



SEC MEMORANDUM CIRCULAR NO. 3

Series of 2025

TO : ALL CONCERNED

SUBJECT : MANDATORY USE OF THE SEC ZUPER EASY REGISTRATION ONLINE (ZERO) IN THE REGISTRATION OF CORPORATIONS USING THE ELECTRONIC SIMPLIFIED PROCESSING OF APPLICATION FOR REGISTRATION OF COMPANY (eSPARC) and ONE DAY SUBMISSION AND E-REGISTRATION OF COMPANIES (OneSEC) as PORTALS

WHEREAS, the Commission endeavors to digitalize government processes in line with the objectives of Republic Act (RA) No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 or the Ease of Doing Business Act (EDBA);

WHEREAS, Section 7 of EDBA requires that all government agencies including LGUs adopt a zero-contact policy, unless strictly necessary with any applicant or requesting party concerning an application or request;

WHEREAS, Section 9(e) of EDBA necessitates government agencies, when applicable, to develop electronic versions of licenses, clearances, permits, certifications, or authorizations with the same level of authority as that of the signed hard copy, which may be printed by the applicants or requesting parties in the convenience of their offices;

WHEREAS, Section 17 of EDBA demands that government agencies shall automate business-related transactions by developing the necessary software and technology-neutral platforms;

WHEREAS, Section 8 of R.A. 8792, otherwise known as the Electronic Commerce Act (ECA), provides that electronic signatures on the electronic document shall be equivalent to the signature of a person of a written document if that signature is proved by showing that a prescribed procedure, not alterable by the parties interested in the electronic document existed;

WHEREAS, Section 27(a) and (b) of ECA prescribes that all government agencies shall accept the creation, filing, or retention of documents in the form of electronic data messages or electronic documents, as well as issue permits, licenses, or approval in the same manner;

WHEREAS, as part of the SEC's thrust to digital transformation, and in keeping with the relevant laws, rules, and regulations including EDBA and ECA, the Commission continually adopts digital innovations and develops application systems to streamline its processes and strengthen the delivery of its mandate;

WHEREAS, Section 179(a) of RA No. 11232, otherwise known as the Revised Corporation Code of the Philippines (RCC) provides that the Commission shall exercise supervision and jurisdiction over all corporations and persons acting on their behalf;

WHEREAS, Section 180 of the RCC mandates that the Commission shall develop and implement an electronic filing and monitoring system and shall promulgate rules to facilitate and expedite, among others, corporate name reservation and registration, incorporation, submission of reports, notices, and documents required under this Code, and sharing of pertinent information with other government agencies;

Published:

Philippine Daily Inquirer, 6 April 2025
Business Mirror, 6 April 2025

Filed with UP Law Center: 7 April 2025

WHEREAS, Section 179 (o) and (p) of the RCC grants the Commission the power and authority to formulate and enforce standards, guidelines, policies, rules and regulations to carry out the provisions of the RCC and exercise other powers provided by law or those which may be necessary or incidental to carry out the powers expressly granted to it;

WHEREAS, Section 175 of the RCC authorizes the Commission to collect, retain, and use fees, fines, and other charges pursuant to the RCC and its rules and regulations;

WHEREAS, in line with the above mandates, the Commission developed Electronic Simplified Processing of Application for Registration of Company (eSPARC) and One-day Submission and E-registration of Companies (OneSEC), a sub-system of eSPARC, which both cater to the application for registration of corporations with the Commission, depending on the kind of corporation to be registered;

WHEREAS, the Commission issued Memorandum Circular (MC) No. 10, s. of 2024 which requires the creation and the registration of an Electronic SEC Universal Registration Environment (eSECURE) account for all individuals who wish to use and access the online services of the Commission;

WHEREAS, Section 2 of MC No. 10, s. of 2024 necessitates the credentialing of the eSECURE account for sensitive and critical online services¹ offered by the Commission where verification and establishment of identity of the user is required;

WHEREAS, Section 6 of MC No. 10, s. of 2024 introduced the SEC Electronic Submission Authentication Portal (eSAP), which allows users with credentialed eSECURE account to digitally authenticate documents such as but not limited to Articles of Incorporation, By Laws, Cover Sheet, and Certificate of Incorporation.

WHEREAS, Section 12 of MC No. 10, s. of 2024 states that the provisions in the said circular providing for the option to create an account in the eSECURE and/or to digitally authenticate documents using the eSAP shall not preclude the Commission from requiring the mandatory implementation thereof in the future, through an appropriate issuance;

WHEREAS, the Commission launched in 2024 the SEC Zuper Easy Registration Online (ZERO), which is an eSPARC² application that seamlessly integrates both with the eSECURE and eSAP platforms of the SEC;

NOW THEREFORE, in pursuit of sustainable practices, digital innovation, and streamlined and modernized processes, the Commission hereby promulgates the mandatory use of ZERO in the eSPARC and OneSEC Portals and other online services of the Commission.

SECTION 1. Definition of Terms. For Purposes of this Memorandum Circular:

- a. **Commission-** shall refer to the Securities and Exchange Commission;
- b. **Electronic Submission Authentication Portal (eSAP)-** an online service designed to digitally authenticate SEC documents by eliminating the need for affixation of wet signatures, notarization of documents, and submission of hard copies. In place of the conventional paper-based signatures, this platform utilizes One Time Passwords (OTPs) to electronically authenticate SEC required documents.
- c. **Electronic Simplified Processing of Application for Registration of Company (eSPARC)-** an online facility, which caters to applications for registration of domestic corporations (stock and

¹ SEC Electronic Submission Authentication Portal (eSAP); SEC Electronic Simplified Processing of Application for Registration of Company (eSPARC) – For Users Filing an Application; One-day Submission and E-registration of Companies (OneSEC) – For Users Filing an Application; Automated Certification Examination System (ACES); SEC Application Program Interface (API) Marketplace; SEC Electronic Registry Application for Market Participants (eRAMP); SEC eFAST Alternative Submission Environment (EASE); SEC Electronic Application for Modification of ENTITY Data (eAMEND); and SEC iMessage and other SEC Complaints Systems.

² Gives the user a choice whether to register in eSPARC SEC ZERO (Regular with ZERO Processing or OneSEC with ZERO Processing Application) or use the normal way (Regular Only or OneSEC Only)

non-stock), partnerships, and foreign corporations. 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. The ordinary processing of applications through the eSPARC is also referred to as the **Regular Processing**.

- d. **Electronic SEC Universal Registration Environment (eSECURE)**- creates a digital passport of an individual which grants the user access to the different online services provided by the Commission by implementing a repeatable Electronic Know Your Customer (eKYC) to determine authenticity of identity and establish reachability of persons transacting online with the Commission.
- e. **Domestic Stock Corporation**- a corporation formed, organized, or existing under the Philippine Laws, that has capital stock divided into shares and is authorized to distribute to the holders of such shares³, which shall include but not be limited to One Person Corporation (OPC) or regular corporation with 2 to 15 incorporators, board of directors, and stockholders.
- f. **One-day Submission and E-registration of Companies (OneSEC)**- a sub-system of eSPARC that aims for a one-day approval and caters to registration applications of Domestic Stock Corporations which may be a One Person Corporation (OPC) or a regular corporation with 2 to 15 incorporators, board of directors, and stockholders.
- g. **Zuper Easy Registration Online (ZERO)** - SEC ZERO is an eSPARC application of the Commission that seamlessly integrates with the eSECURE and eSAP platforms. This allows an applicant to digitally authenticate the system-generated forms for incorporation (e.i. Articles of Incorporation, By-Laws, Certificate of Incorporation, Certificate of Authentication, and Cover Sheet) through eSAP, thereby eliminating the need for physical signing and notarization of the registration documents. This application also eliminates the submission of hard copies of registration documents thus facilitating a complete, end-to-end, paperless registration process. The digitally authenticated certificate of incorporation will be automatically generated by the system and has the same validity as the original certificate.

Section 2. Mandatory Use of SEC ZERO in eSPARC and OneSEC

2.1 Mandatory Use of SEC ZERO. A user can register a new corporation through eSPARC and OneSEC using SEC ZERO as the only mode of processing.

2.2 Creation of an eSECURE Account for Each Signatory. To access and facilitate the registration using SEC ZERO, the user must create a credentialed eSECURE account for all incorporators/signatories of the proposed corporation in accordance with Section 3 of MC No. 10, s. of 2024.

2.3 Authentication of Signatures. The signatories will be able to authenticate their respective signatures through the SEC Electronic Submission Authentication Portal (eSAP) which is integrated into the eSPARC and OneSEC ZERO processing in accordance with Section 6 of MC No. 10, s. of 2024.

Section 3. Coverage of the Mandatory Use of SEC ZERO with eSPARC and OneSEC

3.1 Domestic Corporations. Upon the effectivity of this Memorandum Circular, Domestic Stock Corporations shall be processed through the SEC ZERO.

³ Section 3, Revised Corporation Code

Type of eSPARC Registration	Coverage
REGULAR with ZERO Processing	Domestic Stock Corporations (except Lending Companies and Financing Companies) - All Filipino or with foreign equity corporation - One Person Corporation - Corporation with 2 to 15 incorporators
OneSEC with ZERO Processing	Domestic Stock Corporations (All Filipino) - One Person Corporation - Corporation with 2 to 15 Incorporators

3.2 Other Types of Corporations.

The Regular Only mode of processing shall continue to apply to other types of corporations, not included in the above table (e.g. lending companies, financing companies, and foreign corporations), for **three (3) months** from the effectivity of this Memorandum Circular. Thereafter, the mandatory use of SEC ZERO shall apply to the registration of other types of corporations.

3.3 Registration of a New Corporation Through Regular with ZERO Processing.

The procedure for the registration of a new corporation through Regular with ZERO Processing is attached as Annex "A". The Commission may amend the procedure as it may be deemed necessary. Future amendments to the step-by-step process shall be uploaded to the SEC website.

3.4 Registration of a New Corporation Through OneSEC with ZERO Processing Application.

The procedure for the registration of a new corporation through OneSEC with ZERO Processing is attached as Annex "B". The Commission may amend the procedure as it may be necessary. Future amendments to the step-by-step process shall be uploaded to the SEC website.

Section 4. Inquiries and Technical Support

For other inquiries, clarifications, and/or technical concerns on the implementation of the ZERO, users are requested to contact Information Systems Development and Management Division (ISDMD) of the Information and Communications Technology Department by submitting a ticket on the iMessage portal (<https://imessage.sec.gov.ph>). The help desk shall be available from 8:00 AM to 5:00PM during workdays.

Section 5. Modification or Amendment

All other circulars, memoranda, notices, and implementing rules and regulations that may be inconsistent with the foregoing provisions shall be deemed modified or amended accordingly.

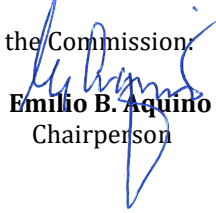
The provisions in this Memorandum Circular providing for the mandatory use of the SEC ZERO in the eSPARC and OneSEC shall not preclude the Commission from amending or revising any clauses herein that may improve the implementation of these rules, through an appropriate issuance(s) or notice to the public.

Section 6. Effectivity

This Memorandum Circular shall immediately take effect upon its publication in two (2) newspapers of general circulation in the Philippines.

Makati City, Philippines, 4 April 2025.

