CFD Memorandum Circular No. 12

Series of 2002

TO : ALL FINANCING COMPANIES

RE : SUBMISSION OF SPECIAL FORMS FOR FINANCIAL STATEMENTS AND QUARTERLY REPORTS

In relation to SEC Memorandum Circular No. 2, Series of 2001. every Financing Company is hereby required to submit the following:

(1) Four (4) hard copies and a diskette of the **Financing Company's Annual Audited Financial Statements I (FCFS1) and 2 (FCFS2)** accompanied by an Independent Auditor's Report and Statement of Management's Responsibility duly stamped "Received" by the Bureau of Internal Revenue within 120 days (105 days for a corporation whose securities are registered under the Securities Regulation Code) after the end of the fiscal year as specified in its by-laws.

(2) A certification under oath by the Treasurer that the diskette contains the same data as those in the hard copies of the company's Annual Audited Financial Statements.

(3) Four (4) hard copies of the **Financing Company's Quarterly Forms 1 (FCQF1) and 2 (FCQF2)** within 45 days from the end of every quarter in lieu of the current form of quarterly reports.

Copies of the forms of the Financial Statements and Quarterly Reports are available at the main office of the Commission or at its extension offices in Cagayan De Oro City, Cebu City, Legaspi City, Baguio City, Zamboanga City, lloilo City and Davao City.

This Memorandum Circular shall take effect fifteen (15) days after publication in a newspaper of general circulation.

August 14, 2002.

Mandaluyong City, Metro Manila.

(Original Signed)

LILIA R. BAUTISTA
Chairperson