



SEC MEMORANDUM CIRCULAR NO. 14
Series of 2016

TO : ALL CONCERNED

SUBJECT : GENERAL INFORMATION SHEET AND NOTIFICATION UPDATE FORM

DATE : 04 August 2016

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

1. In the GIS, the column for the Tax Identification Numbers (TIN) of the Board of Directors/Trustees, Officers, Stockholders/Members of domestic corporations and Resident Agent and officers in the Philippines of foreign corporations shall be accomplished in a separate sheet denoted as TIN page;
2. In the NUF for foreign corporations the column for the TIN of Officers shall be accomplished in a separate sheet denoted as TIN page; and
3. The secretary's certification page of the GIS for stock and non-stock corporations shall now read as follows:

"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/TRUSTEES AND OFFICERS OF THE CORPORATION HAD CONSENTED 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."

These revised GIS and NUF shall be available in the SEC Website for downloading and shall be used by corporations in January 2017.

For the Commission:

TERESITA J. HERBOSA
Chairperson