For the Commission:


Emilio B. Aquino
Chairperson

Annex A

User Guide for Registration of a New Corporation through Regular with ZERO Processing

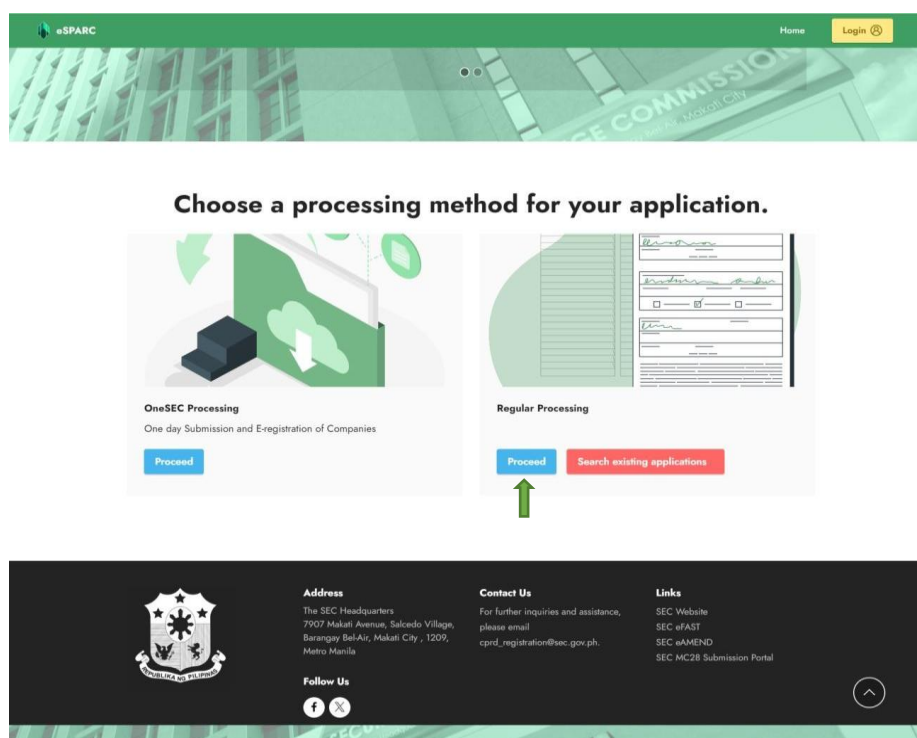


URL: <https://esparc.sec.gov.ph>

SEC Zuper Easy Registration Online (ZERO) is an Electronic Simplified Processing of Application for Registration of Company (eSPARC) application that seamlessly integrates with the Electronic SEC User Registration Environment (eSECURE) and Electronic Submission Authentication Portal (eSAP) platforms. This allows applicants to digitally authenticate the system-generated forms through eSAP, thereby eliminating the need for physical signing and notarization of the registration documents. Submission of hardcopies of registration documents will also be removed thus facilitating a complete, end-to-end, paperless registration process. The digitally authenticated certificate of incorporation will be automatically generated by the system and has the same validity as the original certificate. SEC Zero enables applicants to register their companies anytime and from anywhere in the world.

Steps in Applying SEC ZERO with Regular Processing

1. To apply, select Regular Processing, click the “Proceed” button.



2. A brief description of the application is shown to allow users to choose on what application they prefer, for regular processing select “Proceed Regular with Zero Processing Application”


[Home](#)
[Login](#)

Regular Processing

This 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.

Aside from this, application for the recording of partnerships and license to do business for foreign corporations are now available in the ESPARC.

Applicant will be advised on the status of the review through the email address indicated on the application form within seven (7) working days.

Once the application is qualified for payment, applicant may pay the registration/license fees specified on the Payment Assessment Form (PAF) to any of the payment gateways (eSPAYSEC, Landbank Over-the-Counter).

After payment, please submit a copy of the proof of payment together with the two (2) hard copies of originally signed AND authenticated or notarized registration documents through a two-way transmittal system via courier/registered mail addressed to the SEC Main Office or to the selected Extension Office anytime within sixty (60) calendar days from the date of approval stated in the Certificate of Incorporation.

However, if the registration application is disapproved, representative of the applicant corporation has to edit and/or correct the data in the application form/s as set forth in the compliance notice of the assigned name verifier/processor to facilitate the processing of its application. The applicant may opt to cancel the application and re-apply accordingly should it be deemed necessary.

Please download the user guide to know the step-by-step procedures of the system.

Select processing type



Regular with ZERO Processing

Registered applications will receive a **Digitally Signed Certificate of Incorporation** from SEC. This certificate bears the same legal validity as with original certificate.

Note: Please ensure that all Corporate Officers authenticating the application documents are registered and credentialed in the **eSECURE** to authenticate documents in the SEC's electronic submission authentication portal (**eSAP**).

Covered Company Types:

- Stock Corporation**
 - All Filipino or with foreign equity corporation
 - One Person Corporation
 - Corporation with 2 to 15 incorporators
- Non-stock Corporation**
 - All Filipino or with foreign equity corporation
 - Corporation Sole
 - Foundation
 - Federation
 - Condominium Corporation
 - Non-stock/Non-profit

[Proceed Regular with ZERO Processing Application](#)
[User Guide](#)



Regular Only

Registered applications will get a **Digital Certificate of Incorporation** valid for six (6) months from the date of registration.

The **Original Certificate of Incorporation** shall be released only upon presentation and submission of all documentary requirements stated in the general provisions.

Covered Company Types:

- Stock Corporation**
 - All Filipino or with foreign equity corporation
 - One Person Corporation
 - Corporation with 2 to 15 incorporators
 - Lending & Financing Companies
- Non-stock Corporation**
 - All Filipino or with foreign equity corporation
 - Corporation Sole
 - Foundation
 - Federation
 - Condominium Corporation
 - Non-stock/Non-profit
- Partnership**
 - General Partnership
 - Professional Partnership
 - Limited Partnership
- Foreign Stock Corporation**
 - Branch Office
 - Representative Office
 - Regional Operating Headquarters
- Foreign Non-stock Corporation**
 - Branch Office
 - Representative Office
 - Regional or Area Headquarters
 - Foundation

[Proceed Regular Application](#)
[User Guide](#)

- An overview of the process is shown once you select Regular application, click the "Continue to Regular with Zero Processing Application Form" button.



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 defrauding the Philippine Government;
- That you shall pay the applicable fees, and submit proof of payment together with the originally signed AND authenticated* or notarized hard copies of the registration requirements to SEC within the above-specified period once the application form is approved;

PRIVACY POLICY

1. What personal information do we collect?

We collect the following personal information:

- Full name
- Gender
- Date of Birth
- Tax Identification Number (TIN)
- Mobile Phone Number
- Email Address
- Address
- Nationality

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 requirements for 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 Regular with Zero Processing Application Form



4. The Applicant will be redirected to “Name Verification Tab” and must fill out all the required details, once completed click the “Next” button.



Note: Please ensure that all Corporate Officers authenticating the application documents are registered and credentialed in the eSECURE to authenticate documents in the SEC's electronic submission authentication portal (eSAP).

**Fill-up Form**

Note: eSECURE ID of all signatories are required in encoding the application.

**SEC Review**

Wait for the pre-approval of your application.

**Authenticate Documentary Requirements via eSAP**

An email/SMS notification will be sent to all signatories for the authentication of documents.

**Pay Registration Fees**

Payment can be conveniently made online via SEC eSPAYSEC or in person at any Landbank Branch nationwide.

**Download Digitally Signed Certificate of Incorporation**

Digitally signed Certificate of Incorporation bears the same legal weight as the original. The submission of hard copies of documentary requirements is no longer required.

**Continue to Philippine Business Hub**

For registration with the BIR, Social Agencies, LGUs, and FDA.

**REGULAR with ZERO Processing
STATUS: NEW**[Cancel Application](#)

Step 1
Name Verification

PROCESSING OFFICE

SEC Office *

- Choose Processing Office -

SEC Office where application shall be submitted and processed.

APPLICANT/AUTHORIZED REPRESENTATIVE CONTACT DETAILS

Last Name *

First Name *

Ex. DAVID JR., JOHN III

Middle Name *

☐

(Check if no Middle name)

Position *

TIN *

Gender *

Select Gender..

Mobile *

0905 123 4567

Phone

Email Address *

OTP and application status will be sent to this email.

COMPANY TYPE[Reset](#)

Company Type *

Select Company Type..

Company Subtype *

Select Subtype..

Company Classification *

Select Classification..

Major Industry Classification *

Select..

Industry Classification Group *

Select..

COMPANY NAME[Click here for Corporation Name Guidelines](#)

Company Name *

Suffix *

Select 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.

☐ With Trade Name?

[Next](#)

For Company name guidelines, you may click the blue rectangular line for more information. Below are the guidelines for creating a company name

Corporation Name Guidelines

Rule 1. Words that are deemed offensive and foul cannot be used.

Rule 2. Words that have vague definitions and those which are subject to differing definitions cannot be used.

Rule 3. Company names that are already registered in the SEC cannot be used.

Rule 4. Internationally and globally known company names cannot be used.

Rule 5. Brand names that are known globally or internationally cannot be used.

Rule 6. Names that are temporarily reserved during its application in the SEC cannot be used.

Rule 7. Trade names that are temporarily reserved during its application in the SEC cannot be used.

Rule 8. Trade names that are already registered in the SEC cannot be used.

Rule 9. Company Name Acronym definitions that are temporarily reserved during its application in the SEC cannot be used.

Rule 10. Company Name Acronym definitions that are already registered in the SEC cannot be used.

Rule 11. Words that are under the ownership of other companies cannot be used.

Rule 12. Names that are restricted by registered companies cannot be used.

Rule 13. Names that are restricted by the industry type of the applying company cannot be used.

Rule 14. Words that are required to be used by the industry type of the applying company cannot be used.

Rule 15. Words that are not required but are used by the industry type of the applying company cannot be used.

Rule 16. Names of geographical places such as barangays, towns and cities cannot be used.

Rule 17. Names that are identical with company names in the other index collections cannot be used.

Rule 18. Words restricted by the company type of the applying company cannot be used.

Rule 19. Words required to be used by the company type of the applying company cannot be used.

Rule 20. Words which can only be used exclusively to certain industries cannot be used.

Rule 21. Amended Guidelines and Procedures on the Use of Corporate and Partnership Names - <http://www.sec.gov.ph/wp-content/uploads/2020/01/2019MCNo13n.pdf>.

OK

Please download the [user guide](#) to know the step-by-step procedures of the system.

5. A summary of your application will be shown before proceeding to the next step, click the “Save and Proceed” button.

SEC-ESPARC

REGULAR with ZERO Processing
STATUS: NEW

Step 1
Name Verification

Summary:
Company Name: **Childrens Choice Toy store OPC**

NOTE: Please be informed that the font case used will be the one reflected in the certificate

Applicant/Authorized Representative	KAT [REDACTED]
Email	kay [REDACTED]@ph
Processing Office	SEC Main Office
Company Type	Stock Corporation - One Person Corporation
Classification	ALL FILIPINO - Natural Person
Industry	WHOLESALE AND RETAIL TRADE; REPAIR OF MOTOR VEHICLES AND MOTORCYCLES
Sub-Industry	Retail sale via stalls and markets

Back Save and Proceed

Please download the [user guide](#) to know the step-by-step procedures of the system.
For further inquiries and assistance, please email cpd_registration@sec.gov.ph

- The Confirmation dialogue box will show before proceeding, click the “Ok” button.

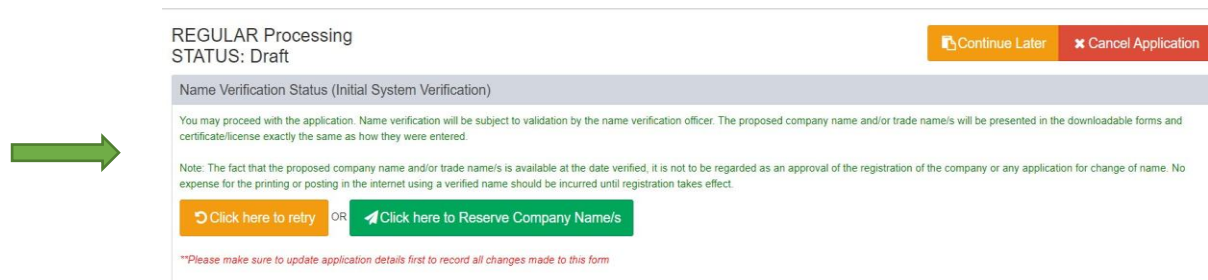
Confirmation

Please make sure everything is correct. Proceed?

