-in Complaints Filed Against Covered Companies – Simple
8. Registration of Securities and Licensing of Investment Company – Highly Technical
9. Request for Approval of In-House Corporate Governance Training/Seminar – Complex
10. Request for Clearance for Financing Companies/Lending Companies/Foundations/Accredited Microfinance NGOs – Complex
11. Request for Clearance of Publicly-Listed Companies (PLCS) - Simple
12. Request for Comment on Articles of Incorporation and/or By-Laws of Ordinary Companies, PLCs, Investment Companies, ETFs, PCs, Issuers of Proprietary and Non-Proprietary Securities - Simple
13. Request for Exemptive Relief / Confidential Treatment / Other Filing Made Requiring Action by the Department – Highly Technical
14. Request for Monitoring of Investment Company, Public Company, and Issuer of Proprietary and Non-proprietary Shares or Certificates – Simple
15. Request for Payment Assessment Form (for Payment of Annual Fee and Penalties) – Simple

INTERNAL SERVICES

16. Request for Validation of Qualification of Nominees for Independent Directors (IDs) of Publicly-Listed Companies (PLCs), Investment Companies (ICs), Exchange Traded Funds (ETFs), Public Companies (PCs), Issuers of Proprietary and Non- Proprietary Securities (RIs) – Complex
17. Review of Websites Pursuant to the SEC-Prescribed Website Template – Simple

ENFORCEMENT AND INVESTOR PROTECTION DEPARTMENT TOTAL: 2

EXTERNAL SERVICES

1. Receipt and Filing of Complaint by Walk-In Clients with the EIPD – Simple
2. Request for Certified True Copy of Documents by Walk-In Clients - Complex

ECONOMIC RESEARCH AND TRAINING DEPARTMENT TOTAL: 12

EXTERNAL SERVICES

1. Certification of Rank in the Top Philippine Corporations - Simple
2. Complex Request for SEC Statistics, Reports, and Data (SRD) - Complex
3. Highly Technical Request for SEC Statistics, Reports, and Data (SRD) – Highly Technical
4. Provision of Copy of the Annual Ranking of Top Philippine Corporations - Simple

5. Registration for the Certification of Seminars - Simple
6. Registration for the Main Office (Computer-Based) and Provincial (Paper and Pen) Certification Examination - Simple
7. Request for Provincial (Paper and Pen) Certification Examination - Simple
8. Request for Orientation on SEC Mandates & Functions and Other Related Topics - Simple
9. Simple Request for SEC Statistics, Reports and/or Data (SRD) – Simple

INTERNAL SERVICES

10. Complex Request for SEC Statistics, Reports, and Data (SRD) - Complex
11. Highly Technical Request of SEC Statistics, Reports, and Data (SRD) – Highly Technical
12. Provision of Copy of the Annual Ranking of Top 1K Corporations – Simple

INFORMATION AND COMMUNICATIONS TECHNOLOGY DEPARTMENT TOTAL: 13

EXTERNAL SERVICES

1. Complex Request for Copy/Copies of Corporate Documents (By Appointment) CLIENTS REQUEST FOR PLAIN/AUTHENTICATED COPY OF DOCUMENT/S – OPTION 1 – BY APPOINTMENT – Complex
2. Complex Request for Copy/Copies of Corporate Documents (By Courier) CLIENTS REQUEST FOR PLAIN/AUTHENTICATED COPY OF DOCUMENT/S – OPTION 2 – BY COURIER – Complex
3. Complex Request for Listings – Complex
4. Complex Request for Reverse Search – Complex
5. Highly Technical Request for Listings – Highly Technical
6. Highly Technical Request for Reverse Search – Highly Technical
7. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Walk-in) RECEIVING OF REPORTS/REPORTORIAL REQUIREMENTS – OPTION 1 (WALK-IN) – Simple
8. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Online Submission) RECEIVING OF REPORTS/REPORTORIAL REQUIREMENTS – OPTION 2 (ONLINE SUBMISSION) – Simple
9. Receiving of Documents: Reports/Reportorial Requirements (I.E. GIS & AFS) (Walk-In, Mailed Delivery of Correspondences, Other Documents) RECEIVING OF REPORTS/REPORTORIAL REQUIREMENTS – OPTION 3 (WALK-IN, MAILED DELIVERY OF CORRESPONDENCES, OTHER DOCUMENTS) – Simple
10. Simple Request for Copy/Copies of Corporate Documents (By Appointment) CLIENTS REQUEST FOR PLAIN/AUTHENTICATED COPY OF DOCUMENT/S – OPTION 1 – BY APPOINTMENT – Simple
11. Simple Request for Copy/Copies of Corporate Documents (By Courier) CLIENTS REQUEST FOR PLAIN/AUTHENTICATED COPY OF DOCUMENT/S – OPTION 2 – BY COURIER – Simple
12. Simple Request for Listings – Simple
13. Simple Request for Reverse Search – Simple

