

SEC Memorandum Circular No. 17 Series of 2018

TO

ALL SEC REGISTERED DOMESTIC CORPORATIONS

SUBJECT

REVISION OF THE GENERAL INFORMATION SHEET (GIS) TO INCLUDE

BENEFICIAL OWNERSHIP INFORMATION

Pursuant to its mandate to assist in the implementation of the Anti-Money Laundering Act (AMLA), as amended, and to ensure timely access to adequate, accurate and current information on the beneficial ownership and control of SEC registered corporations and prevent their misuse for money laundering and terrorist financing purposes, the Securities and Exchange Commission ("SEC", "Commission") hereby issues this Memorandum Circular.

SECTION 1. Coverage. - This Memorandum Circular shall apply to all SEC registered domestic corporations, both stock and non-stock.

## SECTION 2. Definition of Terms. -

- 2.1. "Beneficial Owner" refers to any natural person who:
  - Ultimately owns or controls the corporation; or (1)
  - Has ultimate effective control over the corporation.
- 2.2. "Ultimate Effective Control" refers to any situation in which ownership/control is exercised through actual or a chain of ownership or by means other than direct control. This may be achieved through, but not limited to, any of the following situations:
  - direct or indirect ownership of at least 25% of any category of voting a) shares or capital of a legal person, arrangement, understanding, relationship or otherwise has or shares voting power, which includes the power to vote, or to direct the voting of, such security; and/or investment returns or power, which includes the power to dispose of, or to direct, the disposition of such security; Provided, that a person shall be deemed to have an indirect beneficial ownership interest in any security which is:
    - (i) held by members of his/her immediate family sharing the same household:
    - held by a partnership in which he/she is a general partner;
    - (iii) held by a corporation of which he/she is the controlling shareholder; or

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- (iv) subject to any contract, arrangement or understanding which gives him/her voting power or investment power with respect to such securities: Provided, however, that a person shall not be deemed to be a beneficial owner of securities held by him/her for the benefit of third parties or in customer or fiduciary accounts in the ordinary course of business, so long as such shares were acquired by such person without the purpose or effect of changing or influencing control of the issuer.
- the ability to elect a majority of the board of directors, or any similar body, of a legal person or arrangement; or
- c) any situation in which:
  - (i) a person has the ability in fact to exert a dominant influence over the management or policies of a legal person or arrangement; or
  - (ii) a majority of the members of the board of directors of a such legal person or arrangement, or any equivalent body, are accustomed or under an obligation, whether formal or informal, to act in accordance with a given person's directions, instructions or wishes in conducting the affairs of the legal person or arrangement.
- **2.3.** "GIS" refers to the General Information Sheet.

**SECTION 3. Disclosure of Beneficial Ownership.** – To ensure timely access to adequate, accurate and current information on the beneficial ownership and control of SEC registered corporations, all SEC registered corporations are required to disclose their beneficial owners as defined herein. Accordingly, the GIS is hereby revised to include such information.

The following information on the beneficial owner shall be provided, to wit:

- a. Complete name which shall include the surname, given name, middle name and name extension (i.e., Jr., Sr., III);
- b. Specific residential address;
- c. Nationality:
- d. Tax identification number; and
- e. Percentage of ownership, if applicable.

This requirement on the disclosure of beneficial ownership shall be initially complied with beginning 01 January 2019.

**SECTION 4. Determination of Beneficial Ownership.** – Where a corporation is owned through multiple layers, any intermediate layers of the company's ownership structure should be fully identified. Such information shall be declared in the GIS and illustrated in an ownership chart to be attached thereto clearly showing the intermediate layers with their respective ownership amounts.

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**SECTION 5. Updating of Beneficial Ownership Information.** – The SEC shall be timely apprised of all relevant changes in the submitted beneficial ownership information contained in the GIS as they arise. An updated GIS shall be submitted to the SEC within seven (7) days after such change occurred or became effective.

**SECTION 6. Validating Information.** – The Commission shall validate the beneficial ownership information provided in the GIS through an on-site inspection of the books and records of the corporations and/or through other means available.

**SECTION 7. Effectivity.** – This Circular shall take effect immediately after its publication in a national newspaper of general circulation.

Pasay City, Philippines, 27 November 2018.

FOR THE COMMISSION:

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#### **GENERAL INFORMATION SHEET (GIS)**