Cancel Ok

- The Applicant will be redirected to Company Details Tab, fill out the necessary details and once completed, click the “Save and Proceed” button.

On the upper part of the “Name Verification Tab” a detailed status is shown, informing the applicant of the status of their proposed corporate name.



REGULAR Processing
STATUS: Draft

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

Name Verification Status (Initial System Verification)

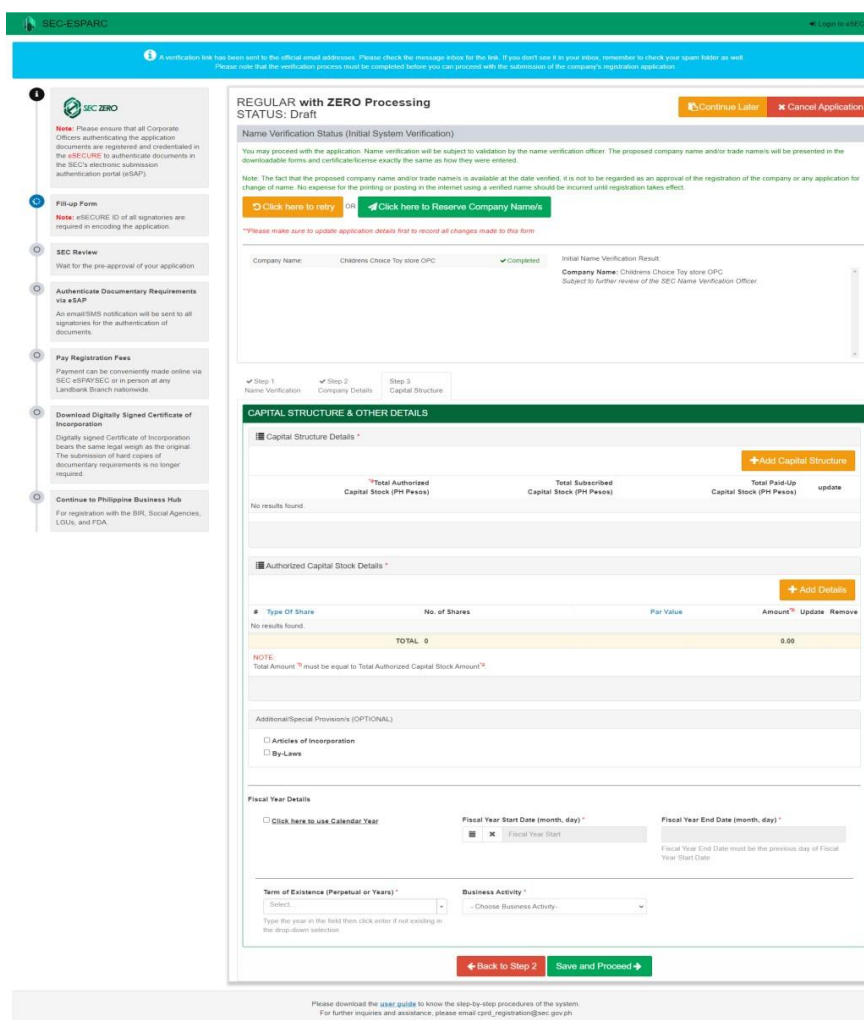
You may proceed with the application. Name verification will be subject to validation by the name verification officer. The proposed company name and/or trade name/s will be presented in the downloadable forms and certificate/license exactly the same as how they were entered.

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

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

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

- Applicant will now be directed to the “Capital Structure Tab”, complete the necessary details and click “Save and Proceed”



SEC-ESPARC

A verification link has been sent to the official email addresses. Please check the message inbox for the link. If you don't see it in your inbox, remember to check your spam folder as well. Please note that the verification process must be completed before you can proceed with the submission of the company's registration application.

REGULAR with ZERO Processing
STATUS: Draft

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

Name Verification Status (Initial System Verification)

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

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

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

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

Initial Name Verification Result:
Company Name: Childrens Choice Toy store OPC Completed
Company Name: Childrens Choice Toy store OPC
Subject to further review of the SEC Name Verification Officer

✓ Step 1 Name Verification ✓ Step 2 Company Details Step 3 Capital Structure

CAPITAL STRUCTURE & OTHER DETAILS

Capital Structure Details *

Total Authorized Capital Stock (P= Pesos) Total Subscribed Capital Stock (P= Pesos) Total Paid-Up Capital Stock (P= Pesos) [Add Capital Structure](#)

No results found

Authorized Capital Stock Details *

[Add Details](#)

#	Type Of Share	No. of Shares	Par Value	Amount	Update	Remove
No results found						
TOTAL				0	0.00	

NOTE:
Total Amount ** must be equal to Total Authorized Capital Stock Amount**

Additional/Special Provisions (OPTIONAL)

☐ Articles of Incorporation
☐ By-Laws

Fiscal Year Details

☐ [Click here to link Calendar Year](#)

Fiscal Year Start Date (month, day) * Fiscal Year End Date (month, day) *

Fiscal Year Start Date must be the previous day of Fiscal Year End Date

Term of Existence (Perpetual or Years) * Business Activity *

Type the year in the field then click enter if not existing in the drop-down selection.

[Back to Step 2](#) [Save and Proceed](#)

Please download the [user guide](#) to know the step-by-step procedures of the system.
For further inquiries and assistance, please email cyrd_registration@sec.gov.ph

Note: Please see the notification link highlighted in blue, which informs the applicant to verify the link sent on your registered email address

A verification link has been sent to the official email addresses. Please check the message inbox for the link. If you don't see it in your inbox, remember to check your spam folder as well. Please note that the verification process must be completed before you can proceed with the submission of the company's registration application.

9. Applicant will be directed to step 4 “Company Officers Tab”, complete the necessary details, click the “Click here to confirm”, then click “Save and Proceed”.



Note: Please ensure that all Corporate Officers authenticating the application documents are registered and credentialed in the eSECURE to authenticate documents in the SEC's electronic submission authentication portal (eSAP).



Fill-up Form
Note: eSECURE ID of all signatories are required in encoding the application.



SEC Review
Wait for the pre-approval of your application.



Authenticate Document Requirements via eSAP
An email/SMS notification will be sent to all signatories for the authentication of documents.



Pay Registration Fees
Payment can be conveniently made online via SEC eSPAYSEC or in person at any Landbank Branch nationwide.



Download Digitally Signed Certificate of Incorporation
Digitally signed Certificate of Incorporation bears the same legal weight as the original. The submission of hard copies of documentary requirements is no longer required.



Continue to Philippine Business Hub
For registration with the BIR, Social Agencies, LGUs, and FDA.

REGULAR with ZERO Processing
STATUS: Draft

Continue LaterCancel Application

Name Verification Status (Initial System Verification)

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

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

Click here to retryClick here to Reserve Company Name/s

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

Company Name: Childrens Choice Toy store OPC

Completed

Initial Name Verification Result

Company Name: Childrens Choice Toy store OPC

Subject to further review of the SEC Name Verification Officer.

Step 1
Name Verification

Step 2
Company Details

Step 3
Capital Structure

Step 4
Company Officers

Treasurer

Click here if Treasurer is self-appointed

Or click here if Company is to appoint Treasurer within 15 days from approval of the registration

Stockholder/Nominee Details (REQUIRED)

Showing 1-3 of 3 items

Add Officers

**** Please assign one (1) Stockholder, one (1) Nominee and one (1) Alternate Nominee.**

**** Stockholder, Nominee and Alternate Nominee must not be the same person**

#	Name	Nationality	Position	Subscription Details	No. of Shares Subscribed	Amount Subscribed**	Amount Paid**	Update	Remove
1	MARIA	Philippine, Filipino	Stockholder	Common - Voting - with Par - 100,000	100,000	100,000.00	100,000.00		
2	JUAN	Philippine, Filipino	Nominee						
3	HALO	Philippine, Filipino	Alternate Nominee						
TOTAL					100,000	100,000.00	100,000.00		

Capital Structure Details

Subscribed Capital Stock: P100,000.00

Paid-Up Capital Stock: P100,000.00

Subscription Details

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

Note

- Total Amount Subscribed** must be equal to P100,000.00
- Total Amount Paid** must be equal to P100,000.00

I, the Authorized Representative, hereby attest that the names of the Incorporator/s, Director/s, Officer/s, Nominee and Alternate Nominee (for OPC) or Partners have been encoded in good faith and with consent that the stated individuals and/or respective representative/s of the juridical entity/ies are part of the corporation/partnership.

I further attest that I have been authorized by the aforesaid individuals/representatives of juridical entities to file the registration/licensing of corporation/partnership and assume full responsibility under penalty of perjury that all matters set forth in the registration/licensing documents have been verified by me and to the best of my knowledge and belief are true and correct.

MC No. 6 s. 2016 – Omnibus Guidelines on Principal Office Address; Address of Each Incorporator, Director, Trustee or Partner

I have read and understood the MC No. 6 series of 2016

Click here to confirm

Back to Step 3

Save and Proceed

Please download the [user guide](#) to know the step-by-step procedures of the system.

For further inquiries and assistance, please email cpnl_registration@sec.gov.ph

10. The applicant will now be redirected to the “File Uploading Tab”. A detailed instruction is shown to upload the necessary supporting documents. To complete the application, click the “Save and Proceed” button.

SEC ZERO

Note: Please ensure that all Corporate Officers authenticating the application documents are registered and credentialed in the eSECURE to authenticate documents in the SEC's electronic submission authentication portal (eSAP).

Fill-up Form

Note: eSECURE ID of all signatories are required in encoding the application.

SEC Review

Wait for the pre-approval of your application

Authenticate Documentary Requirements via eSAP

An email/SMS notification will be sent to all signatories for the authentication of documents.

Pay Registration Fees

Payment can be conveniently made online via SEC eSPAYSEC or in person at any Landbank Branch nationwide.

Download Digitally Signed Certificate of Incorporation

Digitally signed Certificate of Incorporation bears the same legal weight as the original. The submission of hard copies of documentary requirements is no longer required.

Continue to Philippine Business Hub

For registration with the BIR, Social Agencies, LGUs, and FDA.

REGULAR with ZERO Processing

STATUS: Draft

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

Name Verification Status (Initial System Verification)

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

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

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

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

Company Name: Childrens Choice Toy store OPC

✓ Completed

Initial Name Verification Result:

Company Name: Childrens Choice Toy store OPC

Subject to further review of the SEC Name Verification Officer.

✓ Step 1
Name Verification

✓ Step 2
Company Details

✓ Step 3
Capital Structure

✓ Step 4
Company Officers

Step 5
File Uploading

Uploading of Supporting Documents

Name verification request done. Go to the Name Verification Status section of this form to complete your reservation.

Note:

- Upload Supplemental Documents if necessary. Otherwise, you may skip this step.
- 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.
- Maximum of 3Mb per file.

INSTRUCTIONS:

- Select a File Type to upload.
- Browse files then click [Upload](#) button to upload Files.

File Type *

Application Files

Files

Drag & drop files here ...

Select files ...

[Browse ...](#)

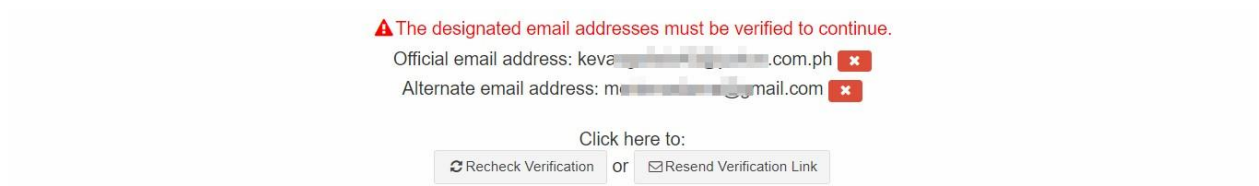
[Back to Step 4](#)
[Save and Proceed](#)

Please download the [user guide](#) to know the step-by-step procedures of the system.

