

SEC - eLECTRONIC SIMPLIFIED PROCESSING OF APPLICATION FOR REGISTRATION OF COMPANY (SEC - ESPARC) <u>https://esparc.sec.gov.ph/application</u>

USER GUIDE REGULAR PROCESSING OF ESPARC

(With Uploading of Signed and Authenticated or Notarized Business Registration Forms)

The SEC - ESPARC is a facility to cater application for registration of 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. The system allows the applicant or his duly appointed representative to submit the proposed company name and input details of the articles of incorporation for review of the Commission.

Application for registration/licensing of Partnership, Lending, Financing and Foreign Corporations are exempted in the uploading of documents process, however, submission of four (4) sets of the required documents to the selected SEC processing office shall be done within thirty (30) calendar days from the date of payment of registration fees.

Welcome to SEC eSPARC Please select the appropriate company type and nature of YOUR business. MARE SURE TO READ ALL THE HISTRUCTIONS TREES Of the your exploration conforms with the conditions specified in the closen registration type. Please select the appropriate company type and nature of YOUR business. MARE SURE TO READ ALL THE HISTRUCTIONS TREES Of the your exploration conforms with the conditions specified in the closen registration type. Please select the appropriate company type and nature of YOUR business. Please to TO READ ALL THE HISTRUCTIONS TREES OF the your exploration conforms with the conditions specified in the closen registration type. Please select the appropriate company type and please select the tree business company type. Please type company the data with the conditions specified in the closen registration type. Please select the appropriate to TO PLEASE COMPANY to TO PLEASE ADD and Please Select the type company to the type. Please type company to the type. Please select the type company that data type or employer numbers for SDS, PLG-BD and Plate/ALV in the Plagone Bases is the firs specified for your company in stRMzC. Yes an one topy type company to the type.	Electronic Simplified Processing of Application for Registration of Company				
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NOTICE TO THE PUBLIC The dSHARC is now fully integrated with the grading of the distance of the dSHARC is now fully integrated with the grading of the distance of the distanc	ConeSEC Processing Over day Solumiation and E-registration of Comparison for DOMESTIC STOCK CORPORATIONS only (with Terms and Provisions)	Regular Processing Strain Scale with a set of the set of			
Click here to know more	NOTICE TO THE PUBLIC The sSPARC is now fully integrated with the provide the source of the state	EALTH is the Philippne Business Hub after successfully registering your company in eSPARC.			

To continue, click the "Regular Processing" button.

The ESPARC Regular Processing page will be displayed next.



To continue, click the "**Proceed to Regular Processing**" button that can be found at the lower section screen/page. The application form will be displayed next.

The welcome page contains the (a) General Provisions, (b) Privacy Policy, and (c) Consent Form of System User.

Electronic Simplified Processing of Application for Registration of Company

eSPARC Regular Processing
By using this facility and proceeding to the application form, you agree on the following:
 That you have read and understood the privacy policy: That you shall provide all the necessary information in pursuance of your company's application for registration or license, and said information are true and correct and were entered without any intention of defauding the Philippine Government; That you shall pay the applicable fees, and submit proof of payment together with the originality signed and authenticated* or notarized hard copies of the registration requirements to SEC within the above-specified period once the applicable fees, and submit proof of payment together with the originality signed and authenticated* or notarized hard copies of the registration requirements to SEC within the above-specified period once the applicable fees, and submit proof of payment together with the originality signed and authenticated* or notarized hard copies of the registration requirements to SEC within the above-specified period once the applicable fees, and submit proof of payment based on existing guidelines on the set of the COVCertificate of Recording /License to a post-evaluation to determine compliance with the applicable laws, rules, and regulations, notwithstanding the issuance of the COVCertificate of Recording /License to do business; Any faisity, misrepresentation or fraud determined during post evaluation contained in the Articles of Incorporation and/or Bylaws for corporation, Articles of Partnership or Application of License to do business; Any faisity, misrepresentation or fraud determined during post evaluation or Title XVI of the Revised Corporation Code of the Philippines as well as other applicable laws, rules, and regulations. However, minor corrections may be cured by (1) filing Petition for Correction, failow, rules, indicate of Recording /License to do business issued. This is without prejudice to the filing of criminal charges against persons responsible for violation or Correction, fail and with an applicable laws, rules, an
PRIVACY POLICY
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 Email Address Address Address
2. How do we collect the personal information?
We collect, use and process the personal information provided through electronic or automated means to proceed in this registration system.
3. Why do we need to collect the personal information?
The collected personal information will be utilized in the processing of the above mentioned applications for registration.
4. How do we keep your personal information secure?
Only authorized SEC personnel are granted access to the personal information collected through the registration system. The collected personal information via the internet or other electronic methods are stored in a secured database. We use reasonable security safeguards to protect the information gathered from any loss, unauthorized access, use or disclosure.
5. What are the rights of the data subjects?
Under the Data Privacy Act of 2012, data subject refers to an individual whose personal information is collected and processed. We are duly bound to observe and respect your privacy rights, including your right to information, right to access, right to correct, right to remove, right to damages and right to data portability.
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, store, and process the said data, Data such as but not limited to full names, nationalities, TIN/passport nos., email addresses and mobile numbers 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 registration.
Moreover, the required data and conditions set forth shall apply also to partnerships for the purpose of recording its Articles of Partnerships and foreign corporations for the purpose of securing its license to do business in the Philippines.
← Back Continue to application form
SECURITIES AND EXCHANGE COMMISSION 2022

To continue, click the "**Continue to application form**" button that can be found at the lower left section screen/page. The application form will be displayed next.

171100.11211		🗙 Cancel App
Step 1		
ame venication		
PROCESSING OFFICE		
SEC Office *		
- Choose Processing Office -		
SEC Office where application shall be submitted and	processed.	
	FATILIE CONTLOT DETAIL O	
APPLICANT/AUTHORIZED REPRESEN	IATIVE CONTACT DETAILS	
APPLICANT/AUTHORIZED REPRESEN Name of Representative *	Position *	TIN *
APPLICANT/AUTHORIZED REPRESEN Name of Representative *	Position *	TIN *
APPLICANT/AUTHORIZED REPRESEN Name of Representative * Mobile *	Position *	TIN *
APPLICANT/AUTHORIZED REPRESEN Name of Representative * Mobile *	Position *	TIN * Email Address *

The Regular Processing of ESPARC application form is grouped into six (6) steps. 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; and
- 3. Lastly, the system sends email notifications for One-Time Passcode, when the application is created, when name verification process is completed, when SEC approved or disapproved the application, and when payment is received.

This user guide focuses on filling out of application form, submission of the application, uploading of signed and authenticated or notarized documentary requirements and viewing of application's updated status.

A. SUBMISSION OF APPLICATION

STEP 1 – NAME VERIFICATION

Fill out the application forms correctly and completely.

1.A Select Processing Office

PROCESSING OFFICE	
SEC Office *	
- Choose Processing Office -	~
SEC Office where application shall be submitted and processed.	