#### FOR THE YEAR

#### STOCK CORPORATION

#### GENERAL INSTRUCTIONS:

- 1. FOR USER CORPORATION: THIS GIS SHOULD BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE ANNUAL STOCKHOLDERS' MEETING. DO NOT LEAVE ANY ITEM BLANK. WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE TO THE CORPORATION OR "NONE" IF THE INFORMATION IS NON-EXISTENT. IF THE ANNUAL STOCKHOLDERS' MEETING IS HELD ON A DATE OTHER THAN THAT STATED IN THE BY-LAWS, THE GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE ACTUAL DATE OF THE ANNUAL STOCKHOLDERS' MEETING.
- 2. IF NO MEETING IS HELD, THE CORPORATION SHALL SUBMIT THE GIS NOT LATER THAN JANUARY 30 OF THE FOLLOWING YEAR. HOWEVER, SHOULD AN ANNUAL STOCKHOLDERS' MEETING BE HELD THEREAFTER, A NEW GIS SHALL BE SUBMITTED/FILED.
- 3. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY OF THE CORPORATION.
- 4. THE SEC SHOULD BE TIMELY APPRISED OF RELEVANT CHANGES IN THE SUBMITTED INFORMATION AS THEY ARISE. FOR CHANGES RESULTING FROM ACTIONS THAT AROSE BETWEEN THE ANNUAL MEETINGS, THE CORPORATION SHALL SUBMIT ONLY THE AFFECTED PAGE OF THE GIS THAT RELATES TO THE NEW INFORMATION TOGETHER WITH A COVER LETTER SIGNED BY THE CORPORATE SECRETARY OF THE CORPORATION. THE PAGE OF THE GIS AND COVER LETTER SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS AFTER SUCH CHANGE OCCURRED OR BECAME EFFECTIVE.
- 5. SUBMIT FOUR (4) COPIES OF THE GIS TO THE CENTRAL RECEIVING SECTION, GROUND FLOOR, SEC BLDG., EDSA, MANDALUYONG CITY. ALL COPIES SHALL UNIFORMLY BE ON A4 OR LETTER-SIZED PAPER WITH A STANDARD COVER PAGE. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE. CORPORATIONS SUBMITTING A COPY OF THEIR GIS ONLINE OR VIA INTERNET SHALL SUBMIT ONE (1) HARD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION UNDER OATH BY ITS CORPORATE SECRETARY THAT THE COPY SUBMITTED ONLINE CONTAINS THE EXACT DATA IN THE HARD COPY.
- 6. ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS HAVING BEEN FILED.
- 7. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE CORPORATION AND ITS RESPONSIBLE DIRECTORS/OFFICERS FOR ANY VIOLATION OF EXISTING

LAWS, RULES AND REGULATIONS			
#=====================================	======== PLEASE PRINT LEGI	3LY ====================================	
CORPORATE NAME:			DATE REGISTERED:
BUSINESS/TRADE NAME:			
: · · · · · · · · · · · · · · · · · · ·			FISCAL YEAR END:
SEC REGISTRATION NUMBER:		· · · · · · · · · · · · · · · · · · ·	
DATE OF ANNUAL MEETING PER BY-LAWS:			CORPORATE TAX IDENTIFICATION NUMBER (TIN)
	•	i	
ACTUAL DATE OF ANNUAL MEETING:			WEBSITE/URL ADDRESS:
COMPLETE PRINCIPAL OFFICE ADDRESS:			E-MAIL ADDRÉSS:
COMPLETE BUSINESS ADDRESS:			FAX NUMBER:
NAME OF EXTERNAL AUDITOR & ITS SIGNING PAR	TNER:	SEC ACCREDITATION NUMBER (I	applicable): TELEPHONE NUMBER(S):
PRIMARY PURPOSE/ACTIVITY/INDUSTRY PRESE	NTLY ENGAGED IN:	INDUSTRY CLASSIFICATIO	N: GEOGRAPHICAL CODE:
	== INTERCOMPANY AFFILIA	TIONS ==========	
PARENT COMPANY	SEC REGISTRATI		ADDRESS
SUBSIDIARY/AFFILIATE	SEC REGISTRAT	ON NO.	ADDRESS
	NOTE: USE ADDITIONAL SHE	ET IF NECESSARY	

GENERAL INFORMATION SHEET						
STOCK CORPORATION  ===================================						
Corporate Name:						
A. Is the Corporation a covered person under the Anti Mone		ing Act ┌ Yes				
(AMLA), as amended? (Rep. Acts. 9160/9164/10167/103	105)					
Please check the appropriate box:						
1.	l '					
a. Banks	4.□	Jewelry dealers in precious metals, who, as a				
b. Offshore Banking Units	4	business, trade in precious metals				
☐ c. Quasi-Banks ☐ d. Trust Entities						
	<del></del>					
e. Non-Stock Savings and Loan Associations						
f. Pawnshops		Lawalini daglara in musicus stones, who as a				
g. Foreign Exchage Dealers	5.□	Jewelry dealers in precious stones, who, as a business, trade in precious stone				
h. Money Changers		business, trade in precious stone				
i. Remittance Agents						
j. Electronic Money Issuers						
k. Financial Institutions which Under Special Laws are subject to Bangko Sentral ng Pilipinas' (BSP) supervision and/or regulation,		Company service providers which, as a business,				
including their subsidiaries and affiliates.	6.	provide any of the following services to third				
2.	. "	parties:				
a. Insurance Companies		F-1. 1.22				
b. Insurance Agents	l a.	acting as a formation agent of juridical persons				
c. Insurance Brokers		acting as (or arranging for another person to act as)				
d. Professional Reinsurers		a director or corporate secretary of a company, a				
e. Reinsurance Brokers	l	partner of a partnership, or a similar position in				
f. Holding Companies		relation to other juridical persons				
g. Holding Company Systems						
h. Pre-need Companies	☐ c.	providing a registered office, business address or				
i. Mutual Benefit Association		accommodation, correspondence or administrative				
j. All Other Persons and entities supervised and/or regulated by the		address for a company, a partnership or any other				
Insurance Commission (IC)		legal person or arrangement				
3.	Ì					
a. Securities Dealers	☐ d.	acting as (or arranging for another person to act as)				
☐ b. Securities Brokers		a nominee shareholder for another person				
C. Securities Salesman	7.	Persons who provide any of the following services:				
d. Investment Houses	a.	managing of client money, securities or other assets				
e. Investment Agents and Consultants						
f. Trading Advisors	☐ b.	management of bank, savings or securities accounts				
g. Other entities managing Securities or rendering similar services	<u> </u>	•				
h. Mutual Funds or Open-end Investment Companies	☐ c.	organization of contributions for the creation,				
i. Close-end Investment Companies		operation or management of companies				
j. Common Trust Funds or Issuers and other similar entities	1					
k. Transfer Companies and other similar entities	☐ d.	creation, operation or management of juridical				
<ul> <li>I. Other entities administering or otherwise dealing in currency,</li> </ul>		persons or arrangements, and buying and selling				
commodities or financial derivatives based there on		business entities				
$\square$ m. Entities administering of otherwise dealing in valuable objects	8. 🗆	None of the above				
n. Entities administering or otherwise dealing in cash Substitutes and	Describe					
other similar monetary instruments or property supervised and/or	nature of					
regulated by the Securities and Exchange Commission (SEC)	business:	1				
B. Has the Corporation complied with the requirements on Custon	mer Due Dili	gence				
(CDD) or Know Your Customer (KYC), record-keeping, and sub-	mission of re	eports C Yes C No				
under the AMLA, as amended, since the last filing of its GIS?						