HUMAN RESOURCE AND ADMINISTRATIVE DEPARTMENT TOTAL: 25

EXTERNAL SERVICES

1. Issuance of Bid Documents (For Public Bidding) – Simple
2. Issuance of Notice of Award – Simple

3. Issuance of Notice to Proceed – Simple
4. Posting of Performance Security – Simple
5. Release of Perfected Contracts/Purchase Orders/Work Orders – Simple
6. Routine Queries (Phone-in, Walk-in) – Simple

EXTERNAL AND INTERNAL SERVICES

7. Legal Research Assistance (with the Aid of Online Legal Facilities) – Simple
8. Library Services – Access to Library Resources (Room Use Reading) – Simple
9. Library Services – Circulation Services – Simple
10. Library Services – Photocopying/Printing Services – Simple
11. Reference Queries in SEC Library – Simple

INTERNAL SERVICES

12. Building Services – Simple
13. Contract Administration Services – Simple
14. GSD Photocopying/Printing Services – Simple
15. Processing of Billing for Transmittal to FMD payment of the following Services (Lease of office spaces, Security, Janitorial, Water, Electricity, Telecommunications, Internet, Pest-Control, and other services necessary to the operations of the commission email, copier, etc.) – Simple
16. Request for Issuance of Certificates – Simple
17. Request for Issuance of Certified True Copy of Appointment Paper, Certificate of Assumption to Duty, Oath of Office, and Position Disposition Form – Simple
18. Request for Issuance of Certified True Copy of SALN – Simple
19. Request for Issuance of Rating and Certified True Copy of IPCR/DPCR – Simple
20. Request for Issuance of Service Record – Simple
21. Request for Loan – Complex
22. Request for Membership in Medicaid, Pag-ibig and PhilHealth – Simple
23. Request for Travel Authority – Simple
24. Supply Services – Simple
25. Transport and Messengerial Services – Simple

FINANCIAL MANAGEMENT DEPARTMENT

TOTAL: 7

EXTERNAL SERVICES

1. Complex Request for Certified True Copy (CTC) of Official Receipt - Complex
2. Payment of Fees for Non-Registration Transaction – Simple
3. Payment of Fees for Registration Transaction – Simple
4. Purchase of PIN Mailer – Simple
5. Simple Request for Certified True Copy (CTC) of Official Receipt – Simple

EXTERNAL AND INTERNAL SERVICES

6. Issuance and Release of Payment – Simple

INTERNAL SERVICES

7. Request for Re-Application/Transfer of Payment – Simple

SEC - EXTENSION OFFICES

BAGUIO CITY

TOTAL NO: 13

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of Partnerships – Simple
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership – Highly Technical
4. Increase of Capital Stock by way of Cash - Highly Technical
5. Increase of Capital Stock through Payment other than Cash - Highly Technical
6. Issuance of Certificates of No Derogatory Information - Complex
7. Issuance of Plain/Authenticated Copies of Documents – Simple
8. Public Assistance and Complaint Action – Simple
9. Registration of Corporations through the Company Registration System (CRS) under Manual Processing – Simple
10. Registration of Corporations with less than 5 Incorporators – Simple
11. Registration of One Person Corporation (OPC) – Simple
12. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) – Complex and Highly Technical
13. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) – Simple