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

1.B Provide correct details for applicant/authorized representative contact details section

APPLICANT/AUTHORIZED REPRESENTATIVE CONTACT DETAILS				
Name of Representative *	Position *	TIN *		
Mobile *	Phone	Email Address *		
ex. 09171234567		OTP and application status will be sent to this email.		

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

1.C Provide correct details for the company type section using the provided drop-down fields

COMPANY TYPE Reset	
Company Type *	Company Subtype *
Select Company Type	Select Subtype 🗸
Company Classification *	
Select Classification 🗸	
Q CLICK HERE FOR PSIC-PURPOSE FINDER	
Major Industry Classification *	Industry Classification Group *
Select 🗸	Select 🗸

Note: Corporations are classified by industry based on the Philippine Standard Industrial Classification (PSIC). Select the exact or closely related industry classification and group in relation to the proposed primary business activity. For easy reference, click the link provided for PSIC- Purpose Finder.

1.D Provide correct details for the company name section and click the 'Next' button to proceed

COMPANY NAME	Click here for Corporation Name Guidelines
Company Name *	Suffix *
Please be informed that the font case used will be the one reflected in the certificate.	
Acronym Meaning	
Spell out Company Name acronyms/abbreviations.	
Trade Name Details (Optional) Statement	
- Choose Statement -	
+Add One Trade Name	

Note: Proposed Corporate Name and Trade name/s, if any should comply with the SEC guidelines and procedures on the use of Corporate and Partnership Names. For further information click the 'Click here for Corporation Name Guideline' link to learn more about the guidelines

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

1.E 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.

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

The screen shows the application is saved with Draft Status and the name verification process is not complete yet:

IATU5:	Draft		Continue Later	X Cancel Application
me Verificatior	n Status (Initial System Verification)			
Click here to Refrest	n Status			
TE: You can contin	ue to fill-up the rest of the application while waiting for the name ver	ification process to complete.		
Company Name:	JUAN DELA CRUZ RESTAURANT CORPORATION	⊡* Queued		
Trade Name:	JDC RESTO	C [*] Queued		
Step 1	Step 2			
me Verification	Company Details			
URPOSE				
rimary Purpose *				

You may continue to fill out the rest of the application by proceeding to Step 2 while waiting for the name verification process to complete. Do not forget to click the "Save and Proceed" button.

Regular Processing of SEC-ESPARC (with uploading of documents) User Guide If the name verification process is completed, the system will send an email message, notifying the applicant that the name verification process is completed.

If the Name verification result is Failed.

EGULAR PROC TATUS: Draft	CESSING		Continue Later × Cance	el Applicatio
lame Verification Sta	tus (Initial System Verification)			
ROPOSED NAME/S CA	NOT BE USED. PLEASE SEE NAME VERIFICATION RESULT.			
Click here to ret	OR SClick here to tag application for name ap	peal		
Please make sure to up	late application details first to record all changes made to this for	m		
Please make sure to up	late application details first to record all changes made to this for	<i>m</i>		
Please make sure to up Company Name:	late application details first to record all changes made to this for JOLLIBEE FOOD SERVICES CORPORATION	m x Failed	Initial Name Verification Result:	
Please make sure to up Company Name: Trade Name:	ate application details first to record all changes made to this for JOLLIBEE FOOD SERVICES CORPORATION SMIPLE 123 FOOD SERVICS	m ▼Failed ✔Completed	Initial Name Verification Result: Company Name: JOLIBEE FOOD SERVICES CORPORATION	^
Please make sure to up Company Name: Trade Name: Trade Name:	Ster application details first to record all changes made to this for JOLLBEE FOOD SERVICES CORPORATION SAUPLE 123 FOOD SERVICES SAUPLE 101 FOOD SERVICES	m ≭Failed ✓Completed ✓Completed	Initial Name Verification Result: Company Name: JOLLIBEE FOOD SERVICES CORPORATION Initial System Verification: FAILED RULE: Registered Company Names	^
Please make sure to up Company Name: Trade Name: Trade Name:	Life application details first to record all changes made to this for JOLLIBEE FOOD SERVICES CORPORATION SAUPLE 123 FOOD SERVICES SAUPLE 101 FOOD SERVICES	m ≭Failed ✓Completed ✓Completed	Initial Name Verification Result: Company Name: JOLLIBEE FOOD SERVICES CORPORATION Initial System Verification: FAILED RULE: Registered Company Names Failed Message: 100% failed due to close or similar name's found in system:	^
Please make sure to up Company Name: Trade Name: Trade Name:	SAUPLE 101 FOOD SERVICES	m ≭Failed ✓Completed ✓Completed	Initial Name Verification Result: Company Name: JOLLIBEE FOOD SERVICES CORPORATION Initial System Verification: FALED RULE: Registred Company Names Failed Message: 100% failed due to close or similar name/s found in system: -JOLLIBEE FOODS CORPORATION DOING BUSINESS UNDER THE NAME AND STYLE OF JOLLIBEE -JOLLIBEE FOODS CORPORATION DOING BUSINESS UNDER THE NAME AND STYLE OF JOLLIBEE	^
Please make sure to up Company Name: Trade Name: Trade Name:	JOLLIBEE FOOD SERVICES CORPORATION SAMPLE 123 FOOD SERVICES SAMPLE 101 FOOD SERVICES	m ▼Failed ✓Completed ✓Completed	Initial Name Verification Result: Company Name: JOLUBEE FOOD SERVICES CORPORATION Initial System Verification: FALED RULE: Registered Company Names Failed Message: 100% failed due to close or similar name's found in system: - JOLUBEE FOODS CORPORATION DOING BUSINESS UNDER THE NAME AND STYLE OF JOLUBEE - JOLUBEE FOODS CORPORATION DOING BUSINESS UNDER THE NAME AND STYLE OF JOLUBEE - JOLUBEE FOODS CORPORATION DOING BUSINESS UNDER THE NAME AND STYLE OF JOLUBEE - JOLUBEE FOODS CORPORATION DOING BUSINESS UNDER THE NAME AND STYLE OF JOLUBEE - JOLUBEE FOODS CORPORATION DOING BUSINESS UNDER THE NAME AND STYLE OF JOLUBEE	Î

The Name verification result is displayed. If the results or one of the results is Failed, an information message "Proposed name/s cannot be used. Please see name verification result" is displayed. To request for appeal, click the "Click here to tag application for appeal name" button. You will be asked later to upload the Name Appeal document in Step 5.

If name verification result is **Completed**.