# GENERAL INFORMATION SHEET STOCK CORPORATION

CORPORATE N	JAME:						
			CAPIT	AL STRUCTURE			
AUTHORIZED C.	APITAL STOCK	ζ					
		TYPE OF SHARES *	NUMBER OF SHARES	PAR/STA	TED VALUE	AMOUNT (PI (No. of shares X Par/S	ıP) Stated Value)
SUBSCRIBED CA	PITAL.	TOTAL	,		TOTAL P		
	T	T	т		7	T	<b></b>
FILIPINO	NO. OF STOCK- HOLDERS	TYPE OF SHARES *	NUMBER OF SHARES	NUMBER OF SHARES IN THE HANDS OF THE PUBLIC **	,	AMOUNT (PhP)	% OF OWNERSHIP
		<b>↓</b>					
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		TOTAL			ļ	<u> </u>	
	T	IUIAL	<u> </u>	TOTAL	TOTAL P		
FOREIGN (INDICATE BY NATIONALITY)	NO. OF STOCK- HOLDERS	TYPE OF SHARES *	NUMBER OF SHARES	NUMBER OF SHARES IN THE HANDS OF THE PUBLIC **	PAR/STATED VALUE	AMOUNT (PhP)	% OF OWNERSHIP
	[ <i>]</i>			,			<del> </del>
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			, '				
Percentage of For	reign Equity :	TOTAL		TOTAL	TOTAL P		<u> </u>
				A	TOTAL P SUBSCRIBED P		<del> </del>
PAID-UP CAPIT	AL			101/10	30D3CKIDED I		<u> </u>
	NO. OF						Т
FILIPINO	STOCK- HOLDERS	TYPE OF SHARES *	NUMBER OF SHARES	PAR/STAT	ED VALUE	AMOUNT (PhP)	% OF OWNERSHIP
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FOREIGN	NO. OF		SHIP COLD OF		- IOIAL I		<del>                                     </del>
(INDICATE BY NATIONALITY)	STOCK- HOLDERS	TYPE OF SHARES *	NUMBER OF SHARES	PAR/STATI	ED VALUE	AMOUNT (PhP)	% OF OWNERSHIP
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		TOTAL		•	TOTAL		
		TOTAL		TOTAL DAID III	TOTAL P		
				TOTAL PAID-UP	PP		1

NOTE: USE ADDITIONAL SHEET IF NECESSARY

Common, Preferred or other classification

<sup>\*\*</sup> Other than Directors, Officers, Shareholders owning 10% of outstanding shares.

STOCK CORPORATION

CORPORATE NAME:								
DIRECTORS / OFFICERS								
NAME/CURRENT RESIDENTIAL ADDRESS	NATIONALITY	INC'R	BOARD	GENDER	STOCK HOLDER	OFFICER	EXEC. COMM.	TAX IDENTIFICATION NUMBER
1.								,
2.								-
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13.		•						
14.								
15.								

## INSTRUCTION:

FOR SEX COLUMN, PUT "F" FOR FEMALE, "M" FOR MALE.

FOR BOARD COLUMN, PUT "C" FOR CHAIRMAN, "M" FOR MEMBER, "I" FOR INDEPENDENT DIRECTOR.

FOR INC'R COLUMN, PUT "Y" IF AN INCORPORATOR, "N" IF NOT.

FOR STOCKHOLDER COLUMN, PUT "Y" IF A STOCKHOLDER, "N" IF NOT.

FOR OFFICER COLUMN, INDICATE PARTICULAR POSITION IF AN OFFICER, FROM VP UP INCLUDING THE POSITION OF THE TREASURER, SECRETARY, COMPLIANCE OFFICER AND/OR ASSOCIATED PERSON.

FOR EXECUTIVE COMMITTEE, INDICATE "C" IF MEMBER OF THE COMPENSATION COMMITTEE; "A" FOR AUDIT COMMITTEE; "N" FOR NOMINATION AND ELECTION COMMITTEE. ADDITIONALLY WRITE "C" AFTER SLASH IF CHAIRMAN AND "M" IF MEMBER.

