



Securities and
Exchange
Commission
PHILIPPINES

SEC MEMORANDUM CIRCULAR NO. 16-
Series of 2016.

TO : ALL CONCERNED

SUBJECT : REVISION OF THE GENERAL INFORMATION SHEET (GIS)
and NOTIFICATION UPDATE FORM (NUF)

Date : 26 SEPTEMBER 2016

The Commission En Banc, in its meetings of June 21 and 30, 2016 and September 14, 2016, resolved to approve the following revisions in the General Information Sheet (GIS) and Notification Update Form (NUF):

1. In the GIS, the Tax Identification Numbers (TIN) of the Board of Directors/Trustees, Officers and Stockholders of domestic corporations and Resident Agent and Officers in the Philippines of foreign corporations shall be indicated in a separate sheet designated as the TIN Page;
2. In the NUF for foreign corporations, the TIN of Officers shall be accomplished in a separate sheet designated as the TIN Page;
3. The residential addresses of the Directors/Trustees, Officers and Stockholders on pages 3 and 4 of the GIS for stock and non-stock corporations and Resident Agent and Officers in the NUF for foreign corporations shall likewise be indicated in the TIN Page; and
4. The Corporate Secretary's Certification of the GIS for stock and non-stock corporations shall read as follows:

"I, _____, CORPORATE SECRETARY OF THE ABOVE-MENTIONED CORPORATION, DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL MATTERS SET FORTH IN THIS GENERAL INFORMATION SHEET CONSISTING OF _____ (____) PAGES HAVE BEEN MADE IN GOOD FAITH, DULY VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, ARE TRUE AND CORRECT.

I HEREBY CERTIFY THAT THE PERSONS INDICATED AS MEMBERS OF THE BOARD OF DIRECTORS/TRUSTEES AND OFFICERS OF THE CORPORATION HAD CONSENTED TO BE NOMINATED AND ELECTED.

Published:

Philippine Star, October 4, 2016
Manila Standard, October 4, 2016

I UNDERSTAND THAT THE FAILURE OF THE CORPORATION TO FILE THIS GIS FOR FIVE (5) CONSECUTIVE YEARS SHALL BE CONSTRUED AS NON-OPERATION OF THE CORPORATION AND A GROUND FOR THE REVOCATION OF ITS CERTIFICATE OF INCORPORATION. IN THIS EVENTUALITY, THE CORPORATION HEREBY WAIVES ITS RIGHT TO A HEARING FOR THE SAID REVOCATION."

All covered corporations are directed to use the Revised General Information Sheet and Notification Update Form starting January, 2017.

28 September 2016.

Mandaluyong City, Philippines .

FOR THE COMMISSION:


TERESITA J. HERBOSA
Chairperson

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 LEGIBLY =====

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)
ACTUAL DATE OF ANNUAL MEETING:		WEBSITE/URL ADDRESS:
COMPLETE PRINCIPAL OFFICE ADDRESS:		E-MAIL ADDRESS:
COMPLETE BUSINESS ADDRESS:		FAX NUMBER:
NAME OF EXTERNAL AUDITOR & ITS SIGNING PARTNER:		SEC ACCREDITATION NUMBER (if applicable):
		TELEPHONE NUMBER(S):
PRIMARY PURPOSE/ACTIVITY/INDUSTRY PRESENTLY ENGAGED IN:	INDUSTRY CLASSIFICATION:	GEOGRAPHICAL CODE:

===== INTERCOMPANY AFFILIATIONS =====

PARENT COMPANY	SEC REGISTRATION NO.	ADDRESS
SUBSIDIARY/AFFILIATE	SEC REGISTRATION NO.	ADDRESS

NOTE: USE ADDITIONAL SHEET IF NECESSARY

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 LEGIBLY =====

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)
ACTUAL DATE OF ANNUAL MEETING:	WEBSITE/URL ADDRESS:
COMPLETE PRINCIPAL OFFICE ADDRESS:	E-MAIL ADDRESS:
COMPLETE BUSINESS ADDRESS:	FAX NUMBER:
NAME OF EXTERNAL AUDITOR & ITS SIGNING PARTNER:	SEC ACCREDITATION NUMBER (if applicable):
PRIMARY PURPOSE/ACTIVITY/INDUSTRY PRESENTLY ENGAGED IN:	INDUSTRY CLASSIFICATION:
	GEOGRAPHICAL CODE:

===== INTERCOMPANY AFFILIATIONS =====

PARENT COMPANY	SEC REGISTRATION NO.	ADDRESS
SUBSIDIARY/AFFILIATE	SEC REGISTRATION NO.	ADDRESS

NOTE: USE ADDITIONAL SHEET IF NECESSARY

GENERAL INFORMATION SHEET

STOCK CORPORATION

===== PLEASE PRINT LEGIBLY =====

Corporate Name:

A. Is the Corporation a covered person under the Anti Money Laundering Act (AMLA), as amended? (Rep. Acts. 9160/9164/10167/10365) ☐ Yes ☒ No

Please check the appropriate box:

