



REPUBLIC OF THE PHILIPPINES  
SECURITIES AND EXCHANGE COMMISSION

A CITIZEN'S MANUAL ON

SEC'S  
FEES AND CHARGES

(PAMPHLET\* NO.3)

31 III 2005

SEC Building, EDSA, Greenhills  
Mandaluyong City  
Tel. Nos. 726-0930 to 39

<http://www.sec.gov.ph>

\* Pursuant to R.A. 6713 and Memorandum Circular 35 s. 2003 issued by the President on 17 March 2003, the SEC disseminates different pamphlets that give information about its mandate and functions, registration and reportorial requirements, fees and charges, and other relevant topics for the guidance of investors and the general public.

SCHEDULE OF FEES  
as of 20 May 2004

I. REGISTRATION OF NEW CORPORATIONS / PARTNERSHIPS		
A. Name Verification / Reservation Fee	P 40.00 per allowed name (30 day-reservation)	
B. Articles of Incorporation/Partnership		
1. Stock Corporation with par value	1/5 of 1% of the authorized capital stock or the subscription price of the subscribed capital stock whichever is higher but not less than P1,000.00 plus LRF*	
2. Stock corporation without par value	1/5 of 1% of the authorized capital stock computed at P100.00 per share or the subscription price of the subscribed capital stock whichever is higher but not less than P1,000.00 plus LRF*	
3. Non-stock corporation	P 500.00 plus LRF*	
4. Partnerships	1/5 of 1% of the Partnership's capital but not less than P 1,000.00 plus LRF*	
C. By-laws of both stock and non-stock corporation	P 500.00 plus LRF*	
D. Applications Under Foreign Investments Act (aside from the filing fee for articles of incorporation)	P 2,000.00 plus LRF*	
E. License to Operate – Foreign Corporations		
1. Branch Office	1% of the actual inward remittance of the corporation converted into Philippine currency but not less than P 2,000.00. plus LRF*	
2. Representative Office	1/10 of 1% of the actual inward remittance of the corporation converted into Philippine currency but not less than P 2,000.00 plus LRF*	
3. Application for Area or Regional Headquarters	P 5,000.00 plus LRF*	
4. Application for Regional Operating Headquarters or Petition for Conversion of an Area or Regional Headquarters into Regional Operating Headquarters	1% of the actual remittance but not less than 1% of the peso equivalent of US\$200,000.00 at the time of remittance plus LRF*	
5. Application of Non-stock Foreign Corporation	P 2,000.00 plus LRF*	
II. REGISTRATION FOR SECONDARY LICENCE (In addition to filing fee for registration of corporation)		
	Filing Fees	
	New	Renewal
A. Broker Dealer		
1. Head Office	P 50,000.00 plus LRF*	P 20,000.00 plus LRF*
2. Branch	P 10,000.00 plus LRF*	P 5,000.00 plus LRF*
B. Broker		
1. Head Office	P 25,000.00 plus LRF*	P 10,000.00 plus LRF*
C. Dealer		
1. Head Office	P 25,000.00 plus LRF*	P 10,000.00 plus LRF*
D. Salesperson	P 2,000.00 plus LRF*	P 1,000.00 plus LRF*
E. Associated Person of Brokers/Dealers	P 3,000.00 plus LRF*	P 1,500.00 plus LRF*
F. Investment Company Adviser		
1. Head Office	P 10,000.00 plus LRF*	P 3,000.00 plus LRF*
G. Certified Investment Distributor/Salesperson/Certified Investment Solicitor	P 1,420.00 (2005) P 2,125.00 (2006) plus LRF*	P 815.00 (2005) P 1,015.00 (2006) plus LRF*
H. Investment Houses/Underwriters of Securities/Government Securities Eligible Dealers		