STOCK CORPORATION

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CORPORATE NAME:		I DEAGE FAL	NI LEGIDLI ====			======
TOTAL NUMBER OF STOCKHOLDERS:			NO. OF STOCKHOL	DERS WITH 1	00 OR MORE S	<u> </u>
TOTAL ASSETS BASED ON LATEST AUDITED FI	NANCIAL STATI	EMENTS:				
	STO	OCKHOLDER'S	SINFORMATION		<del> </del>	
			S SUBSCRIBED		<u> </u>	
NAME, NATIONALITY AND CURRENT RESIDENTIAL ADDRESS	ТҮРЕ	NUMBER	AMOUNT (PhP)	% OF OWNER- SHIP	AMOUNT PAID (PhP)	TAX IDENTIFICATION NUMBER
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	TOTAL					
2.						
	TOTAL					
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7.	TOTAL					
<i>7.</i>				. 1		
				1.		
	TOTAL					
TOTAL AMOUNT OF			William Dr. P. C. T.	0.00%		0.00
		TOTAL AMOU	UNT OF PAID-UP CA	APITAL		

INSTRUCTION: SPECIFY THE TOP 20 STOCKHOLDERS AND INDICATE THE REST AS OTHERS

Note: For PDTC Nominee included in the list, please indicate further the beneficial owners owning more than 5% of any class of the company's voting securities. Attach separate sheet, if necessary.

STOCK CORPORATION

STOCKHOLDER'S INFORMATION   STOCKHOLDER'S INFORMATION   STOCKHOLDER'S INFORMATION   STOCKHOLDER'S INFORMATION   STOCKHOLDER'S INFORMATION   STARES SUBSCRIBED   AMOUNT RESIDENTIAL ADDRESS   TYPE   NUMBER   AMOUNT (PhP)   % of owner SHIP   AMOUNT (PhP)   MORE SHIP   AMOUNT SHIP   MORE SHIP   M							CORPORATE NAME:
NAME, NATIONALITY AND CURRENT RESIDENTIAL ADDRESS   TYPE   NUMBER   AMOUNT (PhP)   % OF OWNER SHIP   AMOUNT (PhP)		RS WITH 100 OR MO	NO. OF STOCKHOLDER			TOTAL NUMBER OF STOCKHOLDERS:	
SHARES SUBSCRIBED   AMOUNT RESIDENTIAL ADDRESS   TYPE   NUMBER   AMOUNT (PhP)   % OF OWNER SHIP   AMOUNT PAID (PhP)				1			TOTAL ASSETS BASED ON LATEST AUDITED FS:
NAME, NATIONALITY AND CURRENT RESIDENTIAL ADDRESS  TYPE NUMBER AMOUNT (PhP) % OF OWNER SHIP  TOTAL			<del></del>	R'S INFORMATION	STOCKHOLDER		
RESIDENTIAL ADDRESS TYPE NUMBER AMOUNT (PhP) % 05 OWNER SHIP (PhP) 1  8.	TAV			ES SUBSCRIBED	SHAR		
TOTAL  10.  TOTAL  11.  TOTAL  12.  TOTAL  TOTAL  13.  TOTAL  TOTAL  TOTAL  TOTAL  TOTAL	TAX IDENTIFCATION NUMBER				NUMBER	ТҮРЕ	RESIDENTIAL ADDRESS
9.			1				8.
TOTAL  TOTAL  11.  TOTAL  TOTAL  12.  TOTAL  TOTAL  13.  TOTAL  TOTAL  TOTAL			-			TOTAL	
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11. TOTAL  12. TOTAL  13. TOTAL  14. TOTAL			]				
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TOTAL AMOUNT OF SUBSCRIBED CAPITAL 0.00% 0.00		0.0	0.00%		CAPITAL	SUBSCRIBED	TOTAL AMOUNT O
TOTAL AMOUNT OF PAID-UP CAPITAL			<del></del>	AMOUNT OF PAID-U	<u>-</u>		
INSTRUCTION: SPECIFY THE TOP 20 STOCKHOLDERS AND INDICATE THE REST AS OTHERS				TOTO AND INDICAT	CD CA CTOCKUO	PECIEV THE TO	INSTRUCTION:

STOCK CORPORATION

CORPORATE NAME: TOTAL NUMBER OF STOCKHOLDERS: NO. OF STOCKHOLDERS WITH 180 OR MORE SHARES EACH: TOTAL ASSETS BASED ON LATEST AUDITED FS: STOCKHOLDER'S INFORMATION SHARES SUBSCRIBED NAME, NATIONALITY AND CURRENT AMOUNT PAID TAX IDENTIFICATION AMOUNT RESIDENTIAL ADDRESS (PhP) NUMBER TYPE NUMBER OWNER-(PhP) SHIP 15. TOTAL 16. TOTAL 17. TOTAL 18. TOTAL TOTAL 20. TOTAL 21. OTHERS (Indicate the number of the remaining stockholders) TOTAL TOTAL AMOUNT OF SUBSCRIBED CAPITAL 0.00% 0.00TOTAL AMOUNT OF PAID-UP CAPITAL

INSTRUCTION: SPECIFY THE TOP 20 STOCKHOLDERS AND INDICATE THE REST AS OTHERS

Note: For PDTC Nominee included in the list, please indicate further the beneficial owners owning more than 5% of any class of the company's voting securities. Attach separate sheet, if necessary.

