



NOTICE

TO : ALL CONCERNED

SUBJECT : ONLINE AND MANUAL SUBMISSION OF FORMS/NOTICES PURSUANT TO MEMORANDUM CIRCULAR (MC) NO. 28, SERIES OF 2020

DATE : 04 November 2020

Please be informed that the online submission of forms/notices pursuant to MC No. 28, series of 2020, which requires Corporations, Partnerships, Associations and Individuals to create/and or designate email account address and cellphone numbers for transactions with the Commission, shall be filed through the electronic mail :

MC28_S2020@sec.gov.ph

Further, note that the hard copies of said forms/notices must be filed through the Commission's Electronic Records Management Division (ERMD) at the SEC Main Office, Secretariat Building, PICC, Pasay City.

Please see the link below for reference on the filing procedures of documents set forth during the Community Quarantine Period:

<https://www.sec.gov.ph/notices-2020/opening-of-receiving-area-for-filing-of-audited-financial-statements-afs-and-general-information-sheet-gis-at-the-sec-ortigas-office-through-an-appointment-system/>

For your information and guidance.