EGULAR PF TATUS: Drat	ROCESSING		Continue Later × Cancel Application
lame Verification	n Status (Initial System Verification)		
ou may proceed wit ney were entered.	h the application. Name verification will be subject to validation by the name ver	rification officer. The propose	d company name and/or trade name/s will be presented in the downloadable forms and certificate/license exactly the same as how
ote: The fact that th iternet using a verifie O Click here to Please make sure i	e proposed company name end/or trade name/s is available at the date verified of name should be incurred until registration takes effect.	I, 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
Company Name:	SAMPLE 101 INFORMATION TECHNOLOGY SERVICES CORPORATION	✓Completed	Initial Name Verification Result:
Trade Name:	SAMPLE 1 I.T. SERVICES	 Completed 	Company Name: SAMPLE 101 INFORMATION TECHNOLOGY SERVICES CORPORATION
Trade Name:	SAMPLE 2 INFORMATION TECHNOLOGY	 Completed 	Subject to further review of the SEC Name Verification Officer.
			Trade Name: SAMPLE 11.T. SERVICES Subject to further review of the SEC Name Ventication Officer.

The name verification result is displayed. The system displays an information 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/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."

NOTE: The "Click here to Retry" button for Completed and Failed results may be clicked to go back to the previous step, in this case it is Step 1, to reflect the necessary changes, if any.

Regular Processing of SEC-ESPARC (with uploading of documents) User Guide To reserve the name, click the "Click here to Reserve Company Name" button.

Once the "Click here to Reserve Company Name' button is pressed, the system will display an information message "Your proposed company name is now reserved. You have until (expiration date) to complete and submit your application otherwise your name reservation will automatically expire."

REGULAR PR STATUS: Draft	OCESSING		Continue Later × Cancel Application
• Your proposed cor	npany name is now reserved. You have until April 09, 2022 to complete and	submit your application other	wise your name reservation will automatically expire.
Name Verification	Status (Initial System Verification) -Click here to view		
Company Name:	MAD SYSTEM DEVELOPMENT CORPORATION CORPORATION	✓Completed	Initial Name Verification Result:
Trade Name:	SAMPLE 11.T. SERVICES	✓Completed	Company Name: MAD SYSTEM DEVELOPMENT CORPORATION CORPORATION
Trade Name:	SAMPLE 2 INFORMATION TECHNOLOGY	✓ Completed	Subject to further review of the SEC warme verification Officer.
			Trade Name: SAMPLE 1.I.T. SERVICES Subject to further review of the SEC Name Verification Officer.
			Trade Name: SAMPLE 2 INFORMATION TECHNOLOGY Subject to further review of the SEC Name Verification Officer.

STEP 2 – COMPANY DETAILS

2.A Enter the Purpose

✓ Step 1 Name Verification	Step 2 Company Details			
PURPOSE				
Primary Purpose	*			
Secondary Purpo	se (optional)			
				/

Note: Primary purpose refers to the main business activity of the company

	Zip Code *
~	
	ZIP CODE FIN
~	Building Name *
	Suiding Rume
~	
	Subdivision/village/20ne ~
~	
	Unit/Room/Floor/Building# *
	Lot/Block/Phase/House No. *
	* *

2.B Provide correct and complete information for the Principal Office Address section

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

2.C Enter current and valid business contact information and click the "Save and Proceed" button.

Telephone Number	Tel. No. Loca		Mobile Number *	
			ex. 09171234567	
Email *		Website		
		00		
		Save and Proceed		

SECURITIES AND EXCHANGE COMMISSION 2021

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

- 1) Application Status as Draft
- 2) Name reservation validity information
- 3) Name Verification Status (Initial System Verification)
- 4) Step 3 Capital Structure Form

STATUS: Draft		Continue Later	× Cancel Application
• Your proposed company name is now reserved. You have until	April 15, 2021 to complete and submit your application otherwise	your name reservation will automatical	ly expire.
Name Verification Status (Initial System Verification) + a	lick here to view		
r Step 1 → Step 2 Step 3 ame Verification Company Details Capital Structure			
CAPITAL STRUCTURE & OTHER DETAILS			
I≣ Capital Structure Detals *			
*aTotal Authorized Capital Stock (PH Pesos)	Total Subscribed Capital Stock (PH Pesos)	Tota Capital Stock (P	I Paid-Up update H Pesos)
1,000,000.00	1,000,000.00	1,0	00,000.00
E Authorized Capital Stock Details *			
			+ Add Details
# Type Of Share No. of Sha	res	Par Value	Amount [®] Update Remov
TOTAL 0			0.00
NOTE: Total Amount ^{*b} must be equal to Total Authorized Capital Stock Amount ^{*a} .			
iscal Year Details			
Click here to use Calendar Year	Fiscal Year Start Date (month, day) *	Fiscal Year End Date (month, day) *	
		Fiscal Year End Date must be the previous of	lay of Fiscal Year Start Date
Term of Existence (Perpetual or Years) *	Business Activity *	Annual/Regular Meetings Date(month & c month) *	lay or nth weekday of the
50 X V	- Choose Business Activity-	ex. January 01 or 3rd Friday of Jaruary	
The and team in the new weat silver strift in the existing in the drop-down selection		The annual/regular meetings of stockholders office on the selected date of each year, if le following day.	s shall be held at the principal gal holiday, then on the
	A Bask to Star 2		
	Back to Step 2 Save and Proceed		

STEP 3 – CAPITAL STRUCTURE

3.A 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 textboxes, checkbox, drop-down and date picker to supply the information, then click the "Save and Proceed" button.

Cupital Oractare Details					
				+Add Cap	oital Structure
^{*a} Total Authorized Capital Stock (PH Pesos)	Cap	Total Subscribed tal Stock (PH Pesos)	Car	Total Paid-Up pital Stock (PH Pesos)	update
o results found.					
Authorized Capital Stock Details *					
					Add Details
Type Of Share No. of Sh	ares		Par Value	Amount [®]	Update Remo
a results found					
results round.					
TOTAL 0 TTEL Talamount * Total Authorized Capital Stock Amount*				0.00	
ToTAL 0 COTE: Otal Amount ** must be equal to Total Authorized Capital Slock Amount**. Cal Year Details				0.00	
TOTAL 0 TOTAL 0 TOTAL 0 TOTAL 0 COTE Cotal Annount ** must be equal to Total Authorized Capital Stock Amount** Cotal Year Details Cotal Year Details Cotal Knere to use Calendar Year	Piscal Year Start Date (month, day)		Fiscal Year End Date (month	0.00 h, day) ^	
TOTAL 0 TOTAL	Fiscal Year Start Date (month, day)		Fiscal Year End Date (month	0.00 h, day) -	
TOTAL 0 TOTAL	Fiscal Year Start Date (month, day)		Fiscal Year End Date (month	0.00 h, day) * the previous day of Fiscal '	Year Start Date
TOTAL 0 TOTAL 0 TOTAL 0 IOTE: Iotal Annount " ^b must be equal to Total Authorized Capital Stock Amount". Iotal Year Details Citick here to use Calendar Year Term of Existence (Perpetual or Years) -	Piscal Year Start Date (month, day)		Fiscal Year End Date (mont) Fiscal Year End Date must be Annual/Regular Meetings D	0,00 h, day) * : the previous day of Fiscal * ate(month & day or nth wi	Year Start Date
TOTAL 0 TOTAL 0 TOTAL 0 TOTAL 0 TOTE otal Amount ** must be equal to Total Authorized Capital Stock Amount ** cal Year Details CEL	Piscal Year Start Date (month, day) Fiscal Year Start Business Activity* - Choose Business Activity-	•	Fiscal Year End Date (month Fiscal Year End Date must be Annual/Regular Meetings Do month) *	0.00 h, day) * the previous day of Fiscal *	Year Start Date
ToTAL 0 To	Fiscal Year Start Date (month, day) Image: A start Business Activity * - Choose Business Activity-	•	Fiscal Year End Date (mont) Fiscal Year End Date must be month)* (x. January 01 or 3rd Frida)	0.00 h, day) * I the previous day of Fiscal Y ate(month & day or nth wr y of January	Year Start Date

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 reservation validity Information,
- (3) Name Verification Status (Initial System Verification)
- (4) Step 4 Company Officers Form.