STOCK CORPORATION

		== PLE	ASE PRINT LEGIBLY	y =======	======	
CORPORATE NAME:						
			···			
1. INVESTMENT OF CO			AMOUNT (F	PhP)	DATE	OF BOARD RESOLUTION
FUNDS IN ANOTHEI	R CORPORATION	<u> </u>				
1.1 STOCKS						
	IERCIAL PAPER (Issued	1			1	-
by Private Cor 1.3 LOANS/ CREDI		<del> </del>				
	·					
1.4 GOVERNMENT	TREASURY BILLS					
1.5 OTHERS					1	
	PRPORATE FUNDS IN ACT	IVITIES U	NDER ITS	DATE OF BO	DARD	DATE OF
	OSES (PLEASE SPECIFY:)			RESOLUT		STOCKHOLDERS RATIFICATION
					•••••	
3. TREASURY SHARES				NO. OF SHA	<b>NRES</b>	% AS TO THE TOTAL NO. OF SHARES ISSUED
				-	<del></del>	
4. UNRESTRICTED/UN	APPROPRIATED RETAIN	ED EARNI	NGS AS OF END O	F LAST FISCAL YE	AR	<u></u>
5. DIVIDENDS DECLAR	ED DURING THE IMMEDIA	ATELY PR	ECEDING YEAR:			
	E OF DIVIDEND		1	MOUNT (PhP)		DATE DECLARED
5.1 CASH						<del> </del>
5.2 STOCK			1			
5.3 PROPERTY						
		TOTAL	Р .			
6. ADDITIONAL SHARE	ES ISSUED DURING THE PE		L_ <del>:</del>			<u> </u>
DATE	T	SHARES		AMOUNT		
	<del> </del>					
CECOND A DV I I CENCE (D						
<u>SECONDARY LICENSE/R</u> NAME OF AGENCY:	EGISTRATION WITH SEC	AND OTH			т	
TYPE OF	350		BS	5 P	ļ	IC
LICENSE/REGN.						
DATE ISSUED:					ļ	+
DATE STARTED						
OPERATIONS:						
TOTAL ANNUAL C	OMPENSATION OF			T:	L	
DIRECTORS DURING T YEAR (i	THE PRECEDING FISCAL	TOTAL	NO. OF OFFICERS	TOTAL NO. OI FILE EMPL		TOTAL MANPOWER COMPLEMENT
		· 			i	

NOTE:	JSE ADDITIONAL SHEET IF NECESSAR	Ÿ

GIS\_STOCK (v.2018)

		NEFICIAL OWN			J		
	person who ultimately o		he corporat	ion:			
(Surname, Given N	LETE NAME ame, Middle Name, Name [i.e., Jr., Sr., III])	SPECIFIC RESIDENTIAL ADDRESS	DENTIAL NATIONAL		NALITY % OF C		TAX IDENTIFICATIO NO.
					_		<del></del>
B. Natura	l person who exercises ι	ultimate offective	control[4]	over the ser			
COMPLETE NAME	(Surname,	SPECIFIC		over the cor	porati	On:	T man
Given Name, Middl	e Name, Name Extension Jr., Sr., III])	RESIDENTIAL ADDRESS	NATIO	NALITY	% (	OF OWNERSHIP	TAX IDENTIFICATIO NO.
CORPORATE STO	CKHOLDERS:[2]				L		<u></u>
		ULTIMATE BEN	EFICIAL OV	WNER (3)			
CORPORATE NAME AND BUSINESS/TRADE NAME	COMPLETE NAME (Surname, Given Name, Middle Name, Name Extension[i.e., Jr., Sr., III]	SPECIFIC RESIDENTIAL ADDRESS		NATIONALITY		% OF OWNERSHIP	TAX IDENTIFICATION NO.
OTHER STOCKHOLI	DERS:		<del></del>	<u></u>			
A. P	ARTNERSHIPS		· · · · · · · · · · · · · · · · · · ·				
		ULTIMATE BEN	EFICIAL OV	WNER[4]			
PARTNERSHIP NAME	COMPLETE NAME (Surname, Given Name, Middle Name, Name Extension[i.e., Jr., Sr., III])	SPECIFIC RES		NATIONAL	JTY	% OF OWNERSHIP	TAX IDENTIFICATION NO.
			-				
		<del>                                     </del>					
B. T	RUSTS						
	Ţ	JLTIMATE BEN	EFICIAL OV	VNER[5]			
NAME	COMPLETE NAME (Surname, Given Name, Middle Name, Name Extension[i.e., Jr., Sr., III])	SPECIFIC RES ADDRI		NATIONAL	ITY	% OF OWNERSHIP	TAX IDENTIFICATION NO.
		<del>                                     </del>					· · · · · · · · · · · · · · · · · · ·
dicate the intermediat e intermediate layers efinition of beneficial o	n of ultimate effective control use layers of the company's own with their respective ownershiwner under Sections 2.1 and 2 mately owns or controls the pa	ership structure, if a p amounts. 2. of SEC Memorand	ny, in a separa Ium Circular N	ite sheet and at	tach an 2018.	ownership chart cl	2. early showing 3. Refer to the 4. Refers to the

5. Identity of the persons who control the trust and make the investment decisions; trust beneficiaries and the trustee; and individuals who furnish

funds into the trust.