For further inquiries and assistance, please email cpd_registration@sec.gov.ph

11. The Applicant will be redirected to “Application Summary page”

Below the “Applicant Summary Page”, applicant must validate the link sent to the official and alternate email address to proceed and finish the application.



The designated email addresses must be verified to continue.

Official email address: keva[redacted].com.ph ✖

Alternate email address: mo[redacted]mail.com ✖

Click here to:

[Recheck Verification](#) OR [Resend Verification Link](#)

Once confirmed, a notification will show that the email has been verified.

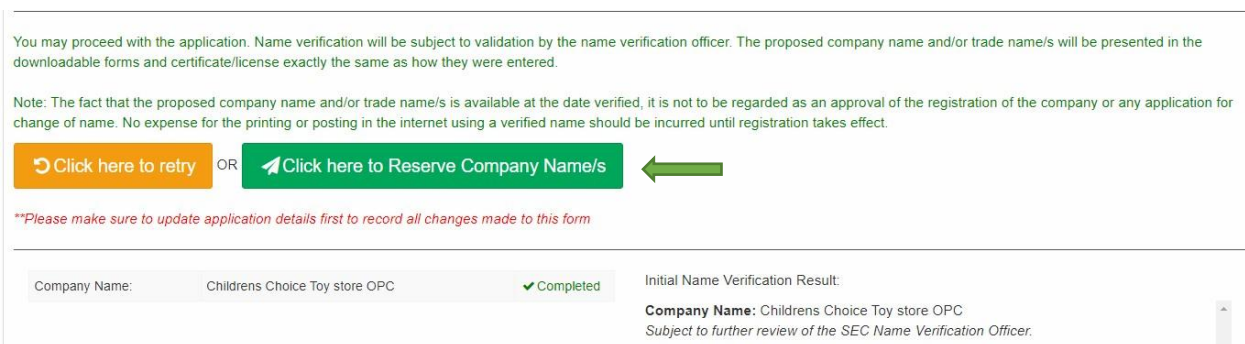


SEC-ESPARC

Email Verification Successful

Your email has been successfully verified.

12. Upon verification of both email addresses, the applicant may now proceed with the application. Click the “Click Here to Reserve Company Name/s” button.



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

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

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

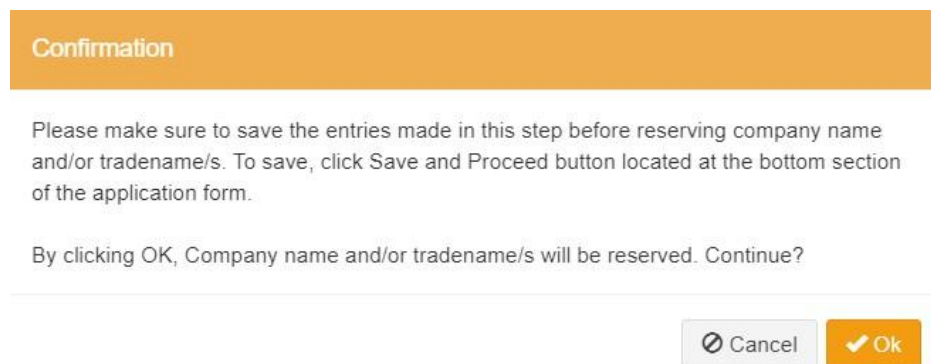
***Please make sure to update application details first to record all changes made to this form*

Company Name: ✓ Completed

Initial Name Verification Result:

Company Name: Childrens Choice Toy store OPC
Subject to further review of the SEC Name Verification Officer.

A confirmation dialog box will appear to assure that all entries made are correct. Click the “Ok” button to proceed.



Confirmation

Please make sure to save the entries made in this step before reserving company name and/or tradename/s. To save, click Save and Proceed button located at the bottom section of the application form.

By clicking OK, Company name and/or tradename/s will be reserved. Continue?

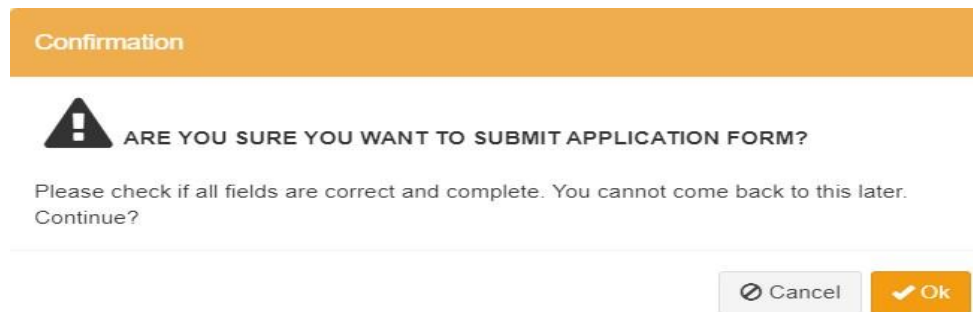
[Cancel](#) [✓ Ok](#) ←

13. The Applicant will be redirected to the “Application Summary page”. This informs the applicant that:

- The proposed corporate name has been reserved, and a date is provided to complete and submit the application.
- The applicant may download and review the system-generated forms and the tentative Payment Assessment.

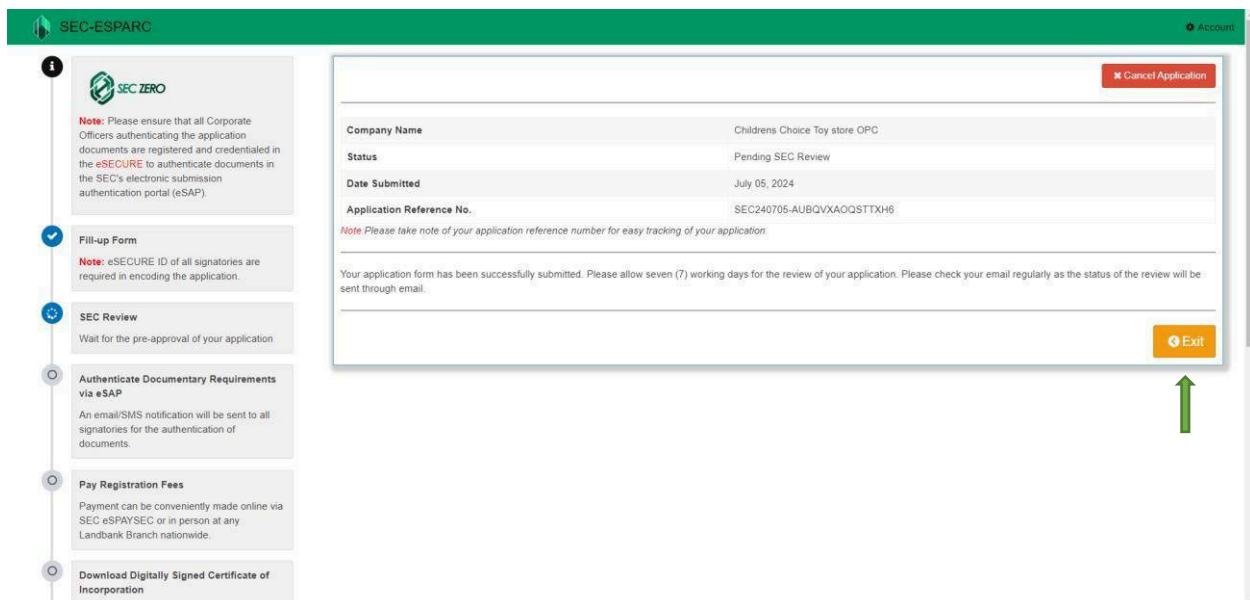
Then click the “Submit Application” button.

14. A confirmation dialog box will show. To complete application, click the “Ok” button.



The screenshot shows a confirmation dialog box with an orange header bar labeled "Confirmation". Below the header is a warning icon (a triangle with an exclamation mark) followed by the text "ARE YOU SURE YOU WANT TO SUBMIT APPLICATION FORM?". Underneath, a message reads: "Please check if all fields are correct and complete. You cannot come back to this later. Continue?". At the bottom right, there are two buttons: a grey "Cancel" button and an orange "Ok" button with a checkmark icon.

15. This page informs the applicant that their application has been successfully submitted. Click the “Exit” button.



The screenshot shows the SEC-ESPARC application submission confirmation page. On the left is a sidebar with a progress indicator showing five steps: "Fill-up Form" (completed), "SEC Review" (current step), "Authenticate Documentary Requirements via eSAP", "Pay Registration Fees", and "Download Digitally Signed Certificate of Incorporation". The main content area displays the application details in a table:

Company Name	Childrens Choice Toy store OPC
Status	Pending SEC Review
Date Submitted	July 05, 2024
Application Reference No.	SEC240705-AUBQVXAQSTTXH6

Below the table, a note states: "Note Please take note of your application reference number for easy tracking of your application". A message follows: "Your application form has been successfully 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 email." At the bottom right of the main content area, there is an orange "Exit" button with a green arrow pointing to it from below.

16. Once the application has been submitted, it will be reviewed by the SEC processor. Please check your email regularly for the updates on the status of the review.

17. Once the application has been pre-approved, an email notification will be sent to the email address of the authorized representative. The system-generated documents will be ready for authentication of the corporate officers.

- ❖ Note: Incorporators should have a credentialed eSECURE account to digitally authenticate the system-generated forms.

COMPANY NAME: CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC.

STATUS: Draft

ESAP Authentication Status: Pending

ESAP Reference No.: TRN-062024-S00004

Document/Signatory	%Complete
1. Articles of Incorporation - Stock Corporation.pdf sarahvargason71@gmail.com Sign victorvmy021@gmail.com Sign gms@vseast@gmail.com Sign	0%
2. By-laws.pdf victorvmy021@gmail.com Sign gms@vseast@gmail.com Sign	0%
3. Certificate of Authentication.pdf victorvmy021@gmail.com Sign gms@vseast@gmail.com Sign	0%

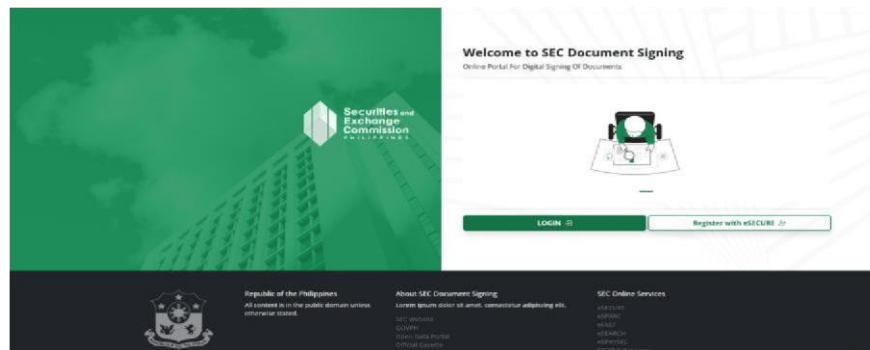
For digital document signing of the signatory. Please advise the signatory to login to Electronic Submission Authentication Portal (eSAP) and proceed with signing.

