



SEC - eELECTRONIC SIMPLIFIED PROCESSING OF APPLICATION FOR
REGISTRATION OF COMPANY (SEC - ESPARC)

<https://esparc.sec.gov.ph/application>

USER GUIDE

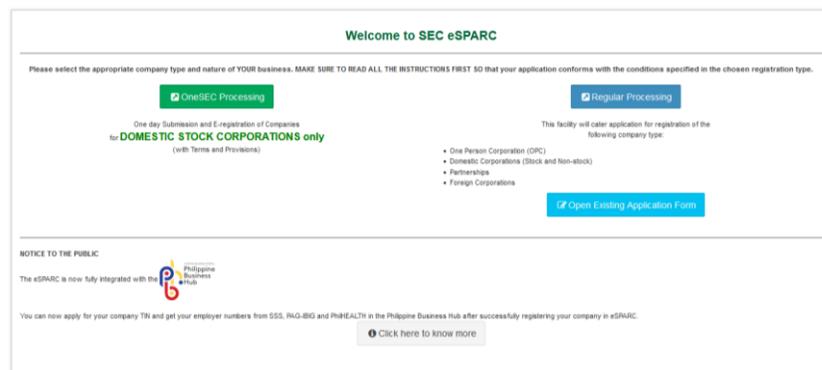
ONESEC PROCESSING OF ESPARC

The One day Submission and E-registration of Companies (OneSEC) is a subsystem of the ESPARC that is currently catering to registration applications of **DOMESTIC STOCK corporations** which may be a **ONE PERSON CORPORATION** or **CORPORATION with 2 to 15 incorporators, board of directors, and stockholders**. This ESPARC subsystem is considered “pass through” since it only requires minimal encoding of data on the part of the registrants, as most of the company information are already pre-filled.

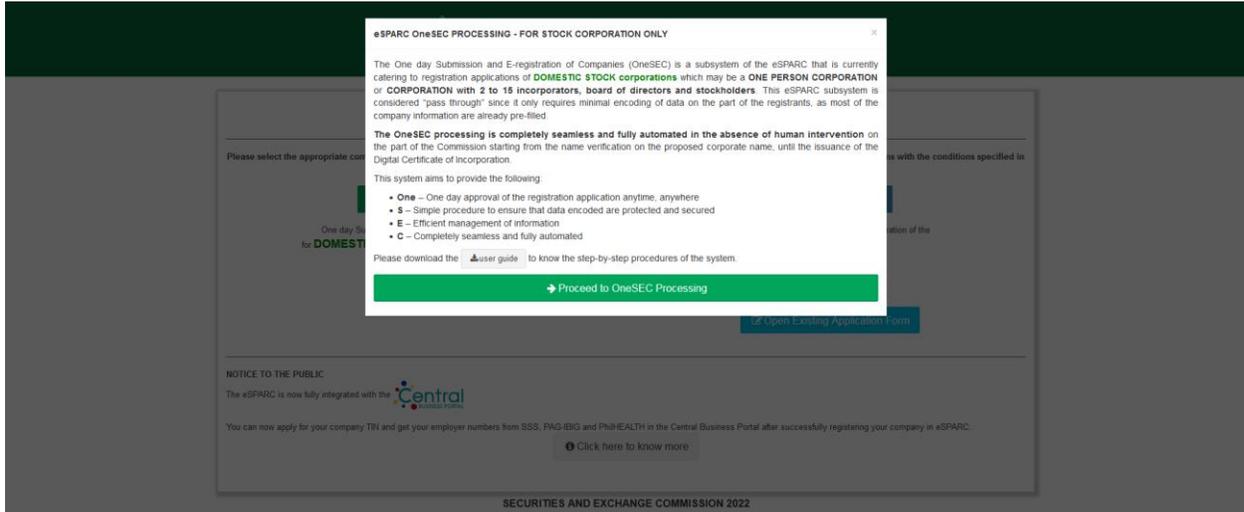
The OneSEC processing is completely seamless and fully automated in the absence of human intervention on the part of the Commission starting from the name verification on the proposed corporate name, until the issuance of the digital copy of the Certificate of Incorporation.

This system aims to provide the following:

- **O**ne – One day approval of the registration application anytime, anywhere
- **S**imple procedure to ensure that the data encoded are protected and secured
- **E**fficient management of information
- **C**ompletely seamless and fully automated