I,, Corpora	ate Secretary of
declare under penalty of perjury that all matters and to the best of my knowledge and belief are true	s set forth in this GIS have been duly verified by me
persons authorize the SEC to: (1) collect, proces GIS forms and related documents, for the period	f the incorporators, stockholders, directors, officers, ic and their agents, I attest that the aforementioned is and store their personal information through the allowed under the applicable laws and regulations; Is to interested parties in order to pursue lawful th legal mandate.
I also attest that the company and the aforementi- GIS with SEC, and the information provided herein	oned persons authorized the undersigned to file this n are true, accurate, timely and complete.
informed, to access, to object, to erasure or block	under the Data Privacy Act, including the right to be ing, to damages, to file a complaint, to rectify and to ocedures, conditions and exceptions to be complied
shall be construed as non-operation of the cor	pration to file this GIS for five (5) consecutive years poration and a ground for the revocation of the eventuality, the corporation hereby waives its right
Done this day of, 20 in _	<u> </u>
•	(Signature over printed name)
SUBSCRIBED AND SWORN TO before me in personally appeared before me and exhibited to m of issued at on	e his/her competent evidence of identity consisting
	NOTARY PUBLIC
	• • • · · · · · · · · · · · · · · · · ·
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# GENERAL INFORMATION SHEET (GIS) NON-STOCK CORPORATION

FOR THE YEAR

#### **GENERAL INSTRUCTIONS:**

- 1. FOR USER CORPORATION: THIS GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE ANNUAL MEMBERS' MEETING AS STATED IN THE BY-LAWS. **DO NOT LEAVE ANY ITEM BLANK.** WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE TO THE CORPORATION OR "NONE" IF THE INFORMATION IS NON-EXISTENT.IF THE ANNUAL MEMBERS' MEETING IS HELD ON A DATE OTHER THAT THAT STATED IN THE BY-LAWS, THE GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE ACTUAL DATE OF THE ANNUAL MEMBERS' MEETING.
- 2. IF NO MEETING IS HELD, THE CORPORATION SHALL SUBMIT THE GIS NOT LATER THAN JANUARY 30 OF THE FOLLOWING YEAR. HOWEVER, SHOULD AN ANNUAL MEMBERS' MEETING BE HELD THEREAFTER, A NEW GIS SHALL BE SUBMITTED/FILED.
- 3. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY OF THE CORPORATION.
- 4. ALL CHANGES ARISING BETWEEN ANNUAL MEETINGS AND AFFECTING THE INFORMATION STATED IN THE GIS, SUCH AS THE DEATH, RESIGNATION OR CESSATION OF HOLDING OF OFFICE OF A DIRECTOR, TRUSTEE, OR OFFICER, SHALL BE REFLECTED IN AN AMENDED GIS LABELED AS SUCH AND THE CHANGES CLEARLY HIGHLIGHTED. THE AMENDED GIS SHALL BE SUBMITTED WITHIN THIRTY [30] DAYS AFTER SUCH CHANGES OCCURRED OR BECAME EFFECTIVE.
- 5. SUBMIT FOUR (4) COPIES OF THE GIS TO THE CENTRAL RECEIVING SECTION, GROUND FLOOR, SEC BLDG., EDSA, MANDALUYONG CITY. ALL COPIES SHALL BE ON A4 OR LETTER-SIZE PAPER WITH THE STANDARD COVER SHEET. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE. CORPORATIONS SUBMITTING A SOFT COPY OF THEIR GIS SHALL SUBMIT THREE (3) HARD COPIES OF THE GIS, TOGETHER WITH A CERTIFICATION UNDER OATH BY ITS PRESIDENT, CHIEF EXECUTIVE OFFICER, OR CORPORATE SECRETARY THAT THE SOFT COPY CONTAINS THE EXACT DATA IN THE HARD COPIES.
- 6. ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS COMPLIANT WITH EXISTING RULES AND REGULATIONS.
- 7. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE CORPORATION AND ITS RESPONSIBLE DIRECTORS/TRUSTEES/OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS

=======================================	PLEASE PRINT LEGIBLY ======		==========
CORPORATE NAME:		DATE REGIST	ERED:
BUSINESS/		FISCAL YEAR I	
TRADE NAME			
SEC REGISTRATION NUMBER:			AX IDENTIFICATION
No. Ibba		NUMBERTIN	):
DATE OF ANNUAL MEETING PER BY-LAWS:		WEBSITE/URL	ADDRESS:
MEETING FER BI-LAWS:			
DATE OF ACTUAL MEETING:		EMAIL ADDRE	SS:
COMPLETE PRINCIPAL			
OFFICE ADDRESS:	• • •	TELEPHONE N	UMBER(S):
COMPLETE BUSINESS ADDRESS:		FAX NUMBER(	S):
PRIMARY PURPOSE ENGAGED IN:			
ENGRALD IV.			
NAME OF EXTERNAL		SEC ACCREDITATION	TELEPHONE
AUDITOR & SIGNING PARTNER:		NUMBER:	NUMBER(S):
IF ENGAGED IN MICROFINAL	NCE BUSINESS, CHECK SERVICES	TO BE FILLED UP BY S	EC PERSONNEL:
Deposits	Insurance Products	INDUSTRY	NATIONAL GEOGRAPHICAL
Loans	Payment Services	CLASSIFICATION CODE:	CODE (NGC):
Money Transfer	Others		

GIS- NON-STOCK(v.2018)