[Check/Update Status](#)

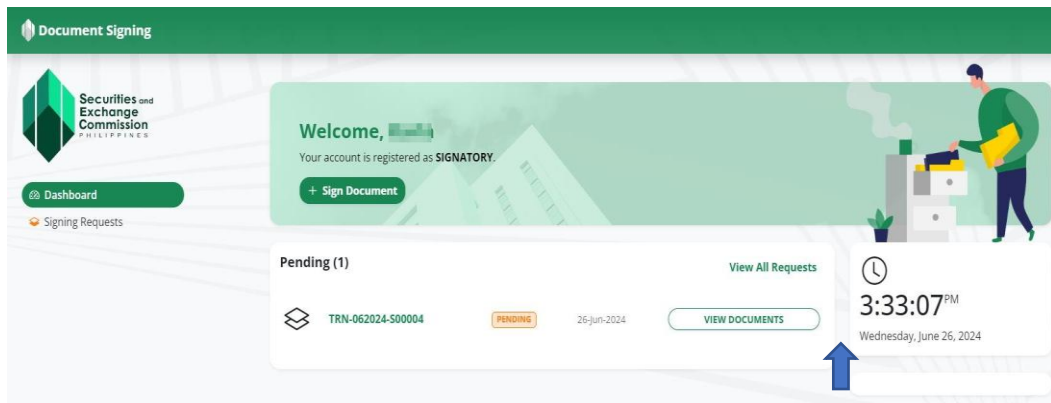
[Exit and Cancel](#)

- 18.** The system-generated documents must be digitally authenticated by the corporate officers. All corporate officers must authenticate the documents through the Electronic Submission Portal (eSAP). An email notification of “Ready to sign” will be sent to the corporate officer’s email address along with the eSAP link. Click the link to be redirected to eSAP portal.

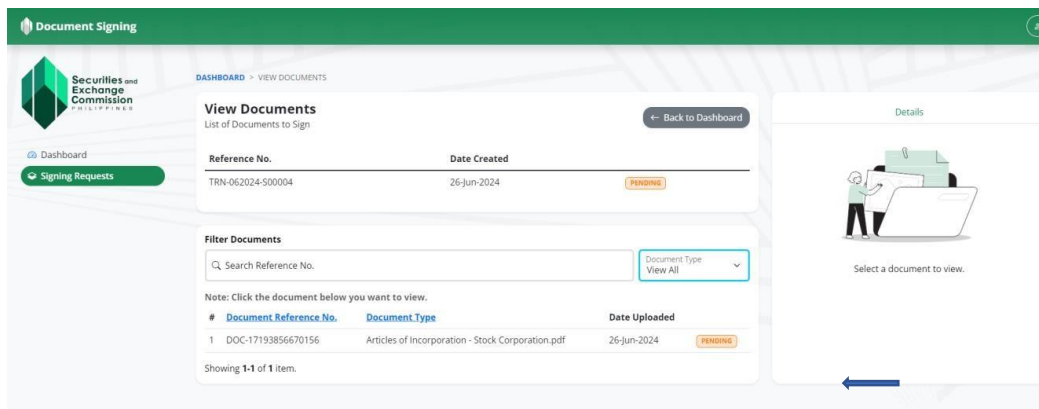
- 19.** Enter the eSECURE account credentials and click the “Login” button.



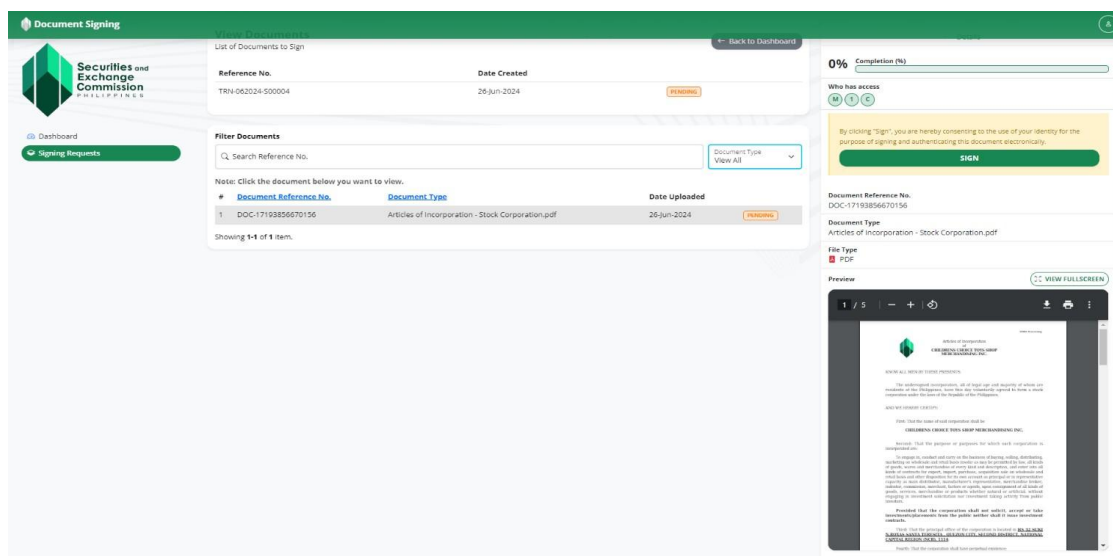
- 20.** Upon log in to eSAP document signing portal, incorporators may start to digitally authenticate the system-generated documents to complete the application, select the “View Documents” button.



21. Select the “Signing Requests” menu to view all the documents. Select the document with pending status and click the “Pending” button.



22. A detailed view of the document to be authenticated will be shown on the left side of the dashboard, click the “Sign” button to authenticate the document.



23. A One Time Password (OTP), will be sent to the registered mobile number and email address of the corporate officer, once verified a notice will be shown to confirm verification



**Securities and
Exchange
Commission**
PHILIPPINES

Dashboard

Signing Requests

Document Signing

DASHBOARD > VIEW DOCUMENTS

View Documents

List of Documents to Sign

Back to Dashboard

Reference No.	Date Created	
TRN-062024-S00004	26-Jun-2024	PENDING

Filter Documents

Document Type
View All

Note: Click the document below you want to view.

#	Document Reference No.	Document Type	Date Uploaded	
1	DOC-17193856670156	Articles of Incorporation - Stock Corporation.pdf	26-Jun-2024	SIGNED

Showing 1-1 of 1 item.



24. Once the OTP is successfully verified, the dashboard will indicate that document has been successfully authenticated. Document status is already “Signed”.

25. Ensure that all the corporate officers authenticate the system-generated forms. Click the “Check/Update Status” button in the eSPARC portal and click the “Exit and Cancel” button.

SEC-ESPARC

Account

1

ZERO Processing Prerequisite

All signatures of documents must be enrolled and credentialed in the eSECURE system.

2

Fill up Form

Note: eSECURE ID of all signatories are required in encoding the application.

3

Authenticate Documentary Requirements via eSAP

An email(SMS) notification will be sent to all signatories for the authentication of documents.

4

Pay Registration Fees

Payment can be conveniently made online via SEC eSPAYSEC.

5

Download Digitally Signed Certificate of Incorporation

Digitally signed Certificate of Incorporation bears the same legal weight as the original. The submission of hard copies of documentary requirements is no longer required.

6

Continue to Philippine Business Hub

For registration with the DSR, Social Agencies, LGUs, and FDA.

COMPANY NAME: 1010 AAA SANTOS ADVERTISING CORPORATION

STATUS: Draft

ESAP Authentication Status: Complete

ESAP Reference No.: TRN-072024-S00001

Document/Signatory	%Complete
1. Articles of Incorporation - Stock Corporation.pdf vishnuv031@gmail.com  	100%
2. By-laws.pdf vishnuv031@gmail.com  	100%
3. Certificate of Authentication.pdf vishnuv031@gmail.com  	100%

For digital document signing of the signatory. Please advise the signatory to log in to Electronic Submission Authentication Portal (eSAP) and proceed with signing.

Check/Update Status

Exit and Cancel

26. Click the “Proceed to the Online Payment” button to automatically redirected to eSPAYSEC portal to proceed with the online payment.

Company Name	CARCAR INN CORPORATION
Status	Pending Payment of SEC Fees
Date Submitted	July 05, 2024
Application Reference No.	SEC240705-FS25ARWNGAAHSKN

Note: Please take note of your application reference number for easy tracking of your application.

Application approved. You may pay the assessed registration fees specified on the Payment Assessment Form (PAF) within forty-five (45) calendar days, otherwise, your registration application will automatically be cancelled.

Payment Option 1: Online Payment via eSPAYSEC

[Proceed to Online Payment](#)

Payment Option 2: Over-the-Counter at any Landbank Branch nationwide

- Download and Print Payment Assessment Form
- Follow the steps indicated in the PAF (Letter D)
- Upload the copy of the validated deposit slips here (merge slips into one PDF file)
- Wait for the processor to validate uploaded payment slips

[Download](#)

[Click here to upload](#)

[Exit](#)

27. A Notice of confirmation will appear, click the “Ok” button to automatically redirected to eSPAYSEC portal to proceed with the online payment.

Confirmation

You will be redirected to SEC Payment Portal, continue?

[Cancel](#) [Ok](#)

Company Name

Status

Date Submitted

Application Reference No.

ATION

S Fees

July 05, 2024

SEC240705-FS25ARWNGAAHSKN

[Cancel Application](#)

28. A detailed summary of payment will be shown once redirected to eSPAYSEC. Select your preferred payment gateway and enter the verification code. Click the “Proceed to Payment” button and follow the necessary steps/process of our chosen payment gateway. Payment confirmation and Electronic Official receipt will be sent to the email address of the authorized representative.

eSPAYSEC

Home Page

My Mail

Print Statement: CTR

Payment Assessment Form Details

Payer: CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC.
QUINTON CITY, SECOND DISTRICT, NATIONAL CAPITAL REGION (NCR) 1114

#	Nature of Collection	Account Code	Amount
1	By Laws	402010200000006	1,000.00
2	Registration of Corporation	402010200000006	2,000.00
3	Registration of Stock and Transfer Book	402010200000006	150.00
4	Name Verification	402019909900783	500.00
5	Legal Research Fee (ADM23)	202010200000371	30.00
6	Documentary Stamp Tax	4010401000040104013	30.00
7	Miscellaneous Income - Handling Fee	402019909900783	20.00
TOTAL AMOUNT TO BE PAID			5,330.00

Payment Options

Select Payment Method

myes
Pay via myes account

PayCools
Pay via PayCools account

DragonPay
Pay via DragonPay account

☐ Credit / Debit Card

☐ Installment

SEC Fee: 100.00

SEC Fee: 100.00

Email Address

XXXXXXXXXX@XXXXXXXXXX.COM

Verification Code

XXXXXX

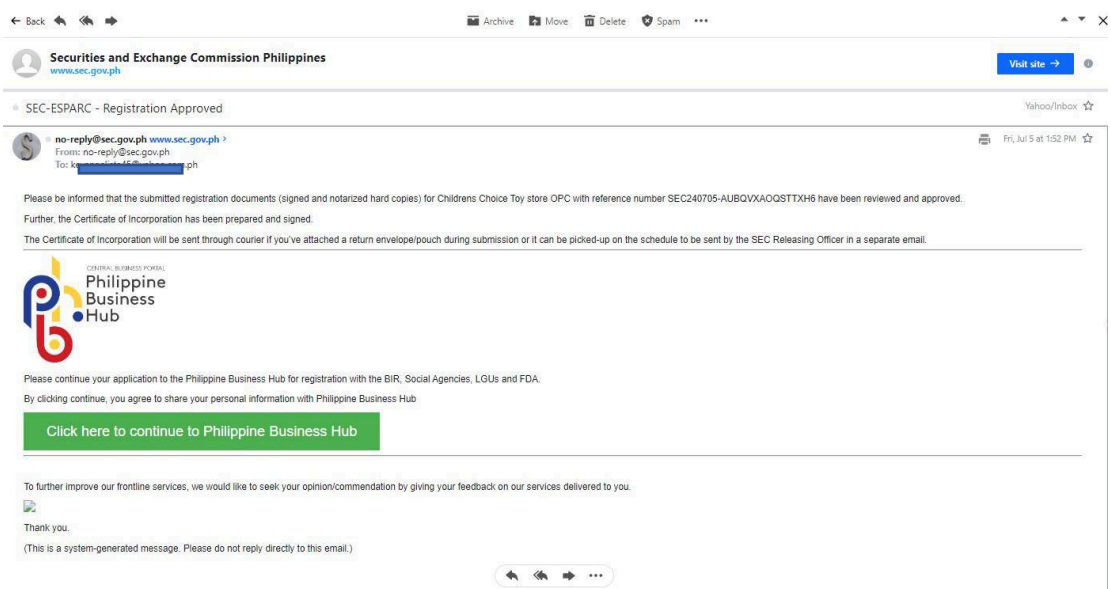
Proceed to payment

29. Once payment is successfully paid, click the “Go back to eSPARC” button.

30. The applicant will be redirected to eSPARC portal. Click the “download” button to view the authenticated system-generated documents and digital certificate of incorporation. An email notification with the subject “Registration Complete” has also been sent to the authorized representative’s email address.

