

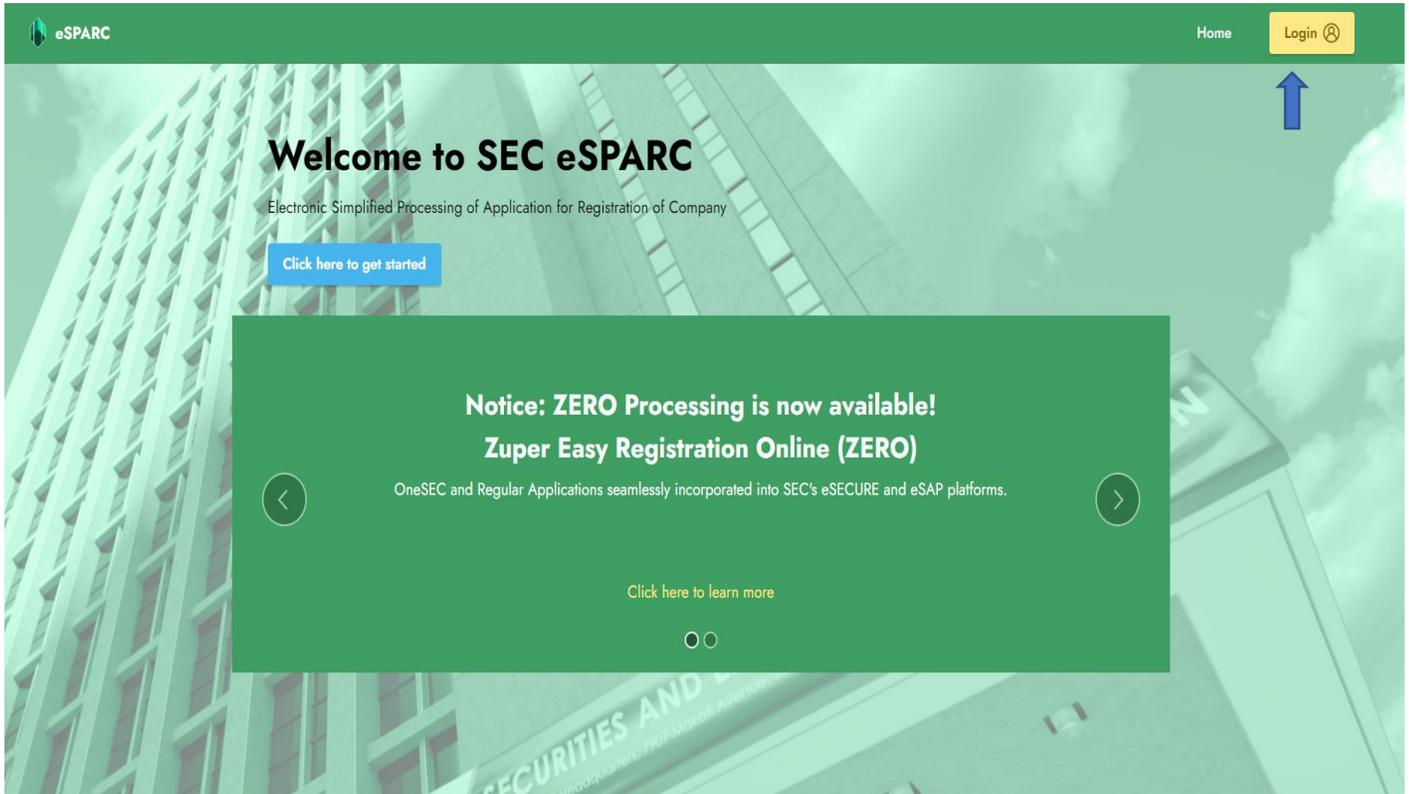
**URL: <https://esparc.sec.gov.ph>**

## **USER GUIDE**

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.



eSPARC Home Login

# Welcome to SEC eSPARC

Electronic Simplified Processing of Application for Registration of Company

[Click here to get started](#)

**Notice: ZERO Processing is now available!**  
**Zuper Easy Registration Online (ZERO)**

OneSEC and Regular Applications seamlessly incorporated into SEC's eSECURE and eSAP platforms.

[Click here to learn more](#)

- 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?