STATUS: Draft					Continue Later	× Cancel	Application
Your proposed company name is r	now reserved. You have until A	pril 15, 2021 to complete	e and submit your applicat	ion otherwise your name re	eservation will automatica	lly expire.	
Name Verification Status (Initial	System Verification) +c	k here to view					
	Step 3 Step 4 Company Office	ers					
Treasurer							
Full Name of Treasurer *							
First name, Middle name, Last name							
Select Nationality			¥				
Please make sure to have exactly two(2) if Mane Nationality Sut	bscription Details	No. of Shares Subscribed	Amount Subscribed ^{*2a}	Amount Paid ^{*3a}	+ Add Incorpor	rator/Director/S	odate Remove
No results found.							
Capital Structure Details Subscribed Capital Stock: P1,000,000.00 Paid-Up Capital Stock: P1,000,000.00 Subscription Details	τοτα	L	0 0.00	0.0	0		
Share Type	Par Value	Total No. of Shares Subscr	ibed	Remaining No. of Shar	es for Subscription		
Common - Voting - with Par	1.00 Total	0 0		1,000,000			
Note: 1. Total Amount Subscribed ^{*2a} must be equal 2. Total Amount Paid ^{*3a} must be equal to P1,	l to P1,000,000.00 000,000.00						
		← Back to Step	O 3 ⊙ Save and Pro	ceed			

STEP 4 – COMPANY OFFICERS

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

Treasurer		
Full Name of Treasurer *		
First name, Middle name, Last name		
Treasurer's Nationality *		
Select Nationality.	¥	

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

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

Company	Officers									
** Please make	e sure to have exactly	two(2) Incorporator	\$				•	Add Incorpo	rator/Directo	or/Subscriber
# Name	Nationality	Subscription	Details	No. of Shares Subscribed	Amount Subscribed ^{*2a}	Amount	Paid ^{*3a} Incorporate	or Director	Subscriber	Update Remo
o results found	d.		т	OTAL	0	0.00	0.00			
Capital Structor Subscribed Cap Paid-Up Capita	ure Details pital Stock : P1,000,0 al Stock : P1,000,000. Details	00.00 00								
Share Type	Details		Par Value	Total No. of Shares S	Subscribed	Rei	maining No. of Shares for Subscr	iption		
Common - Vol	ting - with Par		1.00	0		1,0	000,000			
			То	otal 0						
Note: 1. Total Amoun 2. Total Amoun	t Subscribed * ^{2a} must It Paid ^{*3a} must be equ	be equal to P1,000, al to P1,000,000.00	000.00							
				← Back to	Step 3 Save	and Proceed				

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

4.B Click "+Add Incorporator/Director/Subscriber" button to Add New Incorporator/ Director/Subscriber and enter the required information on the form.

Add N	ew Officer				×		
Fields wi	th * are required.						
	k here if Incorporator/Dire	ctor/Subscriber is a Juridic	al Entity_*				
ly two(2) In						Incorpor	
Person	al Details: (Required for Inc	prporators and Directors)					
Sut	lect Nationality		•			Director	Subs
Last	Name *	First Name *		Middlename			
Past	sport *		TIN *(Optional fo	or non-filipino)			
Addres	ss: k here if address is in anoth	er country					
Reg	on *		Subdivision/Villa	age/Zone			
S	elect Region						
Prov	rince *		Street Name				
Se	lect Province		·				
City	Municipality *		Unit/Room/Floor	r/Building #			
	lect City/Mun		r				
Bara	ingay * lect Barangay		Building Name				
Tour	District		l ot/Block/Bhass	/House No			
1000	n/District		Lot/Block/Filase	PHOUSE NO.			
Zip	Code *						
						'n	
Role:	corporator *	Director *	Subscriber*				
	No	No		No			
III s	ubscription Details (REQUIF	RED)					
+ CI	ick here to add Subscription						
Close					Save		

4.C For the subscription details, click "+Click here to add Subscription" button, enter the required information and then click the "Save" button.

.000.00	Subscription Details (REQUIRED)		- Remove subscription details
	Share Type * Select a Share Type	No. of Shares Subscribed *	Subscribed Amount *
must be equal be equal to P1,	Paid Up Capital *	Additional Paid-in Capital	Mode of Payment *
	+ Click here to add Subscription		

Note: To add a new Incorporator/Director/Subscriber, do the same process in Steps 4.B and 4.C, until you completed the required number of Incorporators.

4.D Finally, click and read the <u>MC No. 6 s. 2016 – Omnibus Guidelines on Principal Office</u> <u>Address: Address of Each Incorporator, Director, Trustee or Partner</u>, then "Click here to confirm" and "Save and Proceed" button.

Company Officers															
														Showing 14	2 of 2 iter
Please make sure to have exactly two(2) incorpo	orators											÷A	ld Incorporator/	Director/Sul	oscribe
Name	Nationality		Subscription Details		No. of Shares Subscribed		Amount Subscribed ¹²⁸		Amount Paid ^{ree}		Incorporator	Director	Subscriber	Update	Rem
RUEL RAMOS SANTOS	Philippine, Filipino		Common - Visting - with Par - 5,000,000			5,000,000		5,000,000.00		5,000,000.00	*	*	*	z	1
JOSE REYES RAMOS	Philippine, Filipino		Common - Visting - with Par - 6,000,000			5,000,000		5,000,000.00		5,000,000.00	*	*	*	z	
				TOTA	L	10,000,000		10,000,000.00		10,000,000.00					
apital Structure Details discribed Capital Stock : P10,000,000,00 det/Jp Capital Stock : P10,000,000,00															
ubscription Details		Day Malan	Tabel No. of	Denne Debeneibed				Demoisies	No. of Phone for P	Anniation					
Common - Votino - with Par		1.00	10 000 000	shares subscribed				0	no. or shares for si	auscription					
and holy have			Total 10.000.000												
te Authorized Representative, hereby alte posision/partnership, refer attack fait have been authorized by the best of my incovidege and belof are the the 5 at 2016 - Omakou Galetines on PA are read and undershood the MC No.	st that the names of the in the aforesaid individuals us and correct. incipal Office Address, A 6 series of 2016	corporatoris, i representative ldress of Eacl	Directoris, Officeris, Nominee a s of juridical entities to file the r Incorporator, Director, Trustee	nd Alternate Nominee (for OF egistration/licensing of corpo or Partner	PC) or Partners hav ration/partnership	ve been enco and assume	ded in good fa full responsibi	ith and with c	consent that the sla aby of perjury that	ted individuals all matters set	and/or respective	representative/ ation/licensing dr	s of the juridical e accuments have be	nthylies are een verified b	part of by me a
					Click here to co	onfirm									
				€ Back to \$	Step 3 \varTheta Sa	ve and Proc	ced								
				Please download the <u>user gu</u> For further cmd_reg cmd_registration_224@sec. cmd_registration_gudu@g and cmd_sublicassistanceB	ide to know the step- inquities and assistan jistration_opc@sec.go gov.ph for Corporation sec.gov.ph for Corporation lase.gov.ph for Partne	by-step proced noe, please em ov.ph for OPC, ns with Less Th rations with 5 to erships and For	ures of the syst al an 5 incorporato 15 incorporator eign Corporation	em. rs, s,							