### NON-STOCK CORPORATION

	EGIBLY ====================================
orporate Name:	
A. Is the Corporation a covered person under the Anti Mon	ney Laundering Act C Yes © No
(AMLA), as amended? (Rep. Acts. 9160/9164/10167/10	(365)
ease check the appropriate box:	
1.	
a. Banks	<b>-</b>
b. Offshore Banking Units	4 Jewelry dealers in precious metals, who, as a business,
c. Quasi-Banks	trade in precious metals
d. Trust Entities	
e. Non-Stock Savings and Loan Associations	
f. Pawnshops	
g. Foreign Exchage Dealers	Jewelry dealers in precious stones, who, as a business,
h. Money Changers	trade in precious stone
i. Remittance Agents	
j. Electronic Money Issuers	
$\square$ k. Financial Institutions which Under Special Laws are subject to	
Bangko Sentral ng Pilipinas' (BSP) supervision and/or regulation,	Company service providers which, as a business,
including their subsidiaries and affiliates.	6. provide any of the following services to third parties:
2.	provide any of the following services to third parties.
a. Insurance Companies	
b. Insurance Agents	a, acting as a formation agent of juridical persons
c. Insurance Brokers	b. acting as (or arranging for another person to act as) a
d. Professional Reinsurers	director or corporate secretary of a company, a partner
e. Reinsurance Brokers	of a partnership, or a similar position in relation to
f. Holding Companies	other juridical persons
g. Holding Company Systems	
h. Pre-need Companies	c. providing a registered office, business address or
i. Mutual Benefit Association	accommodation, correspondence or administrative
j. All Other Persons and entities supervised and/or regulated by the	address for a company, a partnership or any other legal
Insurance Commission (IC)	person or arrangement
3.	
a. Securities Dealers	$oxedsymbol{\Box}$ d. acting as (or arranging for another person to act as) a
b. Securities Brokers	nominee shareholder for another person
c. Securities Salesman	7. Persons who provide any of the following services:
	7. Fersons who provide any of the following services:
d. Investment Houses	a. managing of client money, securities or other assets
e. Investment Agents and Consultants	
f. Trading Advisors	b. management of bank, savings or securities accounts
$\bigsqcup$ g. Other entities managing Securities or rendering similar services	
	_
h. Mutual Funds or Open-end Investment Companies	c. organization of contributions for the creation,
i. Close-end Investment Companies	operation or management of companies
j. Common Trust Funds or Issuers and other similar entities	
k. Transfer Companies and other similar entities	d. creation, operation or management of juridical persons
l. Other entities administering or otherwise dealing in currency,	or arrangements, and buying and selling business
commodities or financial derivatives based there on	entities
m. Entities administering of otherwise dealing in valuable objects	8. None of the above
n. Entities administering or otherwise dealing in cash Substitutes	Describe
and other similar monetary instruments or property supervised	Describe
and/or regulated by the Securities and Exchange Commission	nature of
(SEC)	business:
B. Has the Corporation complied with the requirements on Custo	
(CDD) or Know Your Customer (KYC), record-keeping, and sub under the AMLA, as amended, since the last filing of its GIS?	mission of reports C Yes • No

**CORPORATE NAME:** DIRECTORS / OFFICERS TAX IDENTIFICATION NAME AND CURRENT RESIDENTIAL ADDRESS NATIONALITY INCORPORATOR **BOARD** SEX **OFFICER** NUMBER 9. 10. 11. 12. 13. INSTRUCTIONS: FOR SEX COLUMN, PUT "F" FOR FEMALE,"M" FOR MALE.
FOR INCORPORATOR COLUMN, PUT "Y" IF AN INCORPORATOR, "N" IF NOT.
FOR BOARD COLUMN, PUT "C" FOR CHAIRMAN, "M" FOR MEMBER.
FOR OFFICER COLUMN, INDICATE PARTICULAR POSITION IF AN OFFICER, SUCH AS: PRE-PRESIDENT CEO - CHIEF EXEC. OFFICER CFO - TREASURER COO - CHIEF OPERATING OFFICER AUD - EXTERNAL AUDITOR COS - CORPORATE SECRETARY
GOV - GOVERNMENT REPRESENTATIVE LEG - LEGAL COUNSEL OTR - OTHERS N - NONE

****************	NON-S7	NFORMATIO rock corporat se print legibl	ION		========		
CORPORATE NAME:							
1. INTERCOMPANY AFFILIATIONS							
PARENT COMPANY	SEC F	SEC REG. NO.		ADDRESS			
APPLY LAGOR		SEC REG. NO.					
AFFILIATE	SEC F	REG. NO.	ADDRESS				
				·			
	<del>-</del>						
	NOTE: USE ADD	ITIONAL SHEET IF	NECESSARY				
2. INVESTMENT OF CORPORATE		AMOUNT (in PhP)			DATE OF BOARD RESOLUTION		
FUNDS IN ANOTHER CORPORATION 2.1 STOCKS							
2.2 BONDS/COMMERCIAL PAPER (issued by private corporations)							
2.3 LOANS/ CREDITS/ ADVANCES							
2.4 GOVERNMENT TREASURY BILLS	<del></del>						
2.5 OTHERS							
3. INVESTMENT OF CORPORATE FUNDS IN ACTI SECONDARY PURPOSES (PLEASE SPECIFY:) 3.1	VITIES UNDER I	TS DATE OF	BOARD RESOL	RD RESOLUTION DATE OF MEMBERS' RATIFICATION			
3.2			An				
3.3			· · · · · · · · · · · · · · · · · · ·				
3.4							
3.5							
4. FUND BALANCE (in PhP):							
5. SECONDARY LICENSE/REGISTRATION/AUTHO	DRITY/ACCREDI	TATION OTHER	GOVERNMENT	AGENCY:			
5.1 NAME OF AGENCY:  BANGKO SENTRAL  NG PILIPINAS	INSURANCE COMMISSION	DEPARTMENT OF EDUCATION	COMMISSION ON HIGHER EDUCATION	TECHNICAL EDUCATION SKILLS DEVELOPMENT AUTHORITY			
5.2 DATE ISSUED:							
5.3 DATE STARTED OPERATIONS:							
6.TOTAL ANNUAL COMPENSATION OF DIRECTORS/TRUSTEES DURING THE PRECEDING FISCAL YEAR (in PhP)		OTAL NO. OF OFI	FICERS	8. TOTAL NO. OF 9. TOTAL MANP RANK & FILE COMPLEME EMPLOYEES			