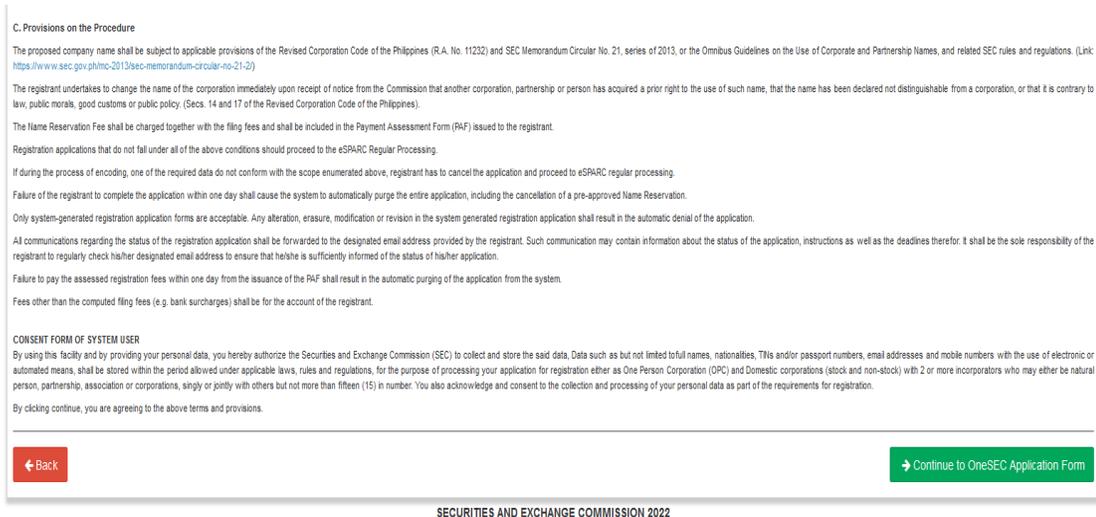
To continue click the “OneSEC Processing” button



To continue, click the “**Proceed to OneSEC Processing**” button.

The Welcome to the One day Submission and E-registration of Companies (OneSEC) of the ESPARC will be displayed next.

The welcome page contains the (a) General Provisions, (b) Terms of Use, (c) Provisions on the Procedure, and (d) Consent Form of System User.



To continue, click the “**Continue to OneSEC Application Form**” button that can be found at the lower section screen/page. The application form will be displayed next.

The OneSEC Processing of ESPARC application form is grouped into five (5) steps/tabs. Each step is composed of sections. The applicant must be able to complete all six steps to enable him to submit his application.

In filling out the application form, please take note of the following:

1. All fields marked with a red asterisk (*) are mandatory fields and must be given correct values;
2. The system displays Information Message, Confirmation Message, and Error Message whichever is applicable;
3. The system sends email notifications for One-Time Passcode, and when the registration application is complete, and;

This user guide focuses on (a) filling out the application form and submission of the registration application, (b) online payment of automated registration fees, and (c) downloading of the Digital Certificate of Incorporation.

A. FILLING OUT OF APPLICATION FORM

STEP 1 – NAME VERIFICATION

Fill out the application forms correctly and completely.

A.1 Select Processing Office

Note: Processing office refers to the SEC Office where the signed and authenticated or notarized hard copies of the registration documents will be submitted and where the Certificate of Registration will be released

A.2 provide correct details for the applicant/authorized representative contact details section

The screenshot shows a form titled "APPLICANT/AUTHORIZED REPRESENTATIVE CONTACT DETAILS". It includes the following fields and values:

- Last Name: SANTOS
- First Name: RAMEL
- Middle Name: CRUZ (with a checkbox and the text "(Check if no Middle name)")
- Position: ADMIN STAFF
- TIN: 175-656-223-000
- Mobile: 09175826323 (with an example "ex. 09171234567")
- Phone: (empty)
- Email Address: rsantos@gmail.com (with a note "OTP and application status will be sent to this email.")

Note: All email notifications are sent to the email address you indicated.

A.3 Provide correct details for the company type section using the provided drop-down fields. You may use the “+Add Another Industry (Secondary Purpose)” to add secondary purpose.

The screenshot shows a form titled "COMPANY TYPE". It includes the following fields and values:

- Company Type: Stock Corporation
- Company Subtype: Corporation with less than 5 Incorporators
- Company Classification: ALL FILIPINO
- Company Subclass: Regular Corp.
- No. Of Incorporators: 2 (selected)
- Industry: Advertising
- Business Activity: Service
- Primary Purpose: To engage in the business of general advertising as principal, proponent, consultant, partner, and or agent providing services such as but not limited to conceptualization, development, design, arrangement, promotion and implementation of such advertisements thru multi-media such as billboards, print, TV, radio, web, and any other digital infrastructure and social platforms available. to provide also ancillary services such as branding and trade marking of institutions and products.
- +Add Another Industry (Secondary Purpose) button

Note: Corporations are classified by industry based on the Philippine Standard Industrial Classification (PSIC). Select the exact or closely related industry in relation to the proposed primary business activity.

A.4 Provide correct details for the company name section and click the ‘Next’ button to proceed

The screenshot shows a form titled "COMPANY NAME". It includes the following fields and values:

- Dominant Company Name: TITANS ADVENTURES
- Company Name Descriptor: ADVERTISING
- Suffix: CORPORATION
- Resulting Name: TITANS ADVENTURES ADVERTISING CORPORATION
- Next button

Note: The proposed company name should comply with the SEC guidelines and procedures on the use of Corporate and Partnership Names.

The Summary page, the screen below, will be displayed next.

A.5 click the “Click here to send OTP to my email” button, enter the One-Time Passcode (OTP) sent your email, and click the ‘Save and Proceed’ button.