1. ☐ a. Banks ☐ b. Offshore Banking Units ☐ c. Quasi-Banks ☐ d. Trust Entities ☐ e. Non-Stock Savings and Loan Associations ☐ f. Pawnshops ☐ g. Foreign Exchange Dealers ☐ h. Money Changers ☐ 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, including their subsidiaries and affiliates.		4. ☐ Jewelry dealers in precious metals, who, as a business, trade in precious metals	
2. ☐ a. Insurance Companies ☐ b. Insurance Agents ☐ c. Insurance Brokers ☐ d. Professional Reinsurers ☐ e. Reinsurance Brokers ☐ f. Holding Companies ☐ g. Holding Company Systems ☐ h. Pre-need Companies ☐ i. Mutual Benefit Association ☐ j. All Other Persons and entities supervised and/or regulated by the Insurance Commission (IC)		5. ☐ Jewelry dealers in precious stones, who, as a business, trade in precious stone	
3. ☐ a. Securities Dealers ☐ b. Securities Brokers ☐ c. Securities Salesman ☐ d. Investment Houses ☐ e. Investment Agents and Consultants ☐ f. Trading Advisors ☐ g. Other entities managing Securities or rendering similar services ☐ h. Mutual Funds or Open-end Investment Companies ☐ i. Close-end Investment Companies ☐ j. Common Trust Funds or Issuers and other similar entities ☐ k. Transfer Companies and other similar entities ☐ l. Other entities administering or otherwise dealing in currency, commodities or financial derivatives based there on ☐ m. Entities administering or otherwise dealing in valuable objects ☐ n. Entities administering or otherwise dealing in cash Substitutes and other similar monetary instruments or property supervised and/or regulated by the Securities and Exchange Commission (SEC)		6. Company service providers which, as a business, provide any of the following services to third parties: ☐ a. acting as a formation agent of juridical persons ☐ b. acting as (or arranging for another person to act as) a director or corporate secretary of a company, a partner of a partnership, or a similar position in relation to other juridical persons ☐ c. providing a registered office, business address or accommodation, correspondence or administrative address for a company, a partnership or any other legal person or arrangement ☐ d. acting as (or arranging for another person to act as) a nominee shareholder for another person	
		7. Persons who provide any of the following services: ☐ a. managing of client money, securities or other assets ☐ b. management of bank, savings or securities accounts ☐ c. organization of contributions for the creation, operation or management of companies ☐ d. creation, operation or management of juridical persons or arrangements, and buying and selling business entities	
		8. ☐ None of the above	
		Describe nature of business:	
B. Has the Corporation complied with the requirements on Customer Due Diligence (CDD) or Know Your Customer (KYC), record-keeping, and submission of reports under the AMLA, as amended, since the last filing of its GIS?		☐ Yes ☒ No	

GENERAL INFORMATION SHEET

STOCK CORPORATION

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME:							
CAPITAL STRUCTURE							
AUTHORIZED CAPITAL STOCK							
	TYPE OF SHARES *	NUMBER OF SHARES	PAR/STATED VALUE	AMOUNT (PhP) (No. of shares X Par/Stated Value)			
TOTAL			TOTAL P				
SUBSCRIBED CAPITAL							
FILIPINO	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
TOTAL			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
TOTAL			TOTAL		TOTAL P		
Percentage of Foreign Equity :			TOTAL		TOTAL P		
			TOTAL		TOTAL SUBSCRIBED P		
PAID-UP CAPITAL							
FILIPINO	NO. OF STOCK-HOLDERS	TYPE OF SHARES *	NUMBER OF SHARES	PAR/STATED VALUE	AMOUNT (PhP)	% OF OWNERSHIP	
TOTAL			TOTAL		TOTAL P		
FOREIGN (INDICATE BY NATIONALITY)	NO. OF STOCK-HOLDERS	TYPE OF SHARES *	NUMBER OF SHARES	PAR/STATED VALUE	AMOUNT (PhP)	% OF OWNERSHIP	
TOTAL			TOTAL		TOTAL P		
			TOTAL PAID-UP P				
NOTE: USE ADDITIONAL SHEET IF NECESSARY							
* Common, Preferred or other classification							
** Other than Directors, Officers, Shareholders owning 10% of outstanding shares.							

GENERAL INFORMATION SHEET

STOCK CORPORATION

PLEASE PRINT LEGIBLY

CORPORATE NAME:

DIRECTORS / OFFICERS

NAME AND NATIONALITY	INC'R	BOARD	SEX	STOCK HOLDER	OFFICER	EXEC. COMM.
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
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.

GENERAL INFORMATION SHEET
STOCK CORPORATION

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME:

TOTAL NUMBER OF STOCKHOLDERS:

NO. OF STOCKHOLDERS WITH 100 OR MORE SHARES EACH:

TOTAL ASSETS BASED ON LATEST AUDITED FINANCIAL STATEMENTS:

STOCKHOLDER'S INFORMATION

NAME AND NATIONALITY	SHARES SUBSCRIBED				AMOUNT PAID (PhP)
	TYPE	NUMBER	AMOUNT (PhP)	% OF OWNER- SHIP	
1.					
	TOTAL				
2.					
	TOTAL				
3.					
	TOTAL				
4.					
	TOTAL				
5.					
	TOTAL				
6.					
	TOTAL				
7.					
	TOTAL				
TOTAL AMOUNT OF SUBSCRIBED CAPITAL				0.00%	0.00
TOTAL 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.

GENERAL INFORMATION SHEET
STOCK CORPORATION

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME:

TOTAL NUMBER OF STOCKHOLDERS:

NO. OF STOCKHOLDERS WITH 100 OR MORE SHARES EACH:

TOTAL ASSETS BASED ON LATEST AUDITED FS:

STOCKHOLDER'S INFORMATION

NAME AND NATIONALITY	SHARES SUBSCRIBED				AMOUNT PAID (PhP)
	TYPE	NUMBER	AMOUNT (PhP)	% OF OWNER- SHIP	
8.					
	TOTAL				
9.					
	TOTAL				
10.					
	TOTAL				
11.					
	TOTAL				
12.					
	TOTAL				
13.					
	TOTAL				
14.					
	TOTAL				
TOTAL AMOUNT OF SUBSCRIBED CAPITAL				0.00%	0.00
TOTAL 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.