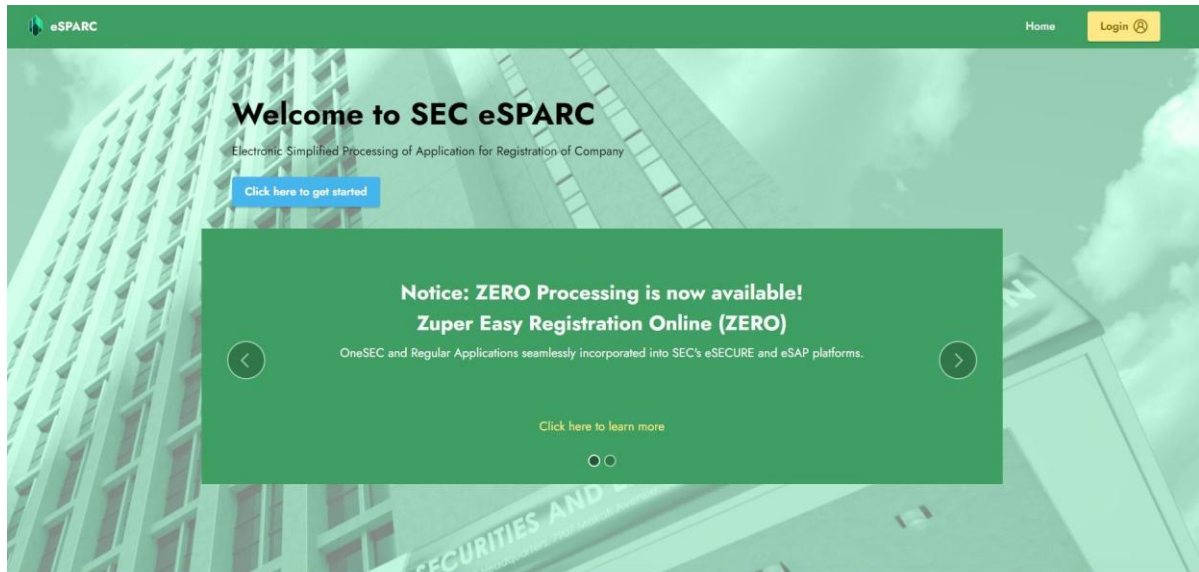
The screenshot displays the eSPARC portal interface. On the left, a vertical sidebar lists the steps of the registration process, with the final step, 'Continue to Philippine Business Hub', highlighted. The main content area shows the company name '1010 AAA SANTOS ADVERTISING CORPORATION', its status as 'Approved by SEC', and the SEC Registration Number '2024070015868-65'. Below this, a table lists five signed documents for download: Application Summary Form, Cover Sheet, Articles of Incorporation - Stock Corporation.pdf, By-laws.pdf, and Certificate of Authentication.pdf. A large blue 'Download' button is prominently displayed. At the bottom, there is a green button labeled 'Continue to Philippine Business Hub' and a link to a 'Citizen / Client Satisfaction Survey'.

31. To continue your application to the Philippine Business Hub (PBH) for registration with the BIR, Social Agencies, LGUs and FDA, click the “Continue to Philippine Business Hub” button.



Annex B

User Guide for Registration of a New Corporation through OneSEC with ZERO Processing



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

SEC Zuper Easy Registration Online (ZERO) is an Electronic Simplified Processing of Application for Registration of Company (eSPARC) application that seamlessly integrates with the Electronic SEC User Registration Environment (eSECURE) and Electronic Submission Authentication Portal (eSAP) platforms. This allows applicants to digitally authenticate the system-generated forms through eSAP, thereby eliminating the need for physical signing and notarization of the registration documents. Submission of hardcopies of registration documents will also be removed thus facilitating a complete, end-to-end, paperless registration process. The digitally authenticated certificate of incorporation will be automatically generated by the system and has the same validity as the original certificate. SEC Zero enables applicants to register their companies anytime and from anywhere in the world.

Accessing SEC ZERO

1. To access SEC ZERO, proceed to log-in page. Click the “Login” button.



2. The Applicant must have a credentialed eSECURE account to register with SEC ZERO. Log in the eSECURE account and click the “Sign-In” button.



eSECURE

Manage your accounts and security information for the SEC Online Services.

Username or Email Address

kev [redacted] m.ph

Password

☐ Remember me

Sign In

[Forgot Password?](#)

No account yet?

[Register with eSECURE](#)

- ❖ If applicant has no account with eSECURE you may proceed on creating an account along with corporate officers. To register with eSECURE kindly proceed to this link: <https://esecure.sec.gov.ph/>

- The applicant will be redirected to the eSPARC portal, scroll down and click the “Proceed” button under One SEC processing

Choose a processing method for your application.

OneSEC Processing
One day Submission and E-registration of Companies

[Proceed](#)

Regular Processing

[Proceed](#) [Search existing applications](#)

- The Applicant will be redirected to the OneSEC processing page. Click the “Proceed One SEC with ZERO processing application” button.

5. The Applicant will be redirected to the General Provisions page of the SEC ZERO processing, read the following provisions and click the “Continue to OneSEC with ZERO processing application form” button.

6. The Applicant will be redirected to eSPARC fillable form, once filled out click the “Next” button to proceed to the next page.

1

ZERO Processing Prerequisite

All signatories of documents must be enrolled and credentialed in the eSECURE system.

2

Fill-up Form

Note: eSECURE ID of all signatories are required in encoding the application.

3

Authenticate Documentary Requirements via eSAP

An email/SMS notification will be sent to all signatories for the authentication of documents.

4

Pay Registration Fees

Payment can be conveniently made online via SEC eSPAY SEC.

5

Download Digitally Signed Certificate of Incorporation

Digitally signed Certificate of Incorporation bears the same legal weight as the original. The submission of hard copies of documentary requirements is no longer required.

6

Continue to Philippine Business Hub

For registration with the BIR, Social Agencies, LGUs, and FDA.

Account

OneSEC with ZERO Processing

STATUS: NEW

Cancel Application

Step 1

Name Verification

Please fix the following errors:

- Processing Office cannot be blank.

PROCESSING OFFICE

SEC Office *

Tacloban Extension Office

SEC Office where application shall be submitted and processed.

APPLICANT/AUTHORIZED REPRESENTATIVE CONTACT DETAILS

Last Name *

EVANGELISTA

First Name *

KARLA

Include suffix name on first name

Middle Name *

N.A.

(Check if no Middle name)

Position *

OWNER

TIN *

024-646-465-000

Gender *

Female

Mobile

+639295620818

Phone

08569874

Email Address *

kevangelista45@yahoo.com.ph

OTP and application status will be sent to this email.

COMPANY TYPE

Company Type *

Stock Corporation

Company Subtype *

Corporation with less than 5 Incorporators

Company Classification *

ALL FILIPINO

Company Subclass *

Regular Corp.

No. Of Incorporators *

2

3

4

Industry *

Wholesale and retail trading of goods

Business Activity *

Retail

Primary Purpose *

To engage in, conduct and carry on the business of buying, selling, distributing, marketing on wholesale and retail basis insofar as may be permitted by law, all kinds of goods, wares and merchandise of every kind and description, and enter into all kinds of contracts for export, import, purchase, acquisition sale on wholesale and retail basis and other disposition for its own account as principal or in representative capacity as main distributor, manufacturer's representative, merchandise broker, indentor, commission, merchant, factors or agents, upon consignment of all kinds of goods, services, merchandise or products whether natural or artificial, without engaging in investment solicitation nor investment taking activity from public investors.

+Add Another Industry (Secondary Purpose)

COMPANY NAME

Click here for Comprehensive Name Guidelines

Dominant Company Name *

CHILDRENS CHOICE TOYS SHOP

Company Name Descriptor *

MERCHANDISING

Suffix *

INC.

*Please be informed that the font case used will be the one reflected in the certificate.

CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC.

Next

For further inquiries and assistance, please email cpnd_registration@sec.gov.ph

7. A summary Notice will be displayed, click the “Save and Proceed” button.

1

ZERO Processing Prerequisite

All signatories of documents must be enrolled and credentialed in the eSECURE system.

2

Fill-up Form

Note: eSECURE ID of all signatories are required in encoding the application.

3

Authenticate Documentary Requirements via eSAP

An email/SMS notification will be sent to all signatories for the authentication of documents.

4

Pay Registration Fees

Payment can be conveniently made online via SEC eSPAY SEC.

5

Download Digitally Signed Certificate of Incorporation

Digitally signed Certificate of Incorporation bears the same legal weight as the original. The submission of hard copies of documentary requirements is no longer required.

6

Continue to Philippine Business Hub

For registration with the BIR, Social Agencies, LGUs, and FDA.

Account

OneSEC with ZERO Processing

STATUS: NEW

Cancel Application

Step 1

Name Verification

Summary:

Company Name:

CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC.

*NOTE: Please be informed that the font case used will be the one reflected in the certificate

Applicant/Authorized Representative

KA [redacted] TA [redacted]

Email

kev [redacted] n.ph

Processing Office

Tacloban Extension Office

Company Type

Stock Corporation - Corporation with less than 5 Incorporators

Classification

ALL FILIPINO - Regular

Industry

Wholesale and retail trading of goods

Business Activity

Retail

Back

Save and Proceed

For further inquiries and assistance, please email cpnd_registration@sec.gov.ph

8. A confirmation notification will appear before saving and completing the application, click the “ok” button to continue

Confirmation

Please make sure everything is correct. Proceed?



9. After confirmation, the applicant is redirected to Step 2, encoding of the company details, fill out the necessary details then click the “Save and Proceed” button.

SEC-ESPARC Account

1 ZERO Processing Prerequisite
All signatories of documents must be enrolled and credentialed in the eSECURE system.

2 Fill-up Form
Note: eSECURE ID of all signatories are required in encoding the application.

3 Authenticate Documentary Requirements via eSAP
An email/SMS notification will be sent to all signatories for the authentication of documents.

4 Pay Registration Fees
Payment can be conveniently made online via SEC eSPIN/SEC.

5 Download Digitally Signed Certificate of Incorporation
Digitally signed Certificate of Incorporation bears the same legal weight as the original. The submission of hard copies of documentary requirements is no longer required.

6 Continue to Philippine Business Hub
For registration with the BIR, Social Agencies, LGUs, and FDA.

OneSEC with ZERO Processing
STATUS: Draft Cancel Application

Name Verification Status (Initial System Verification)
[Click here to Refresh Status](#)
NOTE: You can continue to fill-up the rest of the application while waiting for the name verification process to complete.
Company Name: CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC. Queued

Step 1
Name Verification

Step 2
Company Details

PRINCIPAL OFFICE ADDRESS
Tick the checkbox if not applicable.

Region *
Select Region...

Province *
Select Province...

City/Municipality *
Select City/Mun...

Town/District *
☐

Barangay *
Select Barangay...

Zip Code *

Street Name *

Building Name *
☐

Subdivision/Village/Zone *
☐

Unit/Room/Floor/Building# *
☐

Lot/Block/Phase/House No. *
☐

Official Company Contact Details
Click here for more information: SEC Memorandum Circular No 28 s. 2020

Designated Authorized Representative

Last Name *

First Name *
Ex: DAVID JR., JOHN III
Include suffix name on first name

Middle Name *

Nationality *
Philippine, Filipino

TIN/Passport *

Gender *
Select Gender

Official Mobile Number *

Alternate Mobile Number *

Official Email Address *

Alternate Email Address *

Landline Number

Local (if applicable)
Ex: 212, 222

Website

Save and Proceed

For further inquiries and assistance, please email cpd_registration@sec.gov.ph

Account

SEC-ESPARC

OneSEC with ZERO Processing STATUS: Draft

[✕ Cancel Application](#)

Name Verification Status (Initial System Verification)

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

[Click here to retry](#)

Company Name: CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC. ✔ Completed	Initial Name Verification Result: Company Name: CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC. Available for use
---	--

ZERO Processing Prerequisite
All signatories of documents must be enrolled and credentialed in the eSECURE system.