Same with the previous steps, after clicking the "Save and Proceed" button, the system displays the following information using the screen below:

- 1) Application Status as Draft
- 2) Name reservation validity information
- 3) Name Verification Status (Initial System Verification)
- 4) Step 5 File Uploading

STATUS: Draft	Continue Later 🛛 🗙 Cancel Application	on .
O Your proposed company name is now reserved. You have unlil April 15, 2021 to	complete and submit your application otherwise your name reservation will automatically expire.	
Name Verification Status (Initial System Verification) + Click here to view		
Step 1 Step 2 Step 3 Step 4 Step 5 Name Verification Company Details Capital Structure Step 4 Step 5 Uploading of Supporting Documents Step 5 Step 5 Step 5	ading	
Note: Upload Supplemental Documents, if necessary Name your files accordingly based on the content of the document before uploading. Refer to the document list above Files should be saved/scanned into PDF format only	INSTRUCTIONS: 1. Select a File Type to upload 2. Browse files files then click © Upload Dutton to upload Files. File Type * Application Files	~
	Files	×
	Drag & drop files here	
	Select files	
♦ Bac	ck to Step 4 Save and Proceed	

STEP 5 – FILE UPLOADING

The types of files/documents that may be required to upload in this step are the following:

- 1) Name appeal document. This is necessary to upload if the result of the name verification process for the proposed company name in Step 1 is Failed and the applicant tag the application for appeal
- 2) Pre-defined additional requirements. There are company types that require additional documentary requirements in support of the application, thus, these should be submitted together with the application.

Please read carefully the indicated notes and instructions as a guide in uploading the document/s.

5.A Upload the needed Name Appeal document and application requirements, if necessary or you may click the "Save and Proceed" button if uploading of a document is not necessary.

✓ Step 1 Name Verification	Step 2 Company Details	✓ Step 3 Capital Structure	✓ Step 4 Company Officers	Step 5 File Uploadin	9
Note: Upload Supp Name your fil to the docum Files should to	emental Documents, i es accordingly based ent list above. be saved/scanned into	f necessary on the content of the d PDF format only	ocument before uploadi	ng. Refer	NSTRUCTIONS: . Select a File Type to upload Browse files then click @ Upload button to upload Files. File Type *
				1	Application Files 🗸
					Drag & drop files here
					Select files 🛜 Browse
				← Back	to Step 4 Save and Proceed

Note:

- 1. Failed company name and/or trade name/s may be appealed by uploading an appeal letter and the ground upon which the appeal is based.
- 2. Application requirements are dependent on the selected company type. There are company types that require additional documentary requirements, while other company types do not.

STEP 6 – APPLICATION REVIEW

Step 6 is the last and final step in filling out the application form. The screen for Step 6 contains the following information:

- 1) Application Status as Draft
- 2) Name reservation validity information
- 3) Name Verification Status (Initial System Verification)
- 4) Application Summary and links to Steps 2 to 5
- 5) Step 6 Application Review

<form></form>	SECURITIES AND EXCHANGE COMMISSION Exercute Englisher Providence of Arguination for Regaritation of Company								
<form></form>	REQULAR PROCESSING STATUS: Draft			R) Common Lane Applicatio					
	O Your proposed company name is now reserved. You have until July 28, 2022 to complete and submit your applications	ation otherwise your name resentation will automatically expire.							
<form></form>	Name Verification Status (Initial System Verification) + the new man								
	Application Summary								
		MARIO AND MARIA CON	ISTRUCTION SERVICES CORPORA	TION					
	Application Reference Number BE0220704-8P2ARWRPLP40KB		CAMINL EMUCTURE						
	Enal untermyttilligensi.com		Total Butworkey Capital Book	P 10,000,000 00 P 10,000,000 00					
Import Import Import Import Import <	Processing Office SEO Main Office - ProD Company Type Block Corporation + Corporation with less than 6 incorp	entiers	Total Para-Up Capital Brock Terms of Existence	Proj. dolg. pol. pol Pergebani					
Note the data with Andrea from the second secon	Classification ALL PL/PMO - Regular Invustry Continent		Business Activity Piscel Tear	Bervice January 1 - Desember 21					
The same with the same data with the sa	But-Industry Construction of Sultaings		Annual Regular Idealings Date	January 1					
	Principal Office Address VVVV DEX.ABD XXXX BUYON , BACAMPA, LUCOB ND	THE, REGION I (LOCO & REGION), 2918	P CLOCK HERE TO ADD TITLE 2 - DOMENT DETAILS IP CLOCK HERE TO ADD TITLE 3 - DOMENT DETAILS IP CLOCK HERE TO ADD TITLE A - DOMENT DETAILS IP CLOCK HERE TO DO TO STEP 5 - FLE UPLOAD/VD	t i i i i i i i i i i i i i i i i i i i					
	vrilling 1 vrilling 2 vrilling 3 vrilling 4 vrilling 5 vrilling 5 vrilling 5 vrilling 5 Aug	p 4 Ination Review							
	Review system generated forms and uploaded files. Check if all information are correct	t and complete before submission.							
		REVIEW SYSTEM GENERATED FORMS (Click & to preview)							
		System Generated Forms A Download 1. Application Summary Form							
		A Download 2. Cover Smeet							
Performance		Download 3. Articles of Incorporation - Stock Corporation A. Download 4. By-laws							
Note of the		NOTE: Final documentary forms (with GH code) to be sub-	vittes to SEC will be generated automatically once application is approved to	v payment by SEC.					
Note Name Name Provide Control 0.00 Name 0.00 Nam 0.00 Name		TENTATIVE PRYMENT ASSESSMENT REVIEW:		huan					
Image:		B) Laws		1,000.00					
Image: Control (Control (Contro(Control (Contro) (Control (Control (Control (Control (Control (Co		Registration of Corporation Registration of Block and Transfer Book		20.000.00					
		Name Verification		100.00					
		Legal Research Fee (A023) Documentary Stamp Tax		210.00					
			TOTAL	Php21.430.00					
Concentration Concent		NOTE: THE PAY	nent Assessment may change upon approation review.						
4. This for the spin of the distance of the second of the	<pre>member member memb</pre>								
	Exercise Topic OF EXERCISE. AND IN CONTRACT, SUI Design Contracts for Discussion and Discussion Contracts	wave define to construct wave, and accesses the selections, but wave as to be not movie in tool manks, no construction and only other to marke particle particularly, wavecamps or components, why or party or party of particular and therein construction to be particular of encourage to construct in the	construit, Thosesauth from share accesses and money homes with the in other sub-to-more than them (10 in number 76, each accrossing and to Programs.	ам и болото и калические нама, час на чале что ти регор пола или уровом или, час во прилото, что на доло и ролото у прило по полото на ролото у ли регор на и ули от и на регото на регора.					
	RESERVATION NOTICE The answer tomate and activities are set. If any will be determine to the BED have transferred before the answer the three the access to the interest interesting on the types. If the set is a bolt of the transferred New The three the access to the access to the set of the set of the set is a bolt of the set of the set of the set of the time of the access to the set of the access to the set of the set of the time of the access to the set of the access to the set of the set of the set of the set of the set of the set of the set	l processo conserva con el acolo reaso nomes un co presente in tre processante forme ano servica un processo conserva como estas con el acolo a estas de la el acolo a acolo acolo acol	antificanda duality the same an new they were breaker. You assumed compa	ny dive befor the series is manual for a manufactor) panetar ages. The manufactur panet has manufactor on bit manufactory and before any series agreement, po					
	The applicant underlands to sharpe the reserved name in case advices passon or person has accurred a prior right of								