The screenshot shows the 'Summary' page of the OneSEC system. At the top, there is a green header with the SEC logo and the text 'SECURITIES AND EXCHANGE COMMISSION' and 'Electronic Simplified Processing of Application for Registration of Company'. Below the header, a navigation bar contains a link to a user guide. The main content area is titled 'OneSEC PROCESSING - FOR STOCK CORPORATION ONLY' and 'STATUS: NEW'. It features a 'Cancel Application' button in the top right. The 'Summary' section displays the company name 'TITANS ADVENTURES ADVERTISING CORPORATION' in green. Below this, a table lists applicant details: Applicant/Authorized Representative (MARITE'S ABUTIN DROSANTA), Email (uatdumny0321@gmail.com), Processing Office (SEC Main Office - PICC), Company Type (Stock Corporation - Corporation with less than 5 Incorporators), Classification (ALL FILIPINO - Regular), Industry (Advertising), and Business Activity (Service). A note indicates that the font case used will be reflected in the certificate. At the bottom, there is a button to 'Click here to send OTP to my email', a text input field for the OTP, and 'Go back and try again' and 'Save and Proceed' buttons.

Note: The One-Time Passcode is sent to the email address you previously indicated in the “Applicant/authorized representative contact details” section

After clicking the “Save and Proceed” button, you will be directed to the next page that contains the Name Verification Status and Step 2 – Company Details of the Application Form.

Sample screens of Name Verification Statuses and their corresponding note/statement.

1. Name Verification Status: Ongoing

The screenshot shows the 'Name Verification Status (Initial System Verification)' page. It features a 'Click here to Refresh Status' button. A note states: 'NOTE: You can continue to fill-up the rest of the application while waiting for the name verification process to complete.' Below the note, a table shows the company name 'ABS ADS INC.' with a status of 'Queued'.

You can continue to fill-up the rest of the application while waiting for the name verification process to complete.

2. Name Verification Status - Completed

The screenshot shows the 'Name Verification Status (Initial System Verification)' page with the status 'Completed'. A note states: 'You may proceed with the application. Please note that the format of the company name shall be exactly the same as how they were entered in the system and the same shall be reflected in the registration application as well as the Certificate of Incorporation.' Below the note, a table shows the company name 'ABS ADS INC.' with a status of 'Completed'. To the right, the text reads: 'Initial Name Verification Result: Company Name: ABS ADS INC. Available for use'. There is also a 'Click here to retry' button.

You may proceed with the application. Please note that the format of the company name shall be exactly the same as how they were entered in the system and the same shall be reflected in the registration application as well as the Certificate of Incorporation.

3. Name Verification Status - Failed

Name Verification Status (Initial System Verification)

Please be advised that the proposed company name is disapproved. You may try a new company name or modify it, if necessary.

[Click here to retry](#)

Company Name:	ABS CBN ADS INC.	✖ Failed	Initial Name Verification Result:
			Company Name: ABS CBN ADS INC. Initial System Verification: FAILED RULE: Registered Company Names Failed Message: 100% failed due to close or similar name/s found in system: - ABS-CBN INTERACTIVE INC. - ABS-CBN INTEGRATED AND STRATEGIC PROPERTY HOLDINGS INC. - ABS-CBN THEME PARKS AND RESORTS HOLDINGS, INC. - ABS-CBN FILM PRODUCTION, INC. DOING BUSINESS UNDER THE NAME AND STYLE STAR CINEMA - ABS-CBN CONVERGENCE, INC. RULE: Trade and Style Names

Please be advised that the proposed company name is disapproved. You may try a new company name or modify it, if necessary.

STEP 2 – COMPANY DETAILS

A.6 Provide correct and complete information for the Principal Office Address section

PRINCIPAL OFFICE ADDRESS

Tick the checkbox if not applicable.

Region *

Province *

City/Municipality *

Town/District *

Barangay *

Zip Code *

Street Name *

Building Name *

Subdivision/Village/Zone *

Unit/Room/Floor/Building# *

Lot/Block/Phase/House No. *

Note: Principal office address refers to the place where the company is located within the Philippines.

A.7 Enter current and valid business contact information and click the “Save and Proceed” button.

BUSINESS CONTACT DETAILS

Telephone Number:

Tel. No. Local:

Mobile Number *

ex. 09171234567

Email *

Website

[Save and Proceed](#)

After clicking the “Save and Proceed” button, the system displays below screen with the following information:

- 1) Application Status as Draft
- 2) Name Verification Status (Initial System Verification)
- 3) Step 3 - Capital Structure of the Application Form

STEP 3 – CAPITAL STRUCTURE

A.8 Enter the correct values on the respective fields. Click “+Add Capital Structure” button to enter information for Capital Structure details. Click the “+Add Details” button to enter details for Authorized Capital Stock. For the other fields, use the provided text boxes, checkbox, drop-down, and date picker to supply the information, then click the “Save and Proceed” button.