\* Legal Research Fee equivalent to 1% of filing fee but not less than P 10.00

1. Head Office	P 50,000.00 plus LRF*	P 20,000.00 plus LRF*
2. Branch	P 10,000.00 plus LRF*	P 5,000.00 plus LRF*
I. Investment Houses/Underwriters of Securities Dealing in Government Securities		
1. Head Office	P 50,000.00 plus LRF*	P 30,000.00 plus LRF*
2. Branch	P 10,000.00 plus LRF*	P 5,000.00 plus LRF*
J. Associated Person of Investment Houses	P 1,000.00 plus LRF*	P 500.00 plus LRF*
K. Transfer Agents	P 10,000.00 plus LRF*	P 3,000.00 plus LRF*
L. Stock Exchanges	P 50,000.00 plus LRF*	
Additional Fees	1/100 <sup>th</sup> of the 1% of the aggregate amount of sales of securities transacted during the preceding calendar year	
M. Clearing Agencies and Central Depositories		
Additional Fees	P 50,000.00 plus LRF*	
O. Financing Companies Head and Branch Office	1/10 of 1% of the amount of paid-up capital stock plus LRF*	
Annual Fee Head and Branch Office	1/8 of 1% of the required paid-up capital stock plus LRF*	
P. Investment Company	P 5,000.00	
O. Pre-need Company		
1. Dealer		
Head Office	P 10,000.00 plus LRF*	P 5,000.00 plus LRF*
Branch		
Within Metro Manila	P 5,000.00 plus LRF*	P 2,500.00 plus LRF*
Outside Metro Manila	P 2,500.00 plus LRF*	P 1,500.00 plus LRF*
2. General Agent	P 5,000.00 plus LRF*	P 2,500.00 plus LRF*
3. Salesman		
Dealer	P 200.00 plus LRF*	P 200.00 plus LRF*
General Agent	P 200.00 plus LRF*	P 200.00 plus LRF*
4. Closure of Branch Office	P 1,000.00 plus LRF*	
R. Alternative Trading System	P 50,000.00 plus LRF*	
Semestral Transaction Fee:		
For the first two (2) billion of the aggregate amount of the sales of securities transacted on such ATS during the preceding semester	1/300 of 1% plus LRF*	
For the next two (2) billion Onwards	1/200 of 1% plus LRF* 1/100 of 1% plus LRF*	
III. REGISTRATION/LICENSING OF SECURITIES		
	Filing Fee	
A. Registration Statement (Registration of equity securities, commercial papers or debt securities, proprieties or non-propriety shares or membership, warrant and options (N.B. In case of options or warrants which have no issue value: Minimum of P50,000 in addition to the fees which may be due on the underlying shares)	Not more than P 500 million worth of securities: - 0.10% of the maximum aggregate price of the securities to be offered plus LRF* More than P 500 million but not more than P 750 million: - P 500,000 plus 0.075% of the excess over P 500 million plus LRF* More than P750 million but not more than P 1 billion: - P 687,500 plus 0.05% of the excess over P 750 million plus LRF* More than P1 billion: - P 812,500 plus 0.025% of the excess over P 1 billion plus LRF*	
B. Amended Registration Statement in accordance with SRC Rule 14	P 10,000.00 In case of an increase in offering price: 1/10 of 1% of the amount of difference between the highest aggregate amount per old range and the total amount based on new volume or price plus LRF*	
C. Confirmation for exemption under Section 10.1 of the SRC	1/10 of 1% of the aggregate value of the securities to be sold or issued plus LRF*	
D. Request for exemptive relief under Section 72.2 of the SRC Rule 19	P 5,000.00 plus LRF*	

E. Information Statement filed by the registrant (SEC Form 20-IS)	P 5,000.00 plus LRF*
F. Information Statement filed by a person other than the registrant under SRC Rule 20	P 2,000.00 plus LRF*
G. Tender Offer Statement (SEC Form 19-1) and other appropriate filings under Section 21 of the SRC	Not more than P500 million worth of securities: - 0.10% of the maximum aggregate price of the securities to be tendered plus LRF* More than P500 million but more than P 750 million: - P 500,000 plus 0.075% of the excess over P 750 million plus LRF* More than P 750 million but not more than P 1 billion: - P 687,500 plus 0.05% of the excess over P 750 million plus LRF* More than P1 billion: - P 812,500 plus 0.025% of the excess over P 1 billion plus LRF*
H. Annual Information Statement of Exempt Commercial Paper Issuer (SEC Form 85-18-1)	P 10,000.00 plus LRF*
I. Pre-need	
1. New and additional	1/10 of 1% of the maximum aggregate price at which the securities are proposed to be offered plus LRF*
2. Petition for Price Increase	P 2,500.00 plus LRF*
3. Petition for Amendment of Registration Statement/Contracts/all applications	P 2,500.00 plus LRF*
4. Petition for Release of Balance	P 2,500.00 plus LRF*
5. Petition for Cancellation of Registration	P 2,500.00 plus LRF*
6. Petition for Suspension and/or Cancellation of Permit to Sell Pre-Need Plans	P 2,500.00 plus LRF*