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

✓ Step 1 Name Verification	✓ Step 2 Company Details	✓ Step 3 Capital Structure	✓ Step 4 Company Officers	✓ Step 5 File Uploading	Step 6 Application Review
Review system	n generated form	and uploaded fi	les. Check if all inf	ormation are co	vrrect and complete before submission.
			REVIEV	V SYSTEM GEN n Generated Fo	ERATED FORMS (Click & to proview) ms
			2	Download	1. Application Summary Form
				Download	2. Cover Sheet
			4	Download	3. Articles of Incorporation - Stock Corporation
			- 4	Download	4. By-laws
			NOTE: Final docum	entary forms (wit	h QR code) to be submitted to SEC will be generated automatically once application is approved for payment by SEC.

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



6.C Click "I have read and agreed to the terms of service, privacy policy and certification", enter the correct verification code and click the "Submit Application" button.

have read and agree to the terms of service, privacy policy, and certification	1. 1
Verification Code * COSTCC	
Please enter the letters displayed above	
click on the image to referesh code. The verification code is incorrect.	
Submit Application	

Note: Please make sure that all provided information together with the additional documentary requirements are correct and complete prior to submission of the application.

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

	× Cancel Application
Company Name	CARMELITES CONSTRUCTION CORPORATION
Status	Pending SEC Review
Selected Processing SEC Office	SEC Main Office - PICC Ground Floor, Secretariat Building, PICC Complex, Pasay City, Metro Manila
Date Submitted	March 15, 2022
Application Reference No.	SEC220315-URNKU3TG2F9IAVX
Note: Please take note of your application re	ference number for easy tracking of your application.
Your application form has been successfully mail.	submitted. Please allow seven (7) working days for the review of your application. Please check your email regularly as the status of the review will be sent through
	GExt
For inquiries regarding your applicatio crmd_registration_regular	n, please enail cmd_registration_opo@sec.gox.ph for OPC, cmd_registration_234@sec.gov.ph for for Corporations with Less Than 5 Incorporators, @sec.gov.ph for Corporations with 5 to 15 Incorporators, and cmd_publicassistance@sec.gov.ph for Partnerships and Foreign Corporations.

The provided application reference number will be sent through your registered email account. Said reference number shall be used for easy tracking of the application.

B. UPLOADING OF SIGNED AND AUTHENTICATED OR NOTARIZED DOCUMENTS

B.1 An email notification of Pre-Approved Application status will be sent to the authorized representative's registered email. Click the link to go to your application.

		1 of 6	3	< :	>
	SEC-ESPARC Pre-Approved Application		0		Z
*	no-reply@sec.gox.ph Please be informed that your registration application for AMPID I CATERING SERVICES COMPANY with reference number SEC220221-ISFYNIMILA2IGA8 has been approved. K	10:19 AM (21 minu	ites ag	10) 7	☆
-	no-reply@sec.gov.ph 10.40 AM	1 (0 minutes ago) 🕺	2 4	5	:
	Please be informed that your registration application for STO NINO UNO CONSTRUCTION COMPANY with reference number SEC22021+KFPQOH52CKSRNI2 has been approved.				
	Kindly download the system generated forms and upload the signed and authenticated or notarized files within forty-five (45) calendar days. Otherwise, your registration application will automatically be canceled.				
	Please ensure that the information in the uploaded files is consistent with the filled-out forms to avoid cancellation.				
	Click here to go to your application <u>https://application22.sec.gov.ph.8550/application/hodesc19publ-3aecc662.h1bd-4690.9071+07439677e22</u> exe				
	A Reply Difference Forward				

B.2 A checklist of applicable System Generated Forms will display. Click the "Download" link to download the form/s and provide all the necessary signatures for each incorporator/partner. Once signed, upload the authenticated or notarized file/s by clicking the "Upload Documents" button.

Application Referen	ce Number: DH5ZCKSRNI2					
COMPANY NAME:	STO NINO UNO CONSTRUCTION COMPANY					
STATUS: Pending S Kindly download the system generautomatically be canceled. *https://www.sec.gov.ph/wp-contest	EC Review - Pre-approved ated forms and upload the signed and authenticated* or notarized files within forty-five (45) calendar days. Otherwise, your registration application will https://www.condect.org/condect.org					
Click 🛓 to download:						
System Generated Forms						
A Download	1. Application Summary Form					
La Download	2. Cover Sheet					
Cancel Application	A values of Patients of Patients and Patients and A Upload Documents Click have to upload agreed and authenticated or notacced registration documents					
	SECURITIES AND EXCHANGE COMMISSION 2022					

B.3 Click the Upload/Reupload button.

	DEXCHANGE COMMISSION	
Company Name: STO NINO UNO CONSTRUCTION	I COMPANY	
E Documents for Uploading		Showing 1-1 of 1 item.
* Upload the signed and authenticated or notarized documentary requirements listed	below.	
# Document	Status	Upload/ Reupload View File
1 Articles of Partnership - Professional Partnership	For Verification	± 🗅
← Back		A Submit

SECURITIES AND EXCHANGE COMMISSION 2022

B.4 Click the browse button to upload the file then click save button. Please ensure to upload PDF format file with a maximum of 3MB size per file.