The screenshot shows a web form titled "CAPITAL STRUCTURE & OTHER DETAILS". At the top, there are three tabs: "Step 1 Name Verification", "Step 2 Company Details", and "Step 3 Capital Structure". The form is divided into three main sections:

- Capital Structure Details:** This section contains a table with three columns: "Total Authorized Capital Stock (PH Pesos)", "Total Subscribed Capital Stock (PH Pesos)", and "Total Paid-Up Capital Stock (PH Pesos)". There is a "+Add Capital Structure" button on the right. Below the table, it says "No results found."
- Authorized Capital Stock Details:** This section contains a table with five columns: "#", "Type Of Share", "No. of Shares", "Par Value", and "Amount". There is a "+Add Details" button on the right. Below the table, it says "No results found." and "TOTAL 0" with "0.00" in the Amount column. A note states: "NOTE: Total Amount must be equal to Total Authorized Capital Stock Amount."
- Fiscal Year Details:** This section includes a checkbox "Click here to use Calendar Year", a date picker for "Fiscal Year Start Date (month, day)", and another date picker for "Fiscal Year End Date (month, day)". Below these are dropdown menus for "Term of Existence (Perpetual or Years)" (set to "Perpetual") and "Annual/Regular Meetings Date" (set to "--Select Meeting Type--"). A text box shows "ex. January 01 or 3rd Friday of January" with a note: "The annual/regular meetings of stockholders shall be held at the principal office on the selected date of each year, if legal holiday, then on the following day." At the bottom, there are two buttons: "Back to Step 2" and "Save and Proceed".

Note: Fields displayed for capital structure are dependent on the selected company type.

Again, after clicking the “Save and Proceed” button, the system displays below screen with the following information:

- (1) Application Status as Draft,
- (2) Name Verification Status
- (3) Step 4 - Company Officers Form.

STEP 4 – COMPANY OFFICERS

A.9 Enter correct and valid information for fields under Treasurer section

Treasurer

Treasurer's Last Name *

Treasurer's First Name *

Ex. DAVID JR., JOHN III

Include suffix name on first name

Treasurer's Middle Name *

(Check if no Middle name)

Gender *

Select Gender...

Treasurer's Nationality *

Philippine, Filipino

Treasurer's TIN *

Address: *
❗ Tick the checkbox if not applicable.

Region *

Select Region...

Zip Code *

Province *

Select Province...

Street Name *

City/Municipality *

Select City/Mun...

Building Name *

Town/District *

Subdivision/Village/Zone *

Barangay *

Select Barangay...

Unit/Room/Floor/Building# *

Lot/Block/Phase/House No. *

Note: Fields displayed are dependent on the selected company type.

A.10 Enter correct and valid information for fields under the Company Officers section.

Company Officers

** Please make sure to have exactly two(2) Incorporators

+ Add Incorporator/Director/Subscriber

#	Name	Nationality	Subscription Details	No. of Shares Subscribed	Amount Subscribed ^{2a}	Amount Paid ^{3a}	Incorporator	Director	Subscriber	Update	Remove
No results found.											
				TOTAL	0	0.00	0.00				

Capital Structure Details

Subscribed Capital Stock : P1,000,000.00

Paid-Up Capital Stock : P1,000,000.00

Subscription Details

Share Type	Par Value	Total No. of Shares Subscribed	Remaining No. of Shares for Subscription
Common - Voting - with Par	1.00	0	1,000,000
Total		0	

Note:
 1. Total Amount Subscribed ^{2a} must be equal to P1,000,000.00
 2. Total Amount Paid ^{3a} must be equal to P1,000,000.00

← Back to Step 3
⊕ Save and Proceed

Note: Fields displayed are dependent on the selected company type.

A.11 Click “+Add Incorporator/Director/Subscriber” button to Add New Incorporator/Director/Subscriber and enter the required information on the form.

A.12 For the subscription details, click the “+Click here to add Subscription” button, enter the required information and then click the “Save” button.

Note: To add a new Incorporator/Director/Subscriber, do the same process in Steps A.11 and

A.12, until you completed the required number of Incorporators.

A.13 Finally, click and read the [MC No. 6 s. 2016 – Omnibus Guidelines on Principal Office Address; Address of Each Incorporator, Director, Trustee or Partner](#), then “Click here to confirm” and “Save and Proceed” button.

** Please make sure to have exactly two(2) Incorporators

[+ Add Incorporator/Director/Subscriber](#)

#	Name	Nationality	Subscription Details	No. of Shares Subscribed	Amount Subscribed ^{2*}	Amount Paid ^{2*}	Incorporator	Director	Subscriber	Update	Remove
1	MARIA RAMOS SANTOS	Philippine, Filipino	Common - Voting - with Par - 50,000	50,000	50,000.00	50,000.00	✓	✓	✓	UF	X
2	MARIO SANTOS DAVID	Philippine, Filipino	Common - Voting - with Par - 50,000	50,000	50,000.00	50,000.00	✓	✓	✓	UF	X
TOTAL				100,000	100,000.00	100,000.00					

Capital Structure Details
 Subscribed Capital Stock : P100,000.00
 Paid-Up Capital Stock : P100,000.00