Fill-up Form
Note: eSECURE ID of all signatories are required in encoding the application.

Authenticate Documentary Requirements via eSAP
An email/SMS notification will be sent to all signatories for the authentication of documents.

Pay Registration Fees
Payment can be conveniently made online via SEC eSPAYSEC.

Download Digitally Signed Certificate of Incorporation
Digitally signed Certificate of Incorporation bears the same legal weight as the original. The submission of hard copies of documentary requirements is no longer required.

Continue to Philippine Business Hub
For registration with the BIR, Social Agencies, LGUs, and FDA.

✔ Step 1
Name Verification
✔ Step 2
Company Details
Step 3
Capital Structure

CAPITAL STRUCTURE & OTHER DETAILS

Capital Structure Details *

[+ Add Capital Structure](#)

Total Authorized Capital Stock (PH Pesos)	Total Subscribed Capital Stock (PH Pesos)	Total Paid-Up Capital Stock (PH Pesos)	update
No results found.			

Authorized Capital Stock Details *

[+ Add Details](#)

# Type Of Share	No. of Shares	Par Value	Amount ^{*)}	Update	Remove
No results found.					
TOTAL 0			0.00		

NOTE:
Total Amount^{*)} must be equal to Total Authorized Capital Stock Amount^{*)}

Fiscal Year Details

☐ Click here to use Calendar Year

Fiscal Year Start Date (month, day) *

Fiscal Year Start

Fiscal Year End Date (month, day) *

Fiscal Year End Date must be the previous day of Fiscal Year Start Date

Term of Existence (Perpetual or Years) *

Perpetual
▼

Annual/Regular Meetings Date *

--Select Meeting Type--
▼

ex. January 01 or 3rd Friday of January

The annual/regular meetings of stockholders shall be held at the principal office on the selected date of each year, if legal holiday, then on the following day.

[← Back to Step 2](#step2)
[Save and Proceed →](#)

For further inquiries and assistance, please email cpnd_registration@sec.gov.ph

11. To complete the capital structure page, all incorporators must have a credentialed eSECURE account. Enter the eSECURE ID, and the incorporator's information will be automatically populated. After entering the subscription details of each incorporator, click the "Save" button.

 Sample of applicant as incorporator, with credentialed eSECURE account

Add New Officer ✕

Fields with * are required.

Personal Details: (Required for Incorporators and Directors)

Enter eSECURE ID *

[Click here to search](#)

NAME:
TIN:
NATIONALITY: PHILIPPINE, FILIPINO
ADDRESS:
1 1 1 1 1 BUO MAGDALENA, LAGUNA REGION IV-A (CALABARZON) 1

Role:

Incorporator *

Yes ☐

Director *

Yes ☐

Subscriber*

Yes ☐

 Subscription Details (REQUIRED)

Subscription Details: 1 Remove subscription details

Share Type *

Common - Voting - with Par

No. of Shares Subscribed *

100,000

Subscribed Amount *

P 100,000

Paid Up Capital *

P 100,000

Mode of Payment *

Cash

[+ Click here to add Subscription](#)

Close

Save

12. The applicant will be redirected to Step 4. Complete the data under the Company Officers, tick the box of "Click here to confirm" and click the "Save and Proceed" button.

Account

ZERO Processing Prerequisite
 All signatories of documents must be enrolled and credentialed in the eSECURE system.

Fill-up Form
Note: eSECURE ID of all signatories are required in encoding the application.

Authenticate Documentary Requirements via eSAP
 An email/SMS notification will be sent to all signatories for the authentication of documents.

Pay Registration Fees
 Payment can be conveniently made online via SEC eSPAYSEC.

Download Digitally Signed Certificate of Incorporation
 Digitally signed Certificate of Incorporation bears the same legal weight as the original. The submission of hard copies of documentary requirements is no longer required.

Continue to Philippine Business Hub
 For registration with the BIR, Social Agencies, LGUs, and FDA.

OneSEC with ZERO Processing
STATUS: Draft

Cancel Application

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

Click here to retry

Company Name: CHILDRENS CHOICE TOYS SHOP RETAILERS INC.

Completed

Initial Name Verification Result:
Company Name: CHILDRENS CHOICE TOYS SHOP RETAILERS INC.
 Available for use

Step 1

Name Verification

Step 2

Company Details

Step 3

Capital Structure

Step 4

Company Officers

Treasurer
 Enter eSECURE ID

Click here to search

Company Officers
 Showing 1-2 of 2 items.

Add Incorporator/Director/Subscriber

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

#	Name	Nationality	Subscription Details	No. of Shares Subscribed	Amount Subscribed ^{2a}	Amount Paid ^{2a}	Incorporator	Director	Subscriber	Update	Remove	
1	MARITES ABUTIN DIOSANTA	Philippine, Filipino	Common - Voting - with Par - 50,000	50,000	50,000.00	50,000.00	✓	✓	✓			
2	JVS R GONZALES	Philippine, Filipino	Common - Voting - with Par - 50,000	50,000	50,000.00	50,000.00	✓	✗	✓			
TOTAL				100,000	100,000.00	100,000.00						

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

Subscription Details

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

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

I, the Authorized Representative, hereby attest that the names of the Incorporator/s, Director/s, Officer/s, Nominee and Alternate Nominee (for OPC) or Partners have been encoded in good faith and with consent that the stated individuals and/or respective representative/s of the juridical entity/ies are part of the corporation/partnership.

I further attest that I have been authorized by the aforesaid individuals/representatives of juridical entities to file the registration/licensing of corporation/partnership and assume full responsibility under penalty of perjury that all matters set forth in the registration/licensing documents have been verified by me and to the best of my knowledge and belief are true and correct.

MC No. 6 s. 2016 – Omnibus Guidelines on Principal Office Address, Address of Each Incorporator, Director, Trustee or Partner

I have read and understood the MC No. 6 series of 2016

Click here to confirm

Back to Step 3

Save and Proceed

For further inquiries and assistance, please email cpri_registration@sec.gov.ph

13. The Applicant will be redirected to Step 5, Beneficial Ownership Declaration page; once completed, tick the box of "Click here to confirm" and click the "Save and Proceed" button.

SEC-ESPARC
Account

ZERO Processing Prerequisite
All signatories of documents must be enrolled and credentialed in the eSECURE system.

Fill-up Form
Note: eSECURE ID of all signatories are required in encoding the application.

Authenticate Documentary Requirements via eSAP
An email/SMS notification will be sent to all signatories for the authentication of documents.

Pay Registration Fees
Payment can be conveniently made online via SEC eSPAYSEC.

Download Digitally Signed Certificate of Incorporation
Digitally signed Certificate of Incorporation bears the same legal weight as the original. The submission of hard copies of documentary requirements is no longer required.

Continue to Philippine Business Hub
For registration with the BIR, Social Agencies, LGUs, and FDA.

OneSEC with ZERO Processing

STATUS: Draft

Cancel Application

Name Verification Status (Initial System Verification)

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

[Click here to retry](#)

Company Name: CHILDRENS CHOICE TOYS SHOP RETAILERS INC.	✓ Completed	Initial Name Verification Result:
		Company Name: CHILDRENS CHOICE TOYS SHOP RETAILERS INC. Available for use

✓ Step 1
Name Verification

✓ Step 2
Company Details

✓ Step 3
Capital Structure

✓ Step 4
Company Officers

Step 5
Beneficial Ownership Declaration

Beneficial Ownership

Is the registration of the Corporation being applied for and on behalf of a person(s) other than the incorporators?
(Bukod sa mga nakatalang pangalan ng mga incorporators sa inyong aplikasyon, mayroon pa bang ibang tao or korporasyon sa likod ng pagpaparehistro ng korporasyon na ito na maaaring makinabang dito o nag-atas na ito ay i-rehistro?) *

☒ No ☐ Yes

← Back to Step 5

➔ Save and Proceed

For further inquiries and assistance, please email cprd_registration@sec.gov.ph

Beneficial Ownership

Is the registration of the Corporation being applied for and on behalf of a person(s) other than the incorporators?
(Bukod sa mga nakatalang pangalan ng mga incorporators sa inyong aplikasyon, mayroon pa bang ibang tao or korporasyon sa likod ng pagpaparehistro ng korporasyon na ito na maaaring makinabang dito o nag-atas na ito ay i-rehistro?) *

☒ No ☐ Yes

I, the Authorized Representative of the above-named applicant corporation, hereby attest that I have been authorized by the aforesaid corporation and its owners to file the registration/licensing of the corporation and to cause the filling-up and submission of this form.

I further attest that the information declared herein has been encoded in good faith and that the matters set forth herein have been verified by me and, to the best of my knowledge and belief, are true and correct.

(Ako, ang Awtorisadong Kinatawan ng aplikanteng korporasyon, ay nagpapatotoo na ako ay binigyang kapangyarihan at pahintulot ng nasabing korporasyon, pati ng mga may-ari nito, upang iproseso ang kanilang rehistrasyon sa Securities and Exchange Commission kabilang ang pagsagot at pagpapasa ng form na ito.)

[Click here to confirm](#)

← Back to Step 5

➔ Save and Proceed

For further inquiries and assistance, please email cprd_registration@sec.gov.ph

- The applicant will be redirected to Step 6, Application Review. Review the accuracy of the system-generated forms by clicking them to open on a separate tab. View, download, and check if all information is correct and complete.

15. Applicant must validate the link sent to the official and alternate email address to proceed and finish the application.

⚠ The designated email addresses must be verified to continue.

Official email address: pat@childrenschoice.com ✖

Alternate email address: m@childrenschoice.com ✖

Click here to:

[🔄 Recheck Verification](#)

OR

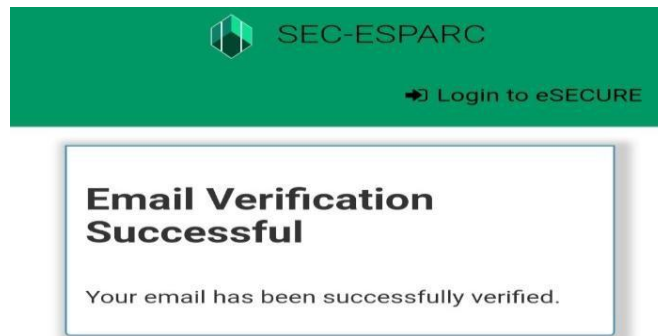
[✉ Resend Verification Link](#)

❖ Below is a sample of the email confirmation the applicant



***Click the link to verify and continue with the application**

16. Upon successful verification, the applicant will get a confirmation message



17. Enter the verification code and click the “Proceed to Document Authentication” Button.

A form for entering a verification code. It includes a checkbox for terms and conditions, a label for the verification code, a text input field containing 'pufiba', a refresh code button, and a green 'Proceed to Document Authentication' button.

18. A confirmation message will appear confirming the submission of application form, if no changes will be made click the “OK” button to proceed

A confirmation dialog box with an orange header. It features a warning icon and the text 'ARE YOU SURE YOU WANT TO SUBMIT APPLICATION FORM?'. Below this is a message: 'Please check if all fields are correct and complete. Submitted application form can no longer be edited. Continue?'. At the bottom right are 'Cancel' and 'Ok' buttons.

19. Once the application is submitted, the system-generated documents will be ready for authentication of the corporate officers.

COMPANY NAME: CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC.