	Articles of Partnership - Professio	nal Partnership × O		
	Remarks (Optional)			
Company Nam	E: STO NINO File Maximum of 3Mb			
E Documents for U	ploading		Showing 1-1 of 1 item.	
Document	Drag & dro	p files here	Upload/ Reupload View File	
1 Autores of Partners	up - Protessional Plants			
♦ Back	Select file	😂 Browse	A Submit	
	Close	Save		

B.5 Click submit button.

	E COMMISSION	
Company Name: STO NINO UNO CONSTRUCTION COMPANY		
I Documents for Uploading		Showing 1-1 of 1 item.
* Upload the signed and authenticated or notarized documentary requirements listed below.		
# Document	Status	Upload/ Reupload View File
1 Articles of Partnership - Professional Partnership	For Verification	▲ 🛛
← Back		∡ Submit
SECURITIES AND EXCHANGE COMMI	SSION 2022	

B.6 An email notification of status will be sent to the authorized representative's registered email.

B.6.1 If the uploaded signed and authenticated or notarized documents are correct an email notification of Approved Application status will be sent and may proceed to payment of registration fees.

4	Compose	÷	D 0 1 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0					
1			SEC-ESPARC Approved Application Interv					
1	Inbox							
7	r Starred		no-tephy@sec.gov.ph Mox.Feb 28_3.341 PM (7 dorp top) 👌 🗮 🔅	Ø				
(Snoozed		to me +					
;	▶ Sent		Pease to informed that your registration application for DIOSAVITA INCROFINANCE CORPORATION with reference number SEC22028-833/65/RYTIV/ZUR is qualified for payment. You may pay the assessed registration fees specified on the Payment Assessment Form (PAF) within forty-live (45) calendar days, otherwise, your registration application will automatically be canceled.	θ				
	Drafts							
,	More		Tou may pay online via SEC Payment Portal or timu Over-the-Counter (OTC) of SEC Clasmer Unice or selected Landbank branches.					
h	leet		In case payment will be done thru Landbank Over-the-Counter, you are required to upload the copy of the validated deposit stip to SEC-45PARC. (Dick here to upload validated deposit stip)	+				
	New meeting		Menvhich, please submit the proof of payment together with four (4) sets of the originally signed and notarized/authenticated/apostlled hard copies of the registration documents to the selected SEC Office within sinty (60) calendar days from the date of payment.					
Ę	Join a meeting		Olick here to go to your application <u>titles. Insons502 exe</u> , poy on 55550applicationhedries/T ₉₀ /04/T05269778-2606-407-4604-50758-2608-407-4604-50758-2608					
н	angouts		Thank you.					
(n marites •	+	(This is a system-generated message. Please do not reply directly to this email.)					
			♣ Reply III Forward					

B.6.2 If there is/are correction/s or deficiency/ies in the uploaded signed and authenticated or notarized document/s, an email notification of Disapproved Uploaded Document/s status will be sent to the authorized representative's registered email. Click the link to redirect to your application form.

· · · · · · · · · · · · · · · · · · ·					
Inbox		SEC-ESPARC Disapproved Uploaded Document/s	0 🖶	2	•
★ Starred Snoozed	(no replygiese.gov.ph Please be informed that your uploaded documents for RODRIGUEZ CATERING AND FOOD SERVICES CORPORATION with reference number SEC22016-HCEMPRYSDCR08LH has been d	10:24 AM (35 minutes ago)	☆	Ø
 Sent Drafts More 	0	no replygeec.gov.ph to me - Please be informed that your upbased documents for SAN JOBE CATERING AND FOOD SERVICES CORPORATION with reference number SEC22016-294.50APGMUNAK has been designioved due to the following	10:55 AM (4 minutes ago) 🙀 🔸	1	0
Moot New meeting		Rements on the usebalant downwrith Articles of Inconstruction - Stock Cupromition - To re-upsear signed Articles of Incorporation			+
Hangouts	+	Once the comesponding contections or deficiency/see totane complete with, kindly updated the connected Teals within fifteen (15) catendar days. Otherwise, your registration application will automatically be canceled. Dick here to redirect to application form: <a href="https://www.science.org/linklings/scien</td> <td></td> <td></td> <td></td>			
		A Reply A Forward			

B.6.3 To reupload the corrected file/s follow steps B.3 to B.5

Note: You may only reupload document/s that is/are for compliance

Pay the registration fees through the following payment method:

- Electronic System for Payment to SEC (Espaysec)
- Over-the-Counter (OTC) of SEC Cashier Office
- Land Bank Over-the-Counter

Perform the necessary steps/process within the chosen payment method. For payment made through the Land Bank over-the-counter, upload the validated deposit slip by clicking the link provided in the email notification.

C. DOWNLOADING OF THE DIGITAL CERTIFICATE OF INCORPORATION

C.1 Once the payment has been done and confirmed by SEC, an email of payment confirmation and notification for approved registration will be sent. You may now download the Digital Certificate of Incorporation by clicking the link provided in the email notification for approved registration.

	Inbox			SEC-ESPARC - Registration Approved Inter x	0	
*	Starred Snoozed		+	no-repligiesc.gov.ph 1:27 PM (0 minutes app) 📩 🐟	I	ø
>	Sent			Congraduational Your registration application is now complete.		Θ
	Drafts	1		Company Name: MARIO AND MARIA CONSTRUCTION SERVICES CORPORATION		
~	More			SEC Registration No.: 2022070015446-84		
M	et			You may download the Digital Cettificate of Incorporation (COI) by clicking the link below.		+
-	New meeting			https://apos002.secopu.ph.9550/apolication/http://ap		
	Join a meeting			Please note that the original Certificate of Incorporation (COI) shall be released only upon presentation and submission of the Digital COI and any proof of payment of the required fees together with four (4) sets of the originally signed and notarized/authenticated/apostilied hard copies present anytime within a period of sking (60) calendar days from the date stated in the Digital COI.	ted	
Ha	angouts			Thes://www.sec.opu.ch/weicontent/weiconco/05/BECMCNo16_1_cot		
m marites -		+		National Section 2015		
	Please continue your application to the Philippine Business Hub for registration with the BIR, Social Agencies, LGUs and FDA.					
				By citcking continue, you agree to share your personal information with Philippine Business Hub		
				Click here to continue to Philippine Business Hub		
				To further improve our trioritine services, we would like to seek your operionicommendation by gluing your feedback on our services delivered to you. Kindly answer our online survey by cliciting the tim below:		
	No recent chats			Transi vou.		
	start a new one			(This is a system-periodic message. Please do not reply directly to this email.)		
				4. Reply # Forward		

- C.2 Click the Download Digital COI button, download and print the digital COI
- C.3 To continue your application to the Philippine Business Hub for registration with the BIR, Social Agencies, LGUs and FDA, click the "Click here to continue To Philippine Business hub" button