Subscription Details

Share Type	Par Value	Total No. of Shares Subscribed	Remaining No. of Shares for Subscription
Common - Voting - with Par	1.00	100,000	0
Total		100,000	

Note
 1. Total Amount Subscribed^{2*} must be equal to P100,000.00
 2. Total Amount Paid^{2*} must be equal to P100,000.00

I, the Authorized Representative, hereby attest that the names of the Incorporator/s, Director/s, Officer/s, Nominee and Alternate Nominee (for OPC) or Partners have been encoded in good faith and with consent that the stated individuals and/or respective representatives of the juridical entity/ies are part of the corporation/partnership.
 I further attest that I have been authorized by the aforesaid individuals/representatives of juridical entities to file the registration/licensing of corporation/partnership and assume full responsibility under penalty of perjury that all matters set forth in the registration/licensing documents have been verified by me and to the best of my knowledge and belief are true and correct.
[MC No. 6 s. 2016 – Omnibus Guidelines on Principal Office Address; Address of Each Incorporator, Director, Trustee or Partner](#)
 I have read and understood the MC No. 6 series of 2016

[Click here to confirm](#)

[← Back to Step 3](#) [Save and Proceed](#)

After clicking the “Save and Proceed” button, there are two possible scenarios that may occur:

1. Applicant will be directed to Step 5 – Application Review of the application form
2. Applicant will be directed to the Regular Processing of SEC-ESPARC

SCENARIO 1: Applicant will be directed to a page containing the following information:

1. Application Status as Draft
2. Name Verification Status
3. Application Summary and links to Steps 2 to 4
4. Step 5 – Application Review

STATUS: Draft ✖ Cancel Application

Name Verification Status (Initial System Verification)

You may proceed with the application. Please note that the format of the company name shall be exactly the same as how they were entered in the system and the same shall be reflected in the registration application as well as the Certificate of Incorporation.

[Click here to retry](#)

Company Name: Ferdinand AIR CORPORATION ✔ Completed	Initial Name Verification Result: Company Name: Ferdinand AIR CORPORATION Available for use
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Application Summary +

Company Name Ferdinand AIR CORPORATION	CLICK HERE TO EDIT STEP 3 - CAPITAL STRUCTURE
Application Reference Number: SEC210831-GI4AQU1YKAKAERJ	CAPITAL STRUCTURE
Applicant/Authorized Representative: FERDINAND SUMANG	Total Authorized Capital Stock: P1,000,000.00
Email: fsumang@sec.gov.ph	Total Subscribed Capital Stock: P200,000.00
Processing Office: SEC Main Office - PICC	Total Paid-Up Capital Stock: P200,000.00
Company Type: Stock Corporation - Corporation with less than 5 Incorporators	Terms of Existence: Perpetual
Classification: ALL FILIPINO - Regular	Business Activity: Service
Industry: Air transportation	Fiscal Year: January 1 - December 31
Business Activity: Service	Annual/Regular Meetings Date: January 1
CLICK HERE TO EDIT STEP 2 - COMPANY DETAILS	CLICK HERE TO EDIT STEP 4 - COMPANY OFFICERS
Principal Office Address: LOT1 11-A DELA COSTA BLDG MAAYUSIN UNISTAR SUBD DISTRICT 1 ADAMS (POB.), ADAMS, ILOCOS NORTE, REGION I (ILOCOS REGION), 1101	

✔ Step 1
Name Verification

✔ Step 2
Company Details

✔ Step 3
Capital Structure

✔ Step 4
Company Officers

Step 5
Application Review and Payment

Review system generated forms and payment assessment. Check if all information are correct and complete before submission.

NOTE: Final documentary forms (with QR code) to be submitted to SEC will be generated automatically once application is approved for payment by SEC.

<p>SYSTEM GENERATED FORMS (Click to preview)</p> <ol style="list-style-type: none"> 1. Application Summary Form 2. Cover Sheet 3. Articles of Incorporation <ol style="list-style-type: none"> a. Stock Corporation 4. By-laws 	<p>PAYMENT ASSESSMENT:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Nature of Collection</th> <th style="text-align: right;">Amount</th> </tr> </thead> <tbody> <tr> <td>By Laws</td> <td style="text-align: right;">1,000.00</td> </tr> <tr> <td>Registration of Corporation</td> <td style="text-align: right;">2,000.00</td> </tr> <tr> <td>Registration of Stock and Transfer Book</td> <td style="text-align: right;">150.00</td> </tr> <tr> <td>Name Verification</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>Legal Research Fee (A0823)</td> <td style="text-align: right;">30.00</td> </tr> <tr> <td>Documentary Stamp Tax</td> <td style="text-align: right;">30.00</td> </tr> <tr> <td style="text-align: right;">TOTAL</td> <td style="text-align: right;">Php3,310.00</td> </tr> </tbody> </table>	Nature of Collection	Amount	By Laws	1,000.00	Registration of Corporation	2,000.00	Registration of Stock and Transfer Book	150.00	Name Verification	100.00	Legal Research Fee (A0823)	30.00	Documentary Stamp Tax	30.00	TOTAL	Php3,310.00
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Name Verification	100.00																
Legal Research Fee (A0823)	30.00																
Documentary Stamp Tax	30.00																
TOTAL	Php3,310.00																

STEP 5 – APPLICATION REVIEW

Step 5 is the last and final step of the application form for OneSEC Processing of ESPARC, which contains the following information:

1. System-generated forms
2. Payment Assessment Details
3. General Provisions
4. Terms of Use
5. Provisions on the Procedure
6. Consent Form of System User

A.1.14 Review the accuracy of the system-generated forms by clicking them to open on a separate tab. View, download, and check if all information is correct and complete.