NOTE: USE ADDITIONAL SHEET IF NECESSARY

	BE	NE	FICIAL OWNERSHIP DECLARAT	TION		
A. Natu	ral person who ultimately	ow	ns or controls the corporation:	1011		
COMP (Surname, Giver	LETE NAME n Name, Middle Name, ion [i.e., Jr., Sr., III])	SPECIFIC RESIDENTIAL ADDRESS			NATIONALITY	TAX IDENTIFICATION NO.
L						
			1	<del>-   -</del>		<del> </del>
B. Natu	ral person who exercises	ult	imate effective control[1] over the	e corpo	ration:	
COMPLETE NAME (Surname, Given Name, Middle Name, Name Extension [i.e., Jr., Sr., III])			SPECIFIC RESIDENTIAL ADDRESS		NATIONALITY	TAX IDENTIFICATION NO.
						<u> </u>
600000						
CORPORATE CON	TRIBUTORS/DONORS:[2]					
		ULT	IMATE BENEFICIAL OWNER (3	)		
CORPORATE NAME AND BUSINESS/TRADE NAME	(Surname, Given Name, Mi	iddle	SPECIFIC RESIDENTIAL ADDRESS	NA	TIONALITY	TAX IDENTIFICATION NO.
			<del></del>	· ·	<del></del>	
				<del> </del>	· · · · · · · · · · · · · · · · · · ·	
OTHER CONTRIBU	TORS/DONORS:					
А.	PARTNERSHIPS					
	· ·	JLT	IMATE BENEFICIAL OWNER[4]			
PARTNERSHIP NAME	COMPLETE NAME (Surna Given Name, Middle Nam Name Extension[i.e., Jr., S	me, ie,	SPECIFIC RESIDENTIAL ADDRESS	NA	TIONALITY	TAX IDENTIFICATION NO.
	<u> </u>	-				
				-		
В.	TRUSTS					
	· U	JLT	MATE BENEFICIAL OWNER[5]		<del></del>	
NAME	COMPLETE NAME (Surna Given Name, Middle Nam Name Extension[i.e., Jr., S.	me, e,	SPECIFIC RESIDENTIAL ADDRESS	NA	ΓΙΟΝΑLΙΤΥ	TAX IDENTIFICATION NO.
		_				
		_	<del></del>			

<sup>1.</sup> Refer to the definition of ultimate effective control, as may be applicable, under Section 2.2. of SEC Memorandum Circular No. 17, series of 2018. 2. Indicate the intermediate layers of the company's ownership structure, if any, in a separate sheet and attach an ownership chart clearly showing the intermediate layers with their respective ownership amounts.

<sup>3.</sup> Refer to the definition of beneficial owner under Sections 2.1 and 2.2. of SEC Memorandum Circular No. 17, series of 2018.

<sup>4.</sup> Refers to the natural person who ultimately owns or controls the partnership or who exercises ultimate effective control over the partnership. 5. Identity of the persons who control the trust and make the investment decisions; trust beneficiaries and the trustee; and individuals who furnish funds into the trust,

l,	, Corporate Secretary of
declare under penalty of perjury the best of my knowledge and be	that all matters set forth in this CIS have been duly and a life of the second of the
persons authorize the SEC to: (1 forms and related documents, fo	nal information of the incorporators, stockholders, directors, officers, itor, notary public and their agents, I attest that the aforementioned.) collect, process and store their personal information through the GIS r the period allowed under the applicable laws and regulations; and (2) the GIS to interested parties in order to pursue lawful purposes and with legal mandate.
I also attest that the company and with SEC, and the information pro	d the aforementioned persons authorized the undersigned to file this GIS ovided herein are true, accurate, timely and complete.
I further attest that they are awainformed, to access, to object, to e portability, and understand that to order to exercise or invoke such respectively.	are of their rights under the Data Privacy Act, including the right to be crasure or blocking, to damages, to file a complaint, to rectify and to data there are procedures, conditions and exceptions to be complied with in ights.
I likewise understand that the fail be construed as non-operation of certificate of incorporation in this said revocation.	ure of the corporation to file this GIS for five (5) consecutive years shall f the corporation and a ground for the revocation of the corporations's eventuality, the corporation hereby waives its right to hearing for the
Done this day of	, 20 in
	(Signature over printed name)
SUBSCRIBED AND SWORN TO bef	fore me in on by affiant who
	NOTARY PUBLIC
GIS_NON-STOCK(V.2018)	nage6