#### IV. AMENDMENTS (DOMESTIC)

A. Amended Articles of Incorporation of both stock and non-stock corporation	P 500.00 plus LRF*
B. Amended Articles of Incorporation where amendment consists of extending the term of corporate existence	1/5 of 1% of the authorized capital stock but not less than P 2,000.00 plus LRF*
C. Amended Articles of Incorporation Re: Conversion/Reclassification of Shares	P 2,000.00 plus LRF*
D. Amended By-Laws of both stock and non-stock corporation	P 500.00 plus LRF*
E. Amended Articles of Partnership	P 1,000.00 plus LRF*
F. Articles of Dissolution of Partnership	P 500.00 plus LRF*
G. Increase of Capital of Partnership	1/5 of 1% of the increase in capital but not less than P 1,000.00 plus LRF*
H. Increase of Capital Stock	
1. Corporation with par value	1/5 of 1% of the increase in capital stock or the subscription price of the subscribed capital stock whichever is higher but not less than P 1,000.00 plus LRF*
2. Corporation without par value	1/5 of 1% of the increase in capital stock computed at P100.00 per share or the subscription price of the subscribed capital stock whichever is higher but not less than P 1,000.00* plus LRF*
I. Decrease of Capital Stock	
1. Return of Capital	P 3,000.00 plus LRF*
2. All others	P 2,000.00 plus LRF*

J. Merger or consolidation of Corporations	1/5 of 1% of the equity of the absorbed corporation/s but not less than P 3,000.00 plus LRF*
1. In merger, in case of simultaneous filing of application for increase of authorized capital stock by the surviving corporation	Filing fee for Increase in Capital Stock or the filing fee for Merger (whichever is higher) plus LRF*
2. In consolidation where the total equity of constituent corporations is different from the authorized capital of the consolidated corporation	1/5 of 1% of total equity of the constituent corporations or the filing fee for Articles of Incorporation (whichever is higher) plus LRF*
K. Equity restructuring	
1. To wipe out existing deficit	P 3,000.00 plus LRF*
2. To create additional paid-in capital	1/5 of 1% of the amount infused but not less than P 1,000.00 plus LRF*

#### V. AMENDMENTS OF LICENSE (FOREIGN)

A. Petition for Amendment of License of a Foreign Corporation	P 2,000.00 plus LRF*
B. Cancellation of License of a Foreign Corporation	P 2,000.00 plus LRF*
C. Cancellation of License of Regional Headquarters of Multinational Corporation	P 1,000.00 plus LRF*
D. Cancellation of License of Regional Operating Headquarters of Multinational Corporation	P 2,000.00 plus LRF*
E. Appointment of a Resident Agent or Substitute Resident Agent	P 1,000.00 plus LRF*
F. Revocation of Appointment of Resident Agent or Substitute Agent	P 1,000.00 plus LRF*
G. Amended Articles of Incorporation of a Foreign Corporation	P 1,000.00 plus LRF*
H. Amended By-laws of a Foreign Corporation	P 1,000.00 plus LRF*

#### VI. ACCREDITATION

A. Accreditation of External Auditor (original and renewal)	P 2,000.00 plus LRF*
B. Accreditation of Auditing Firm (original and renewal)	P 5,000.00 plus LRF*
C. Accreditation of Credit Rating Agency Original Application Annual Fee	P 50,000.00 plus LRF* P 10,000.00 plus LRF*
D. Accreditation of Pre-need Actuaries	P 1,000.00 plus LRF*
E. Accreditations of Pre-need External Auditors (Sec. 6.3 of SEC MC No.13, s.2003)	P 2,000.00 plus LRF*
F. Accreditation of Appraisal Companies	P 5,000.00 plus LRF*

