NOTICE

Please be informed that starting Fiscal Year 2014, no annual Audited Financial Statements (AFS) shall be accepted for filing unless accompanied by the required Cover Sheet for AFS.

The required Cover Sheet may be secured from the Electronic Records and Management Division of the Information and Communications Technology Department (ERMD-ICTD) or the Public Assistance Center (PAC) at the SEC, Ground Floor, SEC Bldg. EDSA-Greenhills, Mandaluyong City or may be downloaded at www.sec.gov.ph.

For your guidance.
COVER SHEET for AUDITED FINANCIAL STATEMENTS

SEC Registration Number

Company Name

Principal Office (No./Street/Barangay/City/Town/Province)

Form Type

Department requiring the report

Secondary License Type, if Applicable

COMPANY INFORMATION

Company’s Email Address

Company’s Telephone Numbers

Mobile Number

No. of Stockholders

Annual Meeting Month/Day

Fiscal Year Month/Day

CONTACT PERSON INFORMATION

The designated contact person **MUST** be an Officer of the Corporation

Name of Contact Person

Email Address

Telephone Numbers

Mobile Number

Contact Person’s Address

Note: In case of death, resignation, or cessation of office of the officer designated as contact person, such incident shall be reported to the Commission within thirty (30) calendar days from the occurrence thereof with information and complete contact details of the new contact person designated.