GENERAL INFORMATION SHEET
STOCK CORPORATION

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME:					
TOTAL NUMBER OF STOCKHOLDERS:				NO. OF STOCKHOLDERS WITH 100 OR MORE SHARES EACH:	
TOTAL ASSETS BASED ON LATEST AUDITED FS:					
STOCKHOLDER'S INFORMATION					
NAME AND NATIONALITY	SHARES SUBSCRIBED				AMOUNT PAID (PhP)
	TYPE	NUMBER	AMOUNT (PhP)	% OF OWNER- SHIP	
15.					
	TOTAL				
16.					
	TOTAL				
17.					
	TOTAL				
18.					
	TOTAL				
19.					
	TOTAL				
20.					
	TOTAL				
21. OTHERS (Indicate the number of the remaining stockholders)					
	TOTAL				
TOTAL AMOUNT OF SUBSCRIBED CAPITAL				0.00%	0.00
TOTAL 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.					

GENERAL INFORMATION SHEET
STOCK CORPORATION

===== PLEASE PRINT LEGIBLY =====			
CORPORATE NAME:			
1. INVESTMENT OF CORPORATE FUNDS IN ANOTHER CORPORATION	AMOUNT (PhP)	DATE OF BOARD RESOLUTION	
1.1 STOCKS			
1.2 BONDS/COMMERCIAL PAPER (Issued by Private Corporations)			
1.3 LOANS/ CREDITS/ ADVANCES			
1.4 GOVERNMENT TREASURY BILLS			
1.5 OTHERS			
2. INVESTMENT OF CORPORATE FUNDS IN ACTIVITIES UNDER ITS SECONDARY PURPOSES (PLEASE SPECIFY:)	DATE OF BOARD RESOLUTION	DATE OF STOCKHOLDERS RATIFICATION	
3. TREASURY SHARES	NO. OF SHARES	% AS TO THE TOTAL NO. OF SHARES ISSUED	
4. UNRESTRICTED/UNAPPROPRIATED RETAINED EARNINGS AS OF END OF LAST FISCAL YEAR			
5. DIVIDENDS DECLARED DURING THE IMMEDIATELY PRECEDING YEAR:			
TYPE OF DIVIDEND	AMOUNT (PhP)	DATE DECLARED	
5.1 CASH			
5.2 STOCK			
5.3 PROPERTY			
TOTAL	P		
6. ADDITIONAL SHARES ISSUED DURING THE PERIOD:			
DATE	NO. OF SHARES	AMOUNT	
SECONDARY LICENSE/REGISTRATION WITH SEC AND OTHER GOV'T AGENCY:			
NAME OF AGENCY:	SEC	BSP	IC
TYPE OF LICENSE/REGN.			
DATE ISSUED:			
DATE STARTED OPERATIONS:			
TOTAL ANNUAL COMPENSATION OF DIRECTORS DURING THE PRECEDING FISCAL YEAR (in PhP)	TOTAL NO. OF OFFICERS	TOTAL NO. OF RANK & FILE EMPLOYEES	TOTAL MANPOWER COMPLEMENT

NOTE: USE ADDITIONAL SHEET IF NECESSARY

I, _____ CORPORATE SECRETARY OF THE ABOVE-MENTIONED

DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL MATTERS SET FORTH IN THIS GENERAL INFORMATION SHEET WHICH CONSISTS OF _____ () PAGES HAVE BEEN MADE IN GOOD FAITH, DULY VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, ARE TRUE AND CORRECT.

I HEREBY CERTIFY THAT THE PERSONS INDICATED AS MEMBERS OF THE BOARD OF DIRECTORS AND OFFICERS OF THE CORPORATION HAD CONSENTED IN WRITING TO BE NOMINATED AND ELECTED.

I UNDERSTAND THAT THE FAILURE OF THE CORPORATION TO FILE THIS GIS FOR FIVE (5) CONSECUTIVE YEARS SHALL BE CONSTRUED AS NON OPERATION OF THE CORPORATION AND A GROUND FOR THE REVOCATION OF THE CORPORATION'S CERTIFICATE OF INCORPORATION. IN THIS EVENTUALITY, THE CORPORATION HEREBY WAIVES ITS RIGHT TO A HEARING FOR THE SAID REVOCATION.

DONE THIS _____ DAY OF _____, 20 _____ IN _____.

(SIGNATURE)

SUBSCRIBED AND SWORN TO BEFORE ME IN _____ CITY/PROVINCE, PHILIPPINES ON

_____, AFFIANT PERSONALLY APPEARED BEFORE ME AND EXHIBITED TO ME HIS/HER COMPETENT

EVIDENCE OF IDENTITY _____ ISSUED AT _____ ON _____.

NOTARY PUBLIC FOR

Notarial Commission No. _____

Commission expires on December 31, _____

Roll of Attorney Number _____

PTR No. _____

IBP No. _____

Office Address: _____

DOC. NO.: _____

PAGE NO.: _____

BOOK NO.: _____

SERIES OF.: _____

GENERAL INFORMATION SHEET

STOCK CORPORATION

NOT FOR UPLOADING

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME:

LIST OF STOCKHOLDERS ,DIRECTORS AND OFFICERS**TAX IDENTIFICATION NO. (TIN) INFORMATION**

NAME AND CURRENT RESIDENTIAL ADDRESS	NATIONALITY	POSITION	TIN
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			
11.			
12.			
13.			
14.			
15.			