A.1.15 Read/review the statements for Terms of Service, Privacy Notice (Privacy Policy and Consent Form) and Certification.

A.1.16 Click “I have read and agreed to the terms of service and provision, enter the correct verification code and click the “Proceed to Online Payment” button.

Note: Please make sure that all provided information is correct and complete prior to paying the registration fees.

A.1.17 Click the “Ok” button on the confirmation message screen

B. ONLINE PAYMENT OF REGISTRATION FEES

As soon as you are redirected to the Electronic System for Payment to SEC (eSPAYSEC) portal, the details of the Payment Assessment Form are displayed within the grid, as shown in the screen below.

#	Nature of Collection	Account Code	Amount
1	By Laws	4020102000(606)	1,000.00
2	Registration of Corporation	4020102000(606)	2,000.00
3	Registration of Stock and Transfer Book	4020102000(606)	150.00
4	Name Verification	4020199099(678)	100.00

B.1 Select the payment method either Debit/Credit or PayMaya eWallet, enter the correct verification code and click the “Proceed to Payment”.

After that, the SEC Payment Portal will direct you to the PayMaya Payment System. You will be required to enter vital information in order to process your payment transaction. Please note that the information that will be asked from you would depend on your selected mode of payment.

B.2 Perform the necessary steps/process within the PayMaya Payment System.

The PayMaya Payment System will process the payment transaction. If the provided information is correct and there is enough fund to cover the transaction, you will be directed back to the SEC Payment Portal, as displayed On the screen below.

B.3 Click the “Print Confirmation Receipt” to download and print the Electronic Official Receipt (eOR).

Note: The copy of the Electronic Official Receipt is also provided to your email account.

B.4 Go back to SEC-ESPARC by clicking the “Go back to ESPARC” button

C. DOWNLOADING OF THE DIGITAL CERTIFICATE OF INCORPORATION.

You will be redirected to SEC-ESPARC once you clicked the “Go back to ESPARC” button of the Electronic System for Payment to SEC (eSPAYSEC) portal.

SECURITIES AND EXCHANGE COMMISSION 2022

C.1 Click the “Download Digital COI” button to open/download the Digital Certificate of Incorporation

C.2 Click the system-generated forms to open/download.

C.3 To continue your application to the Philippine Business Hub for registration with the BIR, Social Agencies, LGUs and FDA, click the “Continue to Philippine Business hub” button

Important Note:

Please note that the original copy of the Certificate of Incorporation (COI) shall be released only upon presentation and submission of the digital copy of the COI, copy of the proof of payment of the assessed registration fees together with the originally signed and authenticated or notarized hard copies anytime within a period of one year from the date stated in the Digital Certificate of Incorporation*

SCENARIO 2: Applicant will be directed to the Regular Processing of SEC-ESPARC

You will be directed to this page, once the system treated your registration application as outside the scope of the OneSEC Processing of the ESPARC.

By clicking the “Proceed to Regular Processing” button, you will be directed to a page of the Regular Processing of the ESPARC containing the following information:

1. Application Status as Draft
2. Name Verification Status
3. “Click here to retry” and “Click here to Reserve Company Name/s” buttons
4. Name Verification Result/s
5. Application Summary and links to Steps 2 to 5
6. Step 6 – Application Review
 - a. System Generated Forms available for viewing and downloading
 - b. Uploaded Files
 - c. Statements (Terms of Use, Privacy Policy, Consent Form of System User, Certification, Reservation Notice)

Sample screen of the Regular Processing of the ESPARC.



REGULAR PROCESSING

STATUS: Draft

[Continue Later](#) [Cancel Application](#)

Name Verification Status (Initial System Verification)

You may proceed with the application. Name verification will be subject to validation by the name verification officer. The proposed company name and/or trade name/s will be presented in the downloadable forms and certificate/license exactly the same as how they were entered.

Note: The fact that the proposed company name and/or trade name/s is available at the date verified, it is not to be regarded as an approval of the registration of the company or any application for change of name. No expense for the printing or posting in the internet using a verified name should be incurred until registration takes effect.