#### VII. OTHER FILINGS/TRANSACTIONS

A. Deed of Assignment of Partnership Interest	P 500.00 plus LRF*
B. Affidavit of Withdrawal of Partner	P 500.00 plus LRF*
C. Certificate of incurring, creating, increasing bonded indebtedness	1/10 of 1% of the total indebtedness but not less than P 500.00 plus LRF*
D. Valuation of Consideration for shares of stock	1/5 of 1% of the amount of shares of stock to be issued but not less than P 2,000.00 plus LRF*
E. Stock/cash dividend of up to P 50,000,000.00 declared by the corporation whose securities are not listed	P 500.00 plus LRF*
F. Stock/cash dividend of over P 50,000,000.00 declared by the corporation whose securities are not listed	P 1,000.00 plus LRF*
G. Property Dividend Declaration	1/5 of 1% of the amount declared but not less than P 1,000.00 plus LRF*

H. Petition to set aside order of Suspension/Revocation	P 1,000.00
I. Petition for Correction in Articles of Incorporation, By-Laws or amendments thereto	P 1,000.00
J. Certification on Corporate Information, recording of Deed of Assignment of stock	P 300.00
K. Certification of Company Status	P 500.00
L. Certification of Paid-up Capital, Outstanding Capital, Percentage of Filipino Stockholdings, etc.	P 400.00
M. Voluntary Revocation of Securities under SRC Rule 13	P 5,000.00 plus LRF*
N. Listing Fee (PSE referrals to SEC-CFD)	P 2,500.00 plus LRF*
O. Approval of Pre-Need Trust Agreement	P 2,500.00 plus LRF*
P. Application for exemption under ATS	P 5,000.00 plus LRF*
Q. Listing Fee for PSE Shares	1/10 of 1% of the number of shares to be listed x placement fee
R. Additional Listing of PSE Shares	P 10,000.00
S. Approval of Voting Trust Agreement	P 200.00 plus LRF*
T. Registration of Stock and Transfer Book	P 150.00
U. Registration of Membership Book	P 75.00

#### VIII. PREPARATION OF STATISTICAL REPORTS, COMPANY LISTINGS AND RELATED INFORMATION ON SEC-REGISTERED ENTITIES

A. Computer Usage/Processing time	P 2.00 per minute
B. Special Program fee for the institutional/individual researchers	P 500.00 per transaction
C. Hard copy of documents with list containing information such as address, industry classification, equity structure, etc.	P 5.00 per page
D. Soft copy of documents with list containing information such as address, industry classification, equity structure, etc.	
1. CD-RW media	P 100.00 per piece
2. 1.44 MB floppy diskette	P 50.00 per piece

#### IX. PUBLIC REFERENCE UNIT CHARGES

A. PRU Service Charge	P 20.00 per transaction	
B. Reproduction of Documents	<i>Plain Microfilm Copy</i>	<i>Authenticated Copy</i>
1. Articles of Incorporation	P 100.00	P 150.00
2. By-Laws	P 100.00	P 150.00
3. General Information Sheet	P 25.00	P 50.00
4. Increase in Capital Stock	P 50.00	P 100.00
5. Resolution	P 15.00	P 50.00
6. Secretary's Certificate	P 15.00	P 50.00
7. Board Resolution	P 15.00	P 50.00
8. Registration Data Sheet	P 25.00	P 50.00
9. Deed of Assignment	P 15.00	P 50.00
C. Borrowing fee for Hard copy (PRU paper copy not available in microfilm or CD)	Reproduction cost plus P 50.00 per document	
D. Reproduction of documents not mentioned above	P 5.00 per page plus P 20.00 per corporation	
E. Authentication of documents not mentioned above	P 5.00 per page plus P 20.00 per document	

#### X. SEC PUBLICATION

A. SEC Bulletin	P 150.00 per copy
-----------------	-------------------