INSTRUCTION:

FOR POSITION COLUMN. PUT THE FOLLOWING IF APPLICABLE:

"C" for Chairman, "M" for Member, "I" for Independent Director; and/or

Indicate the Particular Position. If Officer (e.g. President, Treasurer, Corporate Secretary, etc.); and/or

"S" for Stockholder.

NOTE: USE ADDITIONAL SHEET IF NECESSARY

GENERAL INFORMATION SHEET (GIS)

FOREIGN CORPORATION

FOR THE YEAR _____

GENERAL INSTRUCTIONS:

1. FOR USER CORPORATION: THIS GIS SHOULD BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE ANNIVERSARY DATE OF THE ISSUANCE OF THE SEC LICENSE. DO NOT LEAVE ANY ITEM BLANK. WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE OR "NONE" IF THE INFORMATION IS NON-EXISTENT.
2. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE RESIDENT AGENT OF THE CORPORATION.
3. 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 SOFT COPY OF THEIR GIS SHALL SUBMIT FOUR (4) HARD COPIES OF THE GIS, TOGETHER WITH A CERTIFICATION UNDER OATH BY ITS RESIDENT AGENT THAT THE COPY CONTAINS EXACT DATA IN THE HARD COPIES.
4. ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS HAVING BEEN FILED.
5. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE MULTINATIONAL COMPANY AND ITS RESPONSIBLE OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS

☐ Branch Office		☒ Representative Office	
☐ STOCK ☒ DOMESTIC MARKET ENTERPRISE ☐ EXPORT MARKET ENTERPRISE ☐ NON-STOCK		☐ STOCK ☐ NON-STOCK	
===== PLEASE PRINT LEGIBLY =====			
NAME OF FOREIGN CORPORATION:		DATE OF ISSUANCE OF SEC LICENSE:	
BUSINESS/TRADE NAME:		FISCAL YEAR END:	
SEC LICENSE NUMBER:		CORPORATE TAX IDENTIFICATION NUMBER (TIN):	
COUNTRY WHERE ORGANIZED:		WEBSITE/URL ADDRESS:	
ASSIGNED CAPITAL:		EMAIL ADDRESS:	
COMPLETE OFFICE ADDRESS IN THE PHILIPPINES:		TELEPHONE/FAX NUMBER(S):	
COMPLETE NAME OF THE RESIDENT AGENT:		TELEPHONE/FAX NUMBER(S):	
BUSINESS AS STATED IN THE SEC LICENSE:			
TOTAL SECURITIES DEPOSITED:		NET PROFIT (LOSES) BEFORE TAX DURING THE PRECEDING TAXABLE YEAR	
KIND OF SECURITIES	AMOUNT		
MUTUAL FUND			
STOCKS			
BONDS			
ACCUMULATED INCOME/FUND BALANCE BASED ON THE FINANCIAL STATEMENT OF THE PRECEDING FISCAL YEAR		TO BE FILLED UP BY SEC PERSONNEL	
		INDUSTRY CLASSIFICATION CODE	NATIONAL GEOGRAPHICAL CODE (NGC)

GENERAL INFORMATION SHEET

FOREIGN CORPORATION

===== PLEASE PRINT LEGIBLY =====

Corporate Name:

A. Is the Corporation a covered person under the Anti Money Laundering Act (AMLA), as amended? (Rep. Acts. 9160/9164/10167/10365)

Yes No

Please check the appropriate box:

1.

- ☐ a. Banks
- ☐ b. Offshore Banking Units
- ☐ c. Quasi-Banks
- ☐ d. Trust Entities
- ☐ e. Non-Stock Savings and Loan Associations
- ☐ f. Pawnshops
- ☐ g. Foreign Exchange Dealers
- ☐ h. Money Changers
- ☐ 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, including their subsidiaries and affiliates.

2.

- ☐ a. Insurance Companies
- ☐ b. Insurance Agents
- ☐ c. Insurance Brokers
- ☐ d. Professional Reinsurers
- ☐ e. Reinsurance Brokers
- ☐ f. Holding Companies
- ☐ g. Holding Company Systems
- ☐ h. Pre-need Companies
- ☐ i. Mutual Benefit Association
- ☐ j. All Other Persons and entities supervised and/or regulated by the Insurance Commission (IC)

3.

- ☐ a. Securities Dealers
- ☐ b. Securities Brokers
- ☐ c. Securities Salesman
- ☐ d. Investment Houses
- ☐ e. Investment Agents and Consultants
- ☐ f. Trading Advisors
- ☐ g. Other entities managing Securities or rendering similar services
- ☐ h. Mutual Funds or Open-end Investment Companies
- ☐ i. Close-end Investment Companies
- ☐ j. Common Trust Funds or Issuers and other similar entities
- ☐ k. Transfer Companies and other similar entities
- ☐ l. Other entities administering or otherwise dealing in currency, commodities or financial derivatives based there on
- ☐ m. Entities administering or otherwise dealing in valuable objects
- ☐ n. Entities administering or otherwise dealing in cash Substitutes and other similar monetary instruments or property supervised and/or regulated by the Securities and Exchange Commission (SEC)

4. ☐ Jewelry dealers in precious metals, who, as a business, trade in precious metals

5. ☐ Jewelry dealers in precious stones, who, as a business, trade in precious stone

6. Company service providers which, as a business, provide any of the following services to third parties:

- ☐ a. acting as a formation agent of juridical persons
- ☐ b. acting as (or arranging for another person to act as) a director or corporate secretary of a company, a partner of a partnership, or a similar position in relation to other juridical persons
- ☐ c. providing a registered office, business address or accommodation, correspondence or administrative address for a company, a partnership or any other legal person or arrangement
- ☐ d. acting as (or arranging for another person to act as) a nominee shareholder for another person

7. Persons who provide any of the following services:

- ☐ a. managing of client money, securities or other assets
- ☐ b. management of bank, savings or securities accounts
- ☐ c. organization of contributions for the creation, operation or management of companies
- ☐ d. creation, operation or management of juridical persons or arrangements, and buying and selling business entities

8. ☐ None of the above

Describe nature of business:

B. Has the Corporation complied with the requirements on Customer Due Diligence (CDD) or Know Your Customer (KYC), record-keeping, and submission of reports under the AMLA, as amended, since the last filing of its GIS?