TARLAC CITY

TOTAL NO: 15

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of Partnerships – Simple
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership – Highly Technical
4. Increase of Capital Stock by way of Cash – Highly Technical
5. Increase of Capital Stock through Payment other than Cash – Highly Technical
6. Issuance of Certificates of No Derogatory Information – Simple
7. Issuance of Plain/Authenticated Copies of Documents – Simple
8. Public Assistance and Complaint Action – Simple
9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) – Simple
10. Registration of Corporations through the Company Registration System (CRS) under Manual Processing – Simple
11. Registration of Corporations through the CRS – Simple
12. Registration of Corporations with less than 5 Incorporators through interim system – Simple
13. Registration of One Person Corporation (OPC) – Simple
14. Registration of Partnerships through the CRS – Simple
15. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) – Simple

LEGAZPI CITY**TOTAL NO: 12**

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of Partnerships – Simple
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership – Highly Technical
4. Increase of Capital Stock by way of Cash – Highly Technical
5. Issuance of Certificates of No Derogatory Information – Simple
6. Issuance of Plain/Authenticated Copies of Documents – Simple
7. Public Assistance and Complaint Action – Simple
8. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) – Simple
9. Registration of Corporations with less than 5 Incorporators – Simple
10. Registration of Corporations/Partnership through the Company Registration System (CRS) under Manual Processing – Simple
11. Registration of One Person Corporation (OPC) – Simple
12. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) – Simple

CEBU CITY**TOTAL NO: 22**

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of Partnerships – Simple
3. Cash or Stock Dividends – Highly Technical
4. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership – Highly Technical
5. Confirmation of Valuation – Highly Technical
6. Creation of Additional Paid-in Capital (APIC) – Highly Technical
7. Decrease of Capital Stock – Highly Technical
8. Dissolution – Highly Technical
9. Equity Restructuring – Highly Technical
10. Increase of Capital Stock by way of Cash – Highly Technical
11. Increase of Capital Stock through payment other than cash – Highly Technical
12. Issuance of Certificates of No Derogatory Information – Simple
13. Issuance of Plain/Authenticated Copies of Documents – Simple
14. Property Dividend Declaration – Highly Technical
15. Public Assistance & Complaint Desk – Simple
16. Quasi-Reorganization – Highly Technical
17. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) – Simple
18. Reclassification / Declassification / Conversion of Shares – Highly Technical
19. Registration of corporations with less than 5 incorporators through the Interim Registration System (IRS) – Simple
20. Registration of One Person Corporations (OPCs) through the Interim Registration System (IRS) – Simple
21. Registration of Partnerships and Corporations through the Company Registration System (CRS) under Manual Processing – Simple

22. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) – Simple

BACOLOD CITY **TOTAL NO: 13**

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of Partnerships – Simple
3. Issuance of Certificates of No Derogatory Information – Complex
4. Issuance of Plain/Authenticated Copies of Documents – Simple
5. Public Assistance and Complaint Action – Simple
6. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) – Simple
7. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) – Simple
8. Registration of One Person Corporations Through Interim System (Pursuant to Section 10 of RCC) – Simple
9. Registration of Corporations with 2-4 Incorporators Through Interim System – Simple
10. Increase of Capital Stock by way of Cash – Highly Technical
11. Increase of Capital Stock through payment other than cash – Highly Technical
12. Issuance of Certification as to Status of a Registered Corporation – Simple
13. Issuance of Plain/Authenticated Copies of Documents - Simple

ILOILO CITY **TOTAL NO: 15**

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of Partnerships – Simple
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership – Highly Technical
4. Increase of Capital Stock by way of Cash – Highly Technical
5. Increase of Capital Stock through Payment other than Cash – Highly Technical
6. Issuance of Certificates of No Derogatory Information – Simple
7. Issuance of Plain/Authenticated Copies of Documents – Simple
8. Public Assistance and Complaint Action – Simple
9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) – Simple
10. Registration of Corporations through the Company Registration System (CRS) under Manual Processing – Simple
11. Registration of Corporations through the CRS – Simple
12. Registration of One Person Corporation (OPC) – Simple
13. Registration of Corporations with less than 5 Incorporators – Simple
14. Registration of Partnerships through the CRS – Simple
15. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) – Simple