[Click here to retry](#) OR [Click here to Reserve Company Name/s](#)

**Please make sure to update application details first to record all changes made to this form

Company Name: CRUZ AGRICULTURAL LAND INCORPORATED ✔ Completed	Initial Name Verification Result: Company Name: CRUZ AGRICULTURAL LAND INCORPORATED Available for use
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Application Summary

Company Name CRUZ AGRICULTURAL LAND INCORPORATED Application Reference Number SEC21997-3YWGHWJMAJUGCN Applicant/Authorized Representative FERDINAND CRUZ SUMANG Email fcsumang@sec.gov.ph Processing Office SEC Main Office - PICC Company Type Stock Corporation - Corporation with less than 5 Incorporators Classification ALL FILIPINO - Regular Industry AGRICULTURE, FORESTRY AND FISHING Sub-Industry Plant propagation	Click here to edit step 3 - CAPITAL STRUCTURE CAPITAL STRUCTURE Total Authorized Capital Stock P200,000.00 Total Subscribed Capital Stock P200,000.00 Total Paid-Up Capital Stock P200,000.00 Terms of Existence Perpetual Business Activity Service Fiscal Year January 1 - December 31 Annual/Regular Meetings Date January 21 Click here to edit step 4 - COMPANY OFFICERS Click here to go to step 5 - FILE UPLOADING
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[Click here to edit step 2 - COMPANY DETAILS](#)

Principal Office Address TEST LOT TEST UNIT TEST BLDG TEST ST TEST SUBD LUPAO BUNGA, CARRANGLAN, NUEVA ECJA, REGION III (CENTRAL LUZON), 1111

Review system generated forms and uploaded files. Check if all information are correct and complete before submission.

NOTE: Final documentary forms (with QR code) to be submitted to SEC will be generated automatically once application is approved for payment by SEC.

SYSTEM GENERATED FORMS (Click to preview)

1. Application Summary Form
2. Cover Sheet
3. Articles of Incorporation
4. By-laws

PRIVACY NOTICE

1. What personal information do we collect from the applicant/representative of the applicant?

We collect the following personal information:

- Full name
- Tax Identification Number (TIN)
- Mobile Phone Number

CERTIFICATION

1. I FERDINAND CRUZ SUMANG, the duly appointed representative of CRUZ AGRICULTURAL LAND INCORPORATED and its Incorporators/partners/resident agent/s which is currently in the process of securing their business registrations/licenses.
2. I have read and understood the Electronic Simplified Processing of Application for Registration of Company (ESPARC) of Terms of Use and Privacy Policy.
3. Upon verification with the Incorporators/partners/resident agents, the true and correct information for the pursuance of the application of CRUZ AGRICULTURAL LAND INCORPORATED for registration has been ascertained, and thereafter personally encoded by me through the SEC - ESPARC.
4. That fully accomplished physical copies of the documents submitted in support of the application for registration have been reviewed by me and I confirm that the information indicated therein accurately reflect and match the data already provided through the ESPARC.

RESERVATION NOTICE

The proposed company name and/or trade name/s, if any, will be validated by the SEC Name Verification Officer. The proposed company name and/or trade name/s will be presented in the downloadable forms and certificate/license exactly the same as how they were entered. Your proposed company name and/or trade name/s is reserved for a maximum of 3 calendar days. If the reservation period has elapsed and you still have not completed your company registration, your proposed company name and/or trade name/s reservation will be forfeited. In this case, you should verify and reserve your proposed company name and/or trade name/s again.

Note: The fact that the proposed company name and/or trade name/s is available at the date verified, it is not to be regarded as an approval of the registration of the company or any application for change of name. No expense for the printing or posting in the internet using a verified name should be incurred until registration takes effect.

The applicant undertakes to change the reserved name in case another person or person has acquired a prior right of the said firm/trade name, has been deemed not distinguishable from a registered or reserved name and if the name has been declared

You may proceed with the application. Name verification will be subject to validation by the name verification officer. The proposed company name and/or trade name/s will be presented in the downloadable forms and certificate/license exactly the same as how they were entered.

Note: The fact that the proposed company name and/or trade name/s is available at the date verified, it is not to be regarded as an approval of the registration of the company or any application for change of name. No expense for the printing or posting in the internet using a verified name should be incurred until registration takes effect.

[Click here to retry](#) OR [Click here to Reserve Company Name/s](#)

**Please make sure to update application details first to record all changes made to this form

Company Name: CRUZ AGRICULTURAL LAND INCORPORATED ✔ Completed	Initial Name Verification Result: Company Name: CRUZ AGRICULTURAL LAND INCORPORATED Available for use
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STEP 6 – APPLICATION REVIEW

Step 6 is the last and final step of the application form for Regular Processing, which contains the following information:

1. System-generated forms
2. Payment Assessment Details
3. General Provisions
4. Terms of Use
5. Provisions on the Procedure
6. Consent Form of System User

A.2. 14 Review the accuracy of the system-generated forms by clicking them to open on A separate tab. View, download, and check if all information is correct and complete.

SYSTEM GENERATED FORMS (Click to preview)		PAYMENT ASSESSMENT:	
		Nature of Collection	Amount
1.	Application Summary Form		
2.	Cover Sheet		
3.	Articles of Incorporation		
	a. Stock Corporation		
4.	By-laws		
		By Laws	1,000.00
		Registration of Corporation	2,000.00
		Registration of Stock and Transfer Book	150.00

A.2. 15 Read/review the statements for Terms of Service, Privacy Notice (Privacy Policy and Consent Form) and Certification.