Yes No

GENERAL INFORMATION SHEET			
FOREIGN CORPORATION			
===== PLEASE PRINT LEGIBLY =====			
NAME OF FOREIGN CORPORATION:			
OFFICERS IN THE PHILIPPINES:			
NAME	POSITION/TITLE	SEX	NATIONALITY
1.			
2.			
3.			
4.			
5.			

I, _____, Resident Agent of _____

DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL MATTERS SET FORTH IN THIS GENERAL INFORMATION SHEET WHICH CONSISTS OF TWO (2) PAGES HAVE BEEN MADE IN GOOD FAITH, DULY VERIFIED BY ME AND , ARE TRUE AND CORRECT BASED ON MY PERSONAL KNOWLEDGE AND ON AUTHENTIC RECORDS AT HAND.

I UNDERSTAND THAT THE FAILURE OF THE CORPORATION TO FILE THIS GIS FOR FIVE (5) CONSECUTIVE YEARS SHALL BE CONSTRUED AS NON-OPERATION OF THE CORPORATION AND A GROUND FOR THE REVOCATION OF THE CORPORATIONS' SEC LICENSE TO DO BUSINESS IN THE PHILIPPINES. IN THIS EVENTUALITY, THE CORPORATION HEREBY WAIVES ITS RIGHT TO A HEARING FOR THE SAID REVOCATION.

DONE THIS ____ DAY OF ____, 20__ IN ____.

SIGNATURE

SUBSCRIBE AND SWORN TO BEFORE ME IN _____, PHILIPPINES ON _____

AFFIANT PERSONALLY APPEARED BEFORE ME AND EXHIBIT TO ME HIS/HER COMPETENT EVIDENCE OF IDENTITY _____
ISSUED AT _____ ON _____.

NOTARY PUBLIC FOR _____
Notarial Commission _____
Commission Expires on December 31, _____
Roll of Attorney Number _____
PTR No. _____
IBP No. _____
Office Address _____

DOC NO.: _____
PAGE NO.: _____
BOOK NO.: _____
SERIES OF: _____

GENERAL INFORMATION SHEET

FOREIGN CORPORATION

NOT FOR UPLOADING

===== PLEASE PRINT LEGIBLY =====

NAME OF FOREIGN CORPORATION:

NAME OF RESIDENT AGENT:

TIN NO.:

COMPLETE ADDRESS:

OFFICERS IN THE PHILIPPINES

TAX IDENTIFICATION NO. (TIN) INFORMATION

NAME		POSITION/TITLE	TIN NO.
CURRENT, COMPLETE RESIDENTIAL ADDRESS			
1.			
2.			
3.			
4.			
5.			

NOTE: USE ADDITIONAL SHEET IF NECESSARY

GENERAL INFORMATION SHEET (GIS)

REGIONAL OPERATING HEADQUARTERS AND REGIONAL HEADQUARTERS OF MULTINATIONAL COMPANIES

FOR THE YEAR _____

GENERAL INSTRUCTIONS:

- FOR USER CORPORATION: THIS GIS SHOULD BE SUBMITTED:
 - WITHIN THIRTY (30) DAYS AFTER THE ISSUANCE OF THE SEC CERTIFICATE OF REGISTRATION AND LICENSE AND
 - WITHIN THIRTY (30) DAYS FROM THE ANNIVERSARY DATE OF THE ISSUANCE OF THE SEC CERTIFICATE OF REGISTRATION AND LICENSE, DO NOT LEAVE ANY ITEM BLANK. WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE OR "NONE" IF THE INFORMATION IS NON-EXISTENT.
- THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY OF THE CORPORATION.
- 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.
- ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS HAVING BEEN FILED.
- THIS GIS MAY BE USED AS EVIDENCE AGAINST THE MULTINATIONAL COMPANY AND ITS RESPONSIBLE OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS

☐ REGIONAL OPERATING HEADQUARTERS

☐ REGIONAL HEADQUARTERS

===== PLEASE PRINT LEGIBLY =====

NAME OF MULTINATIONAL COMPANY:			
BUSINESS/TRADE NAME:		SEC LICENSE NUMBER:	
DATE OF ISSUANCE OF SEC LICENSE:		CORPORATE TAX IDENTIFICATION NUMBER (TIN):	
COUNTRY WHERE ORGANIZED:		WEBSITE/URL ADDRESS:	
FISCAL YEAR END:		EMAIL ADDRESS:	
COMPLETE OFFICE ADDRESS IN THE PHILIPINES:		TELEPHONE/FAX NUMBER(S):	
BUSINESS AS STATED IN THE SEC LICENSE:			
COMPLETE NAME OF THE RESPONSIBLE OFFICER TO WHOM SUMMONS MAY BE SERVED:			TELEPHONE/FAX NUMBER(S):
INWARD REMITTANCE AS OF THE END OF THE FISCAL YEAR:	AMOUNT	DATE	
ASSIGNED CAPITAL (For ROHZ):		ACCUMULATED INCOME/FUND BALANCE BASED ON THE FINANCIAL STATEMENT OF THE PRECEDING FISCAL YEAR	

NOTE: USE ADDITIONAL SHEET IF NECESSARY

GENERAL INFORMATION SHEET

REGIONAL OPERATING HEADQUARTERS AND REGIONAL HEADQUARTERS OF MULTINATIONAL COMPANIES

===== PLEASE PRINT LEGIBLY =====

Corporate Name:

A. Is the Corporation a covered person under the Anti Money Laundering Act (AMLA), as amended? (Rep. Acts. 9160/9164/10167/10365)

☐ Yes ☒ No

Please check the appropriate box:

1.