CAGAYAN DE ORO CITY**TOTAL NO: 13**

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations - Complex
2. Application for Amendment of Partnerships – Simple
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership – Highly Technical
4. Increase of Capital Stock by way of Cash – Highly Technical
5. Increase of Capital Stock through payment other than cash – Highly Technical
6. Issuance of Certificates of No Derogatory Information – Simple
7. Issuance of Plain/Authenticated Copies of Documents – Simple
8. Public Assistance and Complaint Action – Simple
9. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) – Simple
10. Registration of Corporations through the Company Registration System (CRS) under Manual Processing – Simple
11. Registration of Corporations with less than five incorporators – Simple
12. Registration of One Person Corporation (OPC) – Simple
13. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) – Simple

DAVAO CITY**TOTAL NO: 17**

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Highly Technical
2. Application for Amendment of Partnerships – Highly Technical
3. Certification of Paid-up Capital / Capital Structure / Percentage of Ownership – Highly Technical
4. Increase of Capital Stock by way of Cash – Highly Technical
5. Increase of Capital Stock through payment other than cash – Highly Technical
6. Issuance of Certificate of No Derogatory Information – Simple
7. Issuance of Certification as to Status of a Registered Corporation – Simple
8. Issuance of Negative Certification – Simple
9. Issuance of Plain/Authenticated Copies of Documents – Simple
10. Issuance of Plain/Authenticated Copies of Documents for Other Government Offices – Simple
11. Public Assistance – Simple
12. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) – Simple
13. Registration of Corporations through the Company Registration System (CRS) under Manual Processing – Highly Technical
14. Registration of Corporations with 2-4 Incorporators Through Interim System – Highly Technical
15. Registration of One Person Corporations Through Interim System (Pursuant to Section 10 of RCC) - Simple
16. Registration of Partnerships through the Company Registration System (CRS) (For Issuance of Certificate of Records of Partnerships) – Simple
17. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) – Highly Technical

1. Application for Amendment of Articles of Incorporation and/or By-laws of Domestic Corporations – Simple and Complex
2. Application for Amendment of Partnerships – Simple
3. Increase of Capital Stock by way of Cash – Highly Technical
4. Increase of Capital Stock through payment other than cash – Highly Technical
5. Issuance of Certificates of No Derogatory Information – Simple
6. Issuance of Plain/Authenticated Copies of Documents – Simple
7. Public Assistance & Complaint Desk – Simple
8. Receiving of Document/s (Reports/Reportorial Requirements – i.e. General Information Sheet and Audited Financial Statements; documents other than reports – i.e. correspondences, etc.) – Simple
9. Registration of Corporations through the Company Registration System (CRS) under Manual Processing – Simple
10. Registration of Corporations with less than 5 Incorporators – Simple
11. Registration of One Person Corporation (OPC) – Simple
12. Registration of Partnerships through the CRS – Simple
13. Request for Regular Monitoring of Domestic Corporations (Ordinary Stock and Non-Stock) – Simple

SUMMARY

Department/Office	Simple	Complex	Highly Technical	Total Number
OCS	5	0	0	5
OGC	1	1	2	4
OGA	1	2	5	8
CRMD	27	4	25	56
MSRD	2	3	9	14
CGFD	6	5	6	17
EIPD	1	1	0	2
ERTD	8	2	2	12
ICTD	7	4	2	13
HRAD	24	1	0	25
FMD	6	1	0	7
BAGUIO EO	7	2	4	13
TARLAC EO	11	1	3	15
LEGAZPI EO	9	1	2	12
CEBU EO	9	1	12	22
BACOLOD EO	9	2	2	13
ILOILO EO	11	1	3	15
CAGAYAN DE ORO EO	9	1	3	13
DAVAO EO	9	0	8	17
ZAMBOANGA EO	10	1	2	13
TOTAL 2019 CC 2ND ED	172	34	106	296
TOTAL 2019 CC 1ST ED	53	20	26	99