STATUS: Draft

ESAP Authentication Status: Pending

ESAP Reference No.: TRN-062024-S00004

Document/Signatory	%Complete
1. Articles of Incorporation - Stock Corporation.pdf View Document Sign Document Cancel	0%
2. By-laws.pdf View Document Sign Document Cancel	0%
3. Certificate of Authentication.pdf View Document Sign Document Cancel	0%

For digital document signing of the signatory, Please advise the signatory to login to Electronic Submission Authentication Portal (eSAP) and proceed with signing.

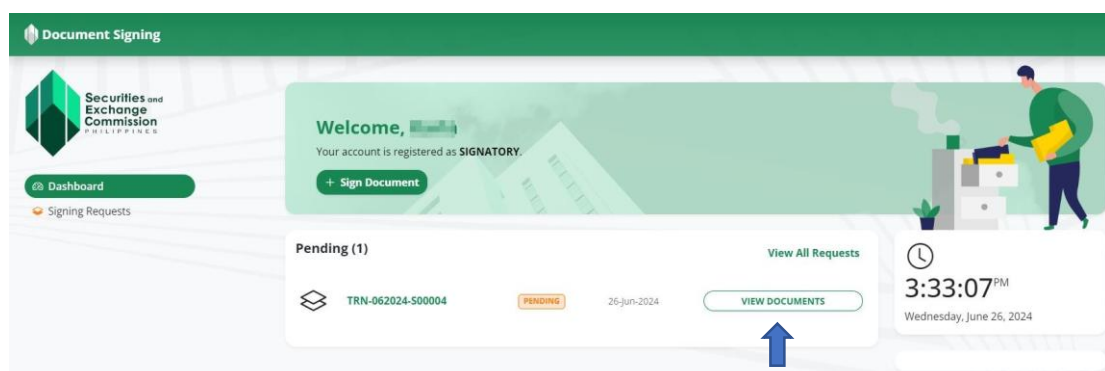
[Check/Update Status](#)

[Exit and Cancel](#)

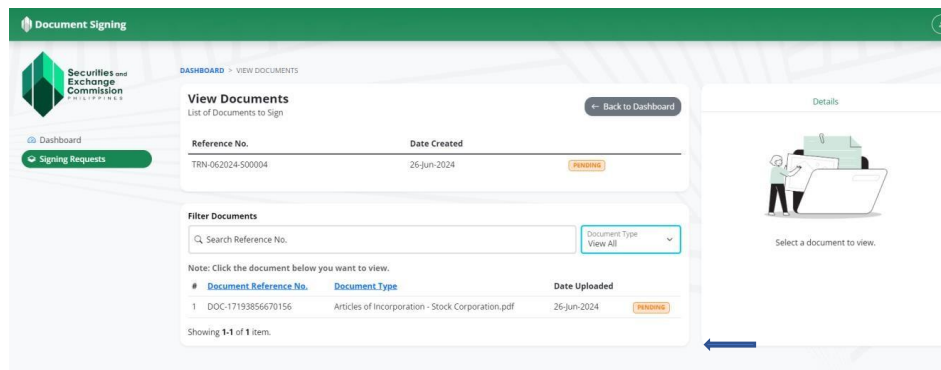
20. The system-generated documents must be digitally authenticated by the corporate officers. All corporate officers must authenticate the documents through the Electronic Submission Portal (eSAP). An email notification of “Ready to sign” will be sent to the corporate officer’s email address along with the eSAP link. Click the link to be redirected to eSAP portal.
21. Enter the eSECURE account credentials and click the “Login” button.



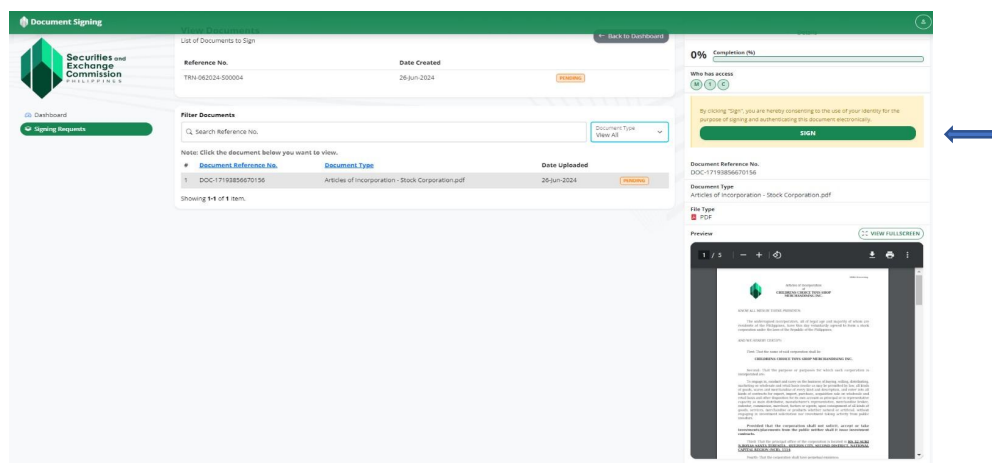
22. Upon log in to eSAP document signing portal, incorporators may start to digitally authenticate the system-generated documents to complete the application, select the “View Documents” button.



23. Select the “Signing Requests” menu to view all the documents. Select the document with pending status and click the “Pending” button.



24. A detailed view of the document to be authenticated will be shown on the left side of the dashboard, click the “Sign” button to authenticate the document.



25. A One Time Password (OTP), will be sent to the registered mobile number and email address of the corporate officer, once verified a notice will be shown to confirm verification



26. Once the OTP is successfully verified, the dashboard will indicate that document has been successfully authenticated. Document status is already “Signed”.

The screenshot shows the 'Document Signing' dashboard of the Securities and Exchange Commission (SEC) Philippines. The dashboard has a green header with the SEC logo and the text 'Securities and Exchange Commission PHILIPPINES'. Below the header, there's a 'DASHBOARD > VIEW DOCUMENTS' breadcrumb. The main content area is titled 'View Documents' and 'List of Documents to Sign'. It features a table with columns 'Reference No.', 'Date Created', and 'Status'. A document with Reference No. 'TRN-062024-S00004' and Date Created '26-Jun-2024' is shown with a 'PENDING' status. Below the table, there's a 'Filter Documents' section with a search bar and a 'Document Type' dropdown. A note states: 'Click the document below you want to view.' The table below has columns '#', 'Document Reference No.', 'Document Type', 'Date Uploaded', and 'Status'. A single document is listed with Reference No. 'DOC-17193856670156', Document Type 'Articles of Incorporation - Stock Corporation.pdf', Date Uploaded '26-Jun-2024', and Status 'SIGNED'. A blue arrow points to the 'SIGNED' status. The bottom of the table shows 'Showing 1-1 of 1 item.'

27. Ensure that all the corporate officers authenticate the system-generated forms. Click the “Check/Update Status” button in the eSPARC portal and click the “Exit and Cancel” button.

The screenshot shows the SEC eSPARC portal. On the left, there's a sidebar with a progress bar and steps: 1. ZERO Processing Prerequisite, 2. Fill-up Form, 3. Authenticate Documentary Requirements via eSAP, 4. Pay Registration Fees, 5. Download Digitally Signed Certificate of Incorporation, and 6. Continue to Philippine Business Hub. The main content area is titled 'COMPANY NAME: 1010 AAA SANTOS ADVERTISING CORPORATION' and 'STATUS: Draft'. It shows 'ESAP Authentication Status: Complete' and 'ESAP Reference No.: TRN-072024-S00001'. Below this, there's a table for 'Documents Signatory' with columns 'Document Signatory' and '%Complete'. Three documents are listed: 1. Articles of Incorporation - Stock Corporation.pdf (100%), 2. By-laws.pdf (100%), and 3. Certificate of Authentication.pdf (100%). At the bottom, there's a 'Check/Update Status' button and an 'Exit and Cancel' button.

28. Click the “Click here to pay via SEC eSPAYSEC” button to automatically redirected to eSPAYSEC portal to proceed with the online payment.

The screenshot shows the SEC eSPARC portal. The header is green with the SEC logo and the text 'SEC-ESPARC'. Below the header, there's a green banner with the text 'Your application is now for Payment.' The main content area is titled 'COMPANY NAME: CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC.' and 'STATUS: Draft'. It shows a 'Click here to pay via SEC eSPAYSEC' button. Below the button, there's a note: 'Note: You only have until today (June 28, 2024) to complete payment otherwise application will be expired.' At the bottom, there's an 'Exit and Cancel' button.

29. A detailed summary of payment will be shown once redirected to eSPAYSEC. Select your preferred payment gateway and enter the verification code. Click the “Proceed to Payment” button and follow the necessary steps/process of our chosen payment gateway.

Payment Assessment Form Details

Payer: CHILDRENS CHOICE TOYS SHOP-MERCHANDISING INC.
QUINTOS STY. SECOND DISTRICT, NATIONAL CAPITAL REGION (NCR), 1114

#	Nature of Collection	Account Code	Amount
1	By Lines	4020102000(806)	1,000.00
2	Registration Of Corporation	4020102000(806)	2,000.00
3	Registration of Stock and Transfer Book	4020102000(806)	150.00
4	Name Verification	4020199099(678)	100.00
5	Legal Research Fee (A0623)	2020105000(131)	30.00
6	Documentary Stamp Tax	4010401000(4010401)	30.00
7	Miscellaneous Income - Handling Fee	4020199099(678)	20.00
TOTAL AMOUNT TO BE PAID			3,330.00

Payment Options:

Select Payment Method

☐ Credit / Debit Card
☐ eWallet
☐ myeg (View all myeg payment address)
☐ PayCools (View all PayCools payment address)
☐ DragonPay

[Click here to view transaction fees](#)

Email Address *

XXXXXXXXXXXXXXXXXXXX@XXXXXXXXXX.GP
*ECP will be sent by email

Verification Code **12345678**

Click image to try another verification code

[Proceed to payment](#)

Payment confirmation and Electronic Official receipt will be sent to the email address of the authorized representative.

30. Once payment is successfully paid, click the “Go back to eSPARC” button.



31. The applicant will be redirected to eSPARC portal. Click the “download” button to view the authenticated system-generated documents and digital certificate of incorporation. An email notification with the subject “Registration Complete” has also been sent to the authorized representative’s email address.

1 ZERO Processing Penetration

All signatures of documents must be enrolled and created in the eSECURE system.

2 Filing Form

Note: eSECURE ID of all signatories are required in encoding the application.

3 Authenticate Documentary Requirements via eSAP

An email/SMS notification will be sent to all signatories for the authentication of documents.

4 Pay Registration Fees

Payment can be conveniently made online via SEC ePAYSEC.

5 Download Digitally Signed Certificate of Incorporation

Digitally signed Certificate of Incorporation bears the same legal weight as the original. The submission of hard copies of documentary requirements is no longer required.

6 Continue to Philippine Business Hub

For registration with the BIR, Social Agencies, LGUs, and FDA.

COMPANY NAME: 1010 AAA SANTOS ADVERTISING CORPORATION

STATUS: Approved by SEC

SEC Registration Number: 2024070015868-65

E-signed Documents

Download	1. Application Summary Form
Download	2. Cover Sheet
Download	3. Articles of Incorporation - Stock Corporation.pdf
Download	4. By-laws.pdf
Download	5. Certificate of Authentication.pdf

Click the button below to download your SEC Digitally Signed Certificate of Incorporation

[Download](#)

Philippine Business Hub

Please continue your application to the Philippine Business Hub for registration with the BIR, Social Agencies, LGUs and FDA.

By clicking continue, you agree to share your personal information with Philippine Business Hub.

[Continue to Philippine Business Hub](#)

To further improve our frontline services, we would like to seek your opinion/commendation by giving your feedback on our services delivered to you. Kindly answer our online survey by clicking the link below.

[Citizen / Client Satisfaction Survey](#)

[Exit](#)

- 32.** To continue your application to the Philippine Business Hub (PBH) for registration with the BIR, Social Agencies, LGUs and FDA, click the “Continue to Philippine Business Hub” button.