- ☐ a. Banks
- ☐ b. Offshore Banking Units
- ☐ c. Quasi-Banks
- ☐ d. Trust Entities
- ☐ e. Non-Stock Savings and Loan Associations
- ☐ f. Pawnshops
- ☐ g. Foreign Exchange Dealers
- ☐ h. Money Changers
- ☐ 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, including their subsidiaries and affiliates.

2.

- ☐ a. Insurance Companies
- ☐ b. Insurance Agents
- ☐ c. Insurance Brokers
- ☐ d. Professional Reinsurers
- ☐ e. Reinsurance Brokers
- ☐ f. Holding Companies
- ☐ g. Holding Company Systems
- ☐ h. Pre-need Companies
- ☐ i. Mutual Benefit Association
- ☐ j. All Other Persons and entities supervised and/or regulated by the Insurance Commission (IC)

3.

- ☐ a. Securities Dealers
- ☐ b. Securities Brokers
- ☐ c. Securities Salesman
- ☐ d. Investment Houses
- ☐ e. Investment Agents and Consultants
- ☐ f. Trading Advisors
- ☐ g. Other entities managing Securities or rendering similar services
- ☐ h. Mutual Funds or Open-end Investment Companies
- ☐ i. Close-end Investment Companies
- ☐ j. Common Trust Funds or issuers and other similar entities
- ☐ k. Transfer Companies and other similar entities
- ☐ l. Other entities administering or otherwise dealing in currency, commodities or financial derivatives based there on
- ☐ m. Entities administering or otherwise dealing in valuable objects
- ☐ n. Entities administering or otherwise dealing in cash Substitutes and other similar monetary instruments or property supervised and/or regulated by the Securities and Exchange Commission (SEC)

4. ☐ Jewelry dealers in precious metals, who, as a business, trade in precious metals

5. ☐ Jewelry dealers in precious stones, who, as a business, trade in precious stone

6. Company service providers which, as a business, provide any of the following services to third parties:

- ☐ a. acting as a formation agent of juridical persons
- ☐ b. acting as (or arranging for another person to act as) a director or corporate secretary of a company, a partner of a partnership, or a similar position in relation to other juridical persons
- ☐ c. providing a registered office, business address or accommodation, correspondence or administrative address for a company, a partnership or any other legal person or arrangement
- ☐ d. acting as (or arranging for another person to act as) a nominee shareholder for another person

7. Persons who provide any of the following services:

- ☐ a. managing of client money, securities or other assets
- ☐ b. management of bank, savings or securities accounts
- ☐ c. organization of contributions for the creation, operation or management of companies
- ☐ d. creation, operation or management of juridical persons or arrangements, and buying and selling business entities

8. ☐ None of the above

Describe nature of business:

B. Has the Corporation complied with the requirements on Customer Due Diligence (CDD) or Know Your Customer (KYC), record-keeping, and submission of reports under the AMLA, as amended, since the last filing of its GIS?

☐ Yes ☒ No

GENERAL INFORMATION SHEET				
REGIONAL OPERATING HEADQUARTERS AND REGIONAL HEADQUARTERS OF MULTINATIONAL COMPANIES				
===== PLEASE PRINT LEGIBLY =====				
NAME OF MULTINATIONAL COMPANY:				
OFFICERS AND PERSONNEL OF THE REGIONAL OPERATING HEADQUARTERS/REGIONAL HEADQUARTERS:			NO. OFFICERS AND PERSONEL:	
TOTAL ASSETS BASED ON LATEST AUDITED FINANCIAL STATEMENTS:				
NAME	POSITION/TITLE	SEX	NATIONALITY	SALARY
1.				
2.				
3.				
4.				
5.				

I, _____, Resident Agent of _____

DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL MATTERS SET FORTH IN THIS GENERAL INFORMATION SHEET WHICH CONSISTS OF TWO (2) PAGES HAVE BEEN MADE IN GOOD FAITH, DULY VERIFIED BY ME AND , ARE TRUE AND CORRECT BASED ON MY PERSONAL KNOWLEDGE AND ON AUTHENTIC RECORDS AT HAND.

I UNDERSTAND THAT THE FAILURE OF THE CORPORATION TO FILE THIS GIS FOR FIVE (5) CONSECUTIVE YEARS SHALL BE CONSTRUED AS NON-OPERATION OF THE REGIONAL OPERATING HEADQUARTERS/REGIONAL HEADQUARTERS AND A GROUND FOR THE REVOCATION OF THE REGIONAL OPERATING HEADQUARTERS/REGIONAL HEADQUARTERS' SEC LICENSE TO DO BUSINESS IN THE PHILIPPINES. IN THIS EVENTUALITY, THE CORPORATION HEREBY WAIVES ITS RIGHT TO A HEARING FOR THE SAID REVOCATION.

DONE THIS ____ DAY OF ____, 20 ____ IN _____.

SIGNATURE

SUBSCRIBE AND SWORN TO BEFORE ME IN _____, PHILIPPINES ON _____
 AFFIANT PERSONALLY APPEARED BEFORE ME AND EXHIBIT TO ME HIS/HER COMPETENT EVIDENCE OF IDENTITY _____
 ISSUED AT _____ ON _____.