A. General Provisions
It shall be understood that the OneSEC is being implemented for the convenience of the transacting public, thus, the registrant assumes all responsibilities associated with the use of this system, including but not limited to the transfer of information to the SEC.

B. Terms of Use
As the system aims to promote promptness, reliability and efficiency, the registrant has to conform with the following conditions within a period of one day:
A. ...
B. ...
C. Provisions on the Procedure
D. The proposed company name shall be subject to applicable provisions of the Revised Corporation Code of the Philippines (R.A. No. 11232) and SEC Memorandum Circular No. 21, series of 2013, or the Omnibus Guidelines on the Use of Corporate and Partnership Names, and related SEC rules and regulations. (Link: <https://www.sec.gov.ph/mc-2013/sec-memorandum-circular-no-21-2013>)
E. The registrant undertakes to change the name of the corporation immediately upon receipt of notice from the Commission that another corporation, partnership or person has acquired a prior right to the use of such name, that the name has been declared not distinguishable from a corporation, or that it is contrary to law, public morals, good customs or public policy. (Secs. 14 and 17 of the Revised Corporation Code of the Philippines).
F. The Name Reservation Fee shall be charged together with the filing fees and shall be included in the Payment Assessment Form (PAF) issued to the registrant.
G. Registration applications that do not fall under all of the above conditions should proceed to the eSPARC Regular Processing.
H. If during the process of encoding, one of the required data do not conform with the scope enumerated above, registrant has to cancel the application and proceed to eSPARC regular processing.
I. Failure of the registrant to complete the application within one day shall cause the system to automatically purge the entire application, including the cancellation of a pre-approved Name Reservation.
J. Only system-generated registration application forms are acceptable. Any alteration, erasure, modification or revision in the system generated registration application shall result in the automatic denial of the application.
K. All communications regarding the status of the registration application shall be forwarded to the designated email address provided by the registrant. Such communication may contain information about the status of the application, instructions as well as the deadlines therefor. It shall be the sole responsibility of the registrant to regularly check his/her designated email address to ensure that he/she is sufficiently informed of the status of his/her application.
L. Failure to pay the assessed registration fees within one day from the issuance of the PAF shall result in the automatic purging of the application from the system.
M. Fees other than the computed filing fees (e.g. bank surcharges) shall be for the account of the registrant.

CONSENT FORM OF SYSTEM USER
By using this facility and by providing your personal data, you hereby authorize the Securities and Exchange Commission (SEC) to collect and store the said data. Data such as but not limited to your full name, nationality, TIN, email address and middle number with the use of electronic or automated means, shall be stored within the period allowed under applicable laws, rules and regulations, for the purpose of processing your application for registration either as One Person Corporation (OPC) and Domestic corporations (stock and non-stock) with 2 or more incorporators who may either be natural person, partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. You also acknowledge and consent to the collection and processing of your personal data as part of the requirements for registration.

15. Land transportation	16. Courier services	17. Business process outsourcing	18. Non-Vessel Operating Common Carrier	19. Schools
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A.2.16 Click the “Click here to Reserve Company Name/s” button to reserve the proposed company name and then click the “OK” button of the confirmation message.

You may proceed with the application. Name verification will be subject to validation by the name verification officer. The proposed company name and/or trade name/s will be presented in the downloadable forms and certificate/licenses exactly the same as how they were entered.

Note: The fact that the proposed company name and/or trade name/s is available at the date verified, it is not to be regarded as an approval of the registration of the company or any application for change of name. No expense for the printing or posting in the internet using a verified name should be incurred until registration takes effect.

Click here to retry OR Click here to Reserve Company Name/s

*Please make sure to update application details first to record all changes made to this form

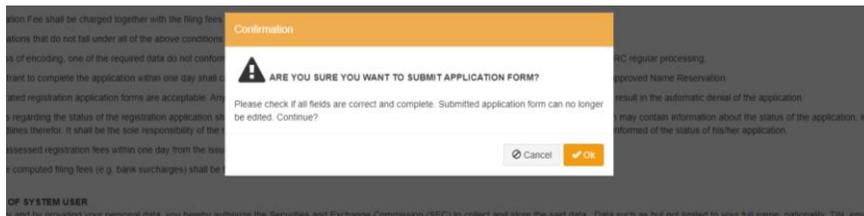
Company Name: CRUZ AGRICULTURAL LAND INCORPORATED ✔ Completed

Initial Name Verification Result:
Company Name: CRUZ AGRICULTURAL LAND INCORPORATED
Available for use

A.2.17 Click the “I have read and agreed to the terms of service and provision, enter the correct verification code and click the “Proceed to Online Payment” button.

Note: Please make sure that all provided information is correct and complete prior to submitting the registration application.

A.18 Click the “Ok” button on the confirmation message screen



The system confirms that the application is successfully submitted and provides information such as the status of the application, Application Reference Number, and the date the application is submitted.