A SECURITIES AND EXCHANGE COMMISSION			
	Electronic Simplified Processing of Application for Registration of Company		
Company Name	MARIO AND MARIA CONSTRUCTION SERVICES CORPORATION		
Status	Approved by SEC		
SEC Registration No.	2022070015446-84		
Selected Processing SEC Office	SEC Main Office - PICC Ground Floor, Secretariat Building, PICC Complex, Pasay City, Metro Manila		
Date Submitted	July 64, 2022		
Application Reference No.	SEC220704-SP2AKWTPLF4GKIB		
Note Please take note of your application reference number for e	asy tracking of your application.		
Documentary Requirements - Click 📥 to download			
System Generated Forms			
Download 1. Application 5	lummary Form		
& Download 2. Cover Sheet			
Download 3. Articles of In	cerporation - Stock Corporation		
& Downood 4. By-Isws			
Cowritead Digital COI			
Note: Please note that the original Certificate of Incorporation (Co	20) shall be released only upon presentation and submission of the Digital COI and any proof of payment of the required fees together with four (4) sets of the originally signed and		
https://www.sec.oov.ph/wp.content/uploads/2020/05/SECMCNo	within a period of sixty (so) calendar days from the date stated in the Lightal CCR.		
Philippine			
Hub			
Please continue your application to the Philippine Business Hub!	tor registration with the BIR, Social Agencies, LGUs and PDA.		
By clicking continue, you agree to share your personal informatio	n with Philippine Business Hub		
O Continue to Philippine Business Hub			
	@ Exit		
For insulter resultion and work tools and a result and a result and a result of the results for the results and the for Comparison and the set Than 5 incrementary and results from the results of the re			

Important Note:

Please note that the original copy of the Certificate of Incorporation (COI)/Partnership shall be released only upon presentation and submission to the selected SEC Process Office of the digital copy of the COI/Partnership, copy of the proof of payment of the assessed registration fees together with the four (4) sets of originally signed and authenticated* or notarized hard copies anytime within a period of sixty (60) calendar days from the date stated in the Digital Certificate of Incorporation.

D. CHECKING THE EXISTING APPLICATION

B.1 Access the SEC-ESPARC using this link: https://esparc.sec.gov.ph/application and click "Open existing application form" button

SECURITIES AND EX	CHANGE COMMISSION	
Welcome to S Tesse select the appropriate company type and nature of YOW business. MARE 1988 TO RADALL THE WISTHOU Profession and Engelstation of Company Content of Submassion and Engelstation of Company Content of Submassion and Engelstation (with Terms and Provisions)	EC eSPARC TOTA THAT SO that your application conforms with the conditions specified in the chosen registration type.	
NOTICE TO THE PUBLIC The sGRARC is now tudy integrabed with the providence of the p	sines flub after successfully registering your company in eDNAC. Innov more	
SECURITIES AND EXCHAN	GE COMMISSION 2022	

B.2 Enter Application Reference Number and Email Address

Search Application Enter Application Reference Number	
Enter Authorized Representative's Email * Q Search Ø Back	
SECURITIES AND EXCHANGE COMMISSION 2021	

Note: Application reference number is sent in the registered email of the applicant/authorized representative

B.3 Click "Search" button Note: A One-time Passcode (OTP) Page will show next

B.4 Enter correct and valid OTP sent to the registered email address and click "Proceed" button

A One Time Passcode has been sent to fcsumang@sec.gov.ph Enter OTP here * If you cannot see the SEC-ESPARC One Time Passcode in your inbox, make sure to check your SPAM folder. Proceed
SECURITIES AND EXCHANGE COMMISSION 2021

	O SECORITIES AND EXCHANGE COMMISSION		
	Electronic Simplified Processing of Application for Registration of Company		
	M Cancel Application		
Company Name	MARIO AND MARIA CONSTRUCTION SERVICES CORPORATION		
Status	Pending SEC Review - Pre-approved		
Selected Processing SEC Office	SEC Main Office - PCC Ground Floor, Secretariat Building, PICC Complex, Pasay City, Metro Manila		
Date Submitted	July 04, 2022		
Application Reference No.	SEC220704-SP2ARWTPLF4OKB		
Note Please take note of your application reference number	r for easy tracking of your application.		
Application pre-approved. Kindly download the system gener	vated forms and upload the signed and authenticated ¹ or notarized files within thirty (30) calendar days. Otherwise, your registration application will automatically be canceled.		
Processor Remarks: approved	Processor Itemarks: aproved		
Nthe New weiger ph/w-content/global/2020/05/SECNCIe11_1 pdf			
Click 🛦 to download:			
System Generated Forms			
Download 1. Applica	ation Summary Form		
Download 2. Covers	anest		
Download 4. By-law	a vi inger personer - senen ver per soon		
Lightand Decuments One have to uplead and accidentiation of including ingenetion decoments			
	€ Ext		
For inquiries regarding your application, please email ormd_to for Con	repartation_coegescoph for OPC_crimd_registration_334gsec.gov.ph for for Corporations with Less Than 5 Microporators, crimd_registration_regular@sec.gov.ph prostions with 5 to 59 Microporators, aid crimd_publicassistance@sec.gov.ph for Partierships and Foreign Corporations.		
	SECURITIES AND EXCHANGE COMMISSION 2022		

Note: Application information is displayed with the following information such as: (1) System generated forms, (2) Application Status, (3) Application Reference Number and (2) Date Submitted

IMPORTANT REMINDERS:

- 1. Please review all provided information, uploaded file/s and make sure that said information are correct and complete prior to the submission of the online application.
- 2. Submit the application form. An application reference number will be provided once the form is successfully submitted and will be sent through your registered email account. Said reference number shall be used for easy tracking of the application.

Advisories:

- 1. Please allow seven (7) working days from the time of submission to review the application.
- 2. Check your email regularly. Status of the application, as well as other notifications such as One Time Passcode (OTP), will automatically be sent by the System to the email address of the authorized representative.
- 3. The online registration system automatically generates the registration documents. You must download and upload the duly signed and authenticated or notarized hard copies of the registration documents.
- 4. The status of the application review may be tagged as follows:

a. Pre-Approved Application

- *a.1.* Download the system generated forms
- a.2. Upload the signed and authenticated or notarized documents within thirty (30)

calendar days.

b. Disapproved Uploaded Document/s

Upload the corrected file/s based on the remarks made by the Reviewing Officer within fifteen (15) calendar days.

c. Approved Application

- *c.1.* Pay the registration fees specified in the Payment Assessment Form (PAF). You may pay through the following:
 - SEC Cashier Over-the-counter (Cash, Manager's check and Postal Money Order)
 - SEC Online payment portal

URL:https://www.sec.gov.ph/sec-payment-portal/

• Authorized Land Bank branches

Note: The PAF is valid for forty-five days (45) from the date of PAF.