NOTARY PUBLIC FOR _____
 Notarial Commision _____
 Commision Expires on December 31, _____
 Roll of Attorney Number _____
 PTR No. _____
 IBP No. _____
 Office Address _____

DOC NO.: _____
 PAGE NO.: _____
 BOOK NO.: _____
 SERIES OF: _____

GENERAL INFORMATION SHEET		
REGIONAL OPERATING HEADQUARTERS AND REGIONAL HEADQUARTERS OF MULTINATIONAL COMPANIES		
NOT FOR UPLOADING		
===== PLEASE PRINT LEGIBLY =====		
NAME OF MULTINATIONAL COMPANY:		
NAME OF RESIDENT/LOCAL AGENT:		TIN NO.:
COMPLETE ADDRESS:		
OFFICERS AND PERSONNEL OF THE REGIONAL OPERATING HEADQUARTERS/REGIONAL HEADQUARTERS:		
NO. OFFICERS AND PERSONEL:		
TOTAL ASSETS BASED ON LATEST AUDITED FINANCIAL STATEMENTS:		
TAX IDENTIFICATION NO. (TIN) INFORMATION		
NAME	POSITION/TITLE	TIN NO.
CURRENT, COMPLETE RESIDENTIAL ADDRESS		
1.		
2.		
3.		
4.		
5.		
NOTE: USE ADDITIONAL SHEET IF NECESSARY		

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 THAN 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 REGISTERED:		
BUSINESS/ TRADE NAME			FISCAL YEAR END:		
SEC REGISTRATION NUMBER:			CORPORATE TAX IDENTIFICATION NUMBER (TIN):		
DATE OF ANNUAL MEETING PER BY-LAWS:			WEBSITE/URL ADDRESS:		
DATE OF ACTUAL MEETING:			EMAIL ADDRESS:		
COMPLETE PRINCIPAL OFFICE ADDRESS:			TELEPHONE NUMBER(S):		
COMPLETE BUSINESS ADDRESS:			FAX NUMBER(S):		
PRIMARY PURPOSE ENGAGED IN:					
NAME OF EXTERNAL AUDITOR & SIGNING PARTNER:			SEC ACCREDITATION NUMBER:	TELEPHONE NUMBER(S):	
IF ENGAGED IN MICROFINANCE BUSINESS, CHECK SERVICES Deposits Insurance Products Loans Payment Services Money Transfer Others			TO BE FILLED UP BY SEC PERSONNEL:		
			INDUSTRY		NATIONAL GEOGRAPHICAL
			CLASSIFICATION CODE:	CODE (NGC):	

GENERAL INFORMATION SHEET

NON-STOCK CORPORATION

===== PLEASE PRINT LEGIBLY =====

Corporate Name:

A. Is the Corporation a covered person under the Anti Money Laundering Act (AMLA), as amended? (Rep. Acts. 9160/9164/10167/10365) ☐ Yes ☒ No

Please check the appropriate box:

1.

- ☐ a. Banks
- ☐ b. Offshore Banking Units
- ☐ c. Quasi-Banks
- ☐ d. Trust Entities
- ☐ e. Non-Stock Savings and Loan Associations
- ☐ f. Pawnshops
- ☐ g. Foreign Exchange Dealers
- ☐ h. Money Changers
- ☐ 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, including their subsidiaries and affiliates.

4. ☐ jewelry dealers in precious metals, who, as a business, trade in precious metals

5. ☐ jewelry dealers in precious stones, who, as a business, trade in precious stone

6. Company service providers which, as a business, provide any of the following services to third parties:

2.

- ☐ a. Insurance Companies
- ☐ b. Insurance Agents
- ☐ c. Insurance Brokers
- ☐ d. Professional Reinsurers
- ☐ e. Reinsurance Brokers
- ☐ f. Holding Companies
- ☐ g. Holding Company Systems
- ☐ h. Pre-need Companies
- ☐ i. Mutual Benefit Association
- ☐ j. All Other Persons and entities supervised and/or regulated by the Insurance Commission (IC)

- ☐ a. acting as a formation agent of juridical persons
- ☐ b. acting as (or arranging for another person to act as) a director or corporate secretary of a company, a partner of a partnership, or a similar position in relation to other juridical persons

- ☐ c. providing a registered office, business address or accommodation, correspondence or administrative address for a company, a partnership or any other legal person or arrangement

- ☐ d. acting as (or arranging for another person to act as) a nominee shareholder for another person

3.

- ☐ a. Securities Dealers
- ☐ b. Securities Brokers
- ☐ c. Securities Salesman
- ☐ d. Investment Houses
- ☐ e. Investment Agents and Consultants
- ☐ f. Trading Advisors
- ☐ g. Other entities managing Securities or rendering similar services
- ☐ h. Mutual Funds or Open-end Investment Companies
- ☐ i. Close-end Investment Companies
- ☐ j. Common Trust Funds or Issuers and other similar entities
- ☐ k. Transfer Companies and other similar entities
- ☐ l. Other entities administering or otherwise dealing in currency, commodities or financial derivatives based there on
- ☐ m. Entities administering or otherwise dealing in valuable objects
- ☐ n. Entities administering or otherwise dealing in cash Substitutes and other similar monetary instruments or property supervised and/or regulated by the Securities and Exchange Commission (SEC)

7. Persons who provide any of the following services:

- ☐ a. managing of client money, securities or other assets
- ☐ b. management of bank, savings or securities accounts
- ☐ c. organization of contributions for the creation, operation or management of companies
- ☐ d. creation, operation or management of juridical persons or arrangements, and buying and selling business entities

8. ☐ None of the above

Describe nature of business:

B. Has the Corporation complied with the requirements on Customer Due Diligence (CDD) or Know Your Customer (KYC), record-keeping, and submission of reports under the AMLA, as amended, since the last filing of its GIS? ☐ Yes ☒ No

GENERAL INFORMATION SHEET

NON-STOCK CORPORATION

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME:

DIRECTORS / OFFICERS

NAME	NATIONALITY	INCORPORATOR	BOARD	SEX	OFFICER
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					

INSTRUCTIONS:

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

COS - CORPORATE SECRETARY

LEG - LEGAL COUNSEL

AUD - EXTERNAL AUDITOR

GOV - GOVERNMENT REPRESENTATIVE

OTR - OTHERS

N - NONE

GENERAL INFORMATION SHEET
NON-STOCK CORPORATION

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME:

1. INTERCOMPANY AFFILIATIONS

PARENT COMPANY	SEC REG. NO.	ADDRESS
AFFILIATE	SEC REG. NO.	ADDRESS

NOTE: USE ADDITIONAL SHEET IF NECESSARY

2. INVESTMENT OF CORPORATE FUNDS IN ANOTHER CORPORATION	AMOUNT (in PhP)	DATE OF BOARD RESOLUTION
2.1 STOCKS		
2.2 BONDS/COMMERCIAL PAPER (issued by private corporations)		
2.3 LOANS/ CREDITS/ ADVANCES		
2.4 GOVERNMENT TREASURY BILLS		
2.5 OTHERS		

3. INVESTMENT OF CORPORATE FUNDS IN ACTIVITIES UNDER ITS SECONDARY PURPOSES (PLEASE SPECIFY:)	DATE OF BOARD RESOLUTION	DATE OF MEMBERS' RATIFICATION
3.1		
3.2		
3.3		
3.4		
3.5		

4. FUND BALANCE (in PhP):	
---------------------------	--

5. SECONDARY LICENSE/REGISTRATION/AUTHORITY/ACCREDITATION OTHER GOVERNMENT AGENCY:

5.1 NAME OF AGENCY:	BANGKO SENTRAL NG PILIPINAS	INSURANCE COMMISSION	DEPARTMENT OF EDUCATION	COMMISSION ON HIGHER EDUCATION	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
5.2 DATE ISSUED:						
5.3 DATE STARTED OPERATIONS:						

6. TOTAL ANNUAL COMPENSATION OF DIRECTORS/TRUSTEES DURING THE PRECEDING FISCAL YEAR (in PhP)	7. TOTAL NO. OF OFFICERS	8. TOTAL NO. OF RANK & FILE EMPLOYEES	9. TOTAL MANPOWER COMPLEMENT

NOTE: USE ADDITIONAL SHEET IF NECESSARY

GENERAL INFORMATION SHEET
NON-STOCK CORPORATION

I, _____ CORPORATE SECRETARY OF _____
(Name) (Position) (Corporation)

DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL MATTERS SET FORTH IN THIS GENERAL INFORMATION SHEET WHICH CONSISTS OF _____ () PAGES HAVE BEEN MADE IN GOOD FAITH, DULY VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, ARE TRUE AND CORRECT.

I HEREBY CERTIFY THAT THE PERSONS LISTED AS MEMBERS OF THE BOARD OF TRUSTEES AND OFFICERS OF THE CORPORATION HAD CONSENTED IN WRITING TO BE NOMINATED AND ELECTED.

I UNDERSTAND THAT THE FAILURE OF THE CORPORATION TO FILE THIS GIS FOR FIVE (5) CONSECUTIVE YEARS SHALL BE CONSTRUED AS NON-OPERATION OF THE CORPORATION AND A GROUND FOR THE REVOCATION OF THE CORPORATION'S CERTIFICATE OF INCORPORATION. IN THIS EVENTUALITY, THE CORPORATION HEREBY WAIVES ITS RIGHT TO A HEARING FOR THE SAID REVOCATION.

DONE THIS _____ DAY OF _____, 20 _____ IN _____

(SIGNATURE)

SUBSCRIBED AND SWORN TO BEFORE ME IN _____
PHILIPPINES ON _____ AFFIANT PERSONALLY APPEARED
BEFORE ME AND EXHIBITED TO ME HIS/HER COMPETENT EVIDENCE OF IDENTITY
ISSUED AT _____ ON _____

DOC. NO:
PAGE NO.
BOOK NO.
SERIES OF

NOTARY PUBLIC FOR

Notarial Commission No. _____

Commission expires on December 31, _____

Roll of Attorney Number _____

PTR No. _____

IBP No. _____

Office Address: _____

GENERAL INFORMATION SHEET

NON-STOCK CORPORATION

NOT FOR UPLOADING

===== PLEASE PRINT LEGIBLY =====

CORPORATE NAME:**LIST OF TRUSTEES AND OFFICERS****TAX IDENTIFICATION NO. (TIN) INFORMATION**

NAME AND CURRENT RESIDENTIAL ADDRESS	NATIONALITY	POSITION	BOARD	TIN
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				

INSTRUCTION:

FOR POSITION COLUMN, PUT THE FOLLOWING IF APPLICABLE:

"C" for Chairman, "M" for Member, and/or

Indicate the Particular Position, if Officer (e.g. President, Treasurer, Corporate Secretary, etc.)

FOR BOARD COLUMN, PUT "Y" IF MEMBER AND "N" IF NOT

NOTE: USE ADDITIONAL SHEET IF NECESSARY