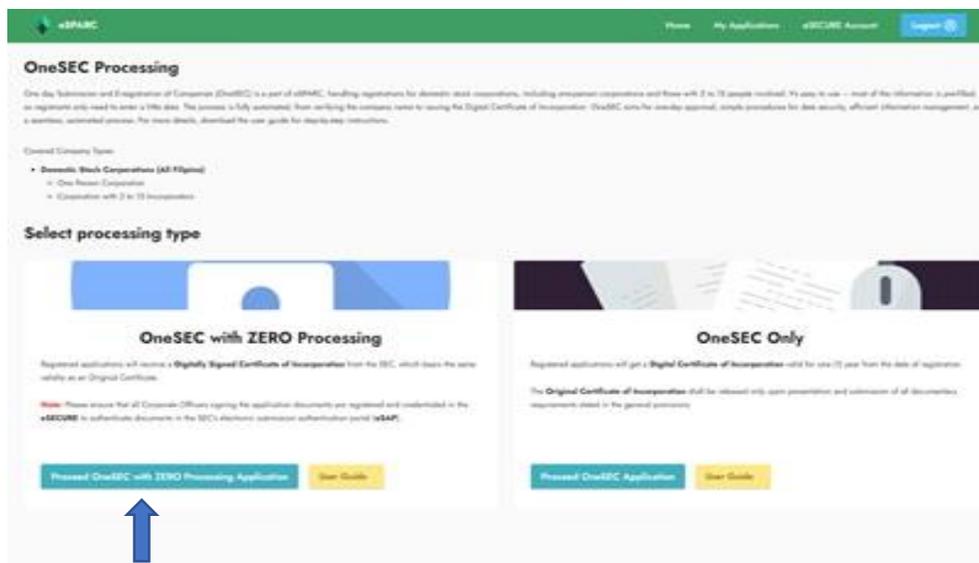
[Register with eSECURE](#)

- ❖ **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



- 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.**

Welcome to the  
One Day Submission and E-registration of Companies (OneSEC)  
with ZERO Processing

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**A. General Provisions**

It shall be understood that the OneSEC is being implemented for the convenience of the transacting public, thus, the registrant assumes all responsibilities associated with the use of this system, including but not limited to the transfer of information to the SEC.

Moreover, by using this facility and proceeding to the registration application form, registrant agrees to the following:

- That the privacy policy has been read and understood.
- That all the necessary information in pursuance of the company's registration application are provided and the given information are true and correct and were entered without any intention of defrauding the Philippine Government.
- That the corresponding registration fees are paid.
- That the original Certificate of Incorporation (COI) shall be released only upon presentation and submission of the copy of the Digital COI, copy of the proof of payment on the required fees and **four (4) hard copies** of the originally signed and authenticated or notarized of the Articles of Incorporation and/or By-laws together with all its attachments anytime through a two-way transmittal system via courier/registered mail addressed to the SEC Main Office or to the selected Extension Office within a period of **one (1) year** from the date stated in the Digital COI.
- That the officially received registration application together with its attachments shall be subjected to post-evaluation to determine compliance with the applicable laws, rules, and regulations, notwithstanding the issuance of the COI.
- Any falsity, misrepresentation or fraud determined during post evaluation contained in the Articles of Incorporation and/or Bylaws shall constitute valid ground for revocation of the registration and/or cancellation of the COI issued. However, minor corrections may be cured by either (1) filing a Petition for Correction, if allowed, or (2) filing an application for amendment of the Articles of Incorporation and/or Bylaws filed within **ninety (90) calendar days** from notice.
- Failure to submit the originally signed and authenticated or notarized registration application together with the Digital COI and proof of payment within the period of **one (1) year** from the date indicated in the Digital COI shall result in the automatic revocation of the corporation's registration with this Commission.
- Actions such as request for Certified True Copies, submission of reportorial requirements, application for Amendment of Articles of Incorporation and/or By-laws and such other applications deemed necessary in the operation of its business shall NOT be entertained, granted or acted upon until the originally signed and authenticated or notarized **four (4) hard copies** of the registration application is submitted and officially received by this Commission within a period of **one (1) year** from the date indicated in the Digital COI.
- If the end date of the **one (1) year** period falls on a weekend or a holiday, it may still be submitted on the next working day.
- That the information downloaded from this system bears a unique QR code of the Commission.
- That the Commission shall not be responsible for any damage that may result from the use of this online service or unauthorized use of the aforementioned QR code.

**Right of Access**

The SEC reserves the right to update or modify the OneSEC of the eSPARC from time to time.

The SEC further reserves the right to disable and/or terminate, without prior notice, the account of any user who violate or abuse the use of information and data downloaded from this system, as well as the right to block access from a particular internet address to this system, at any time, upon legitimate grounds as may be determined by the SEC.

**Amendment of the Terms and Conditions**

These Terms and Conditions may be changed by the Commission from time to time. All changes will be posted on this system and your use hereof after such changes have been posted shall be deemed as the voluntary giving of your consent to the Terms and Conditions as amended.

**Governing Law**

These Terms and Conditions shall be governed and construed in accordance with laws of the Republic of the Philippines

\*[https://www.sec.gov.ph/wp-content/uploads/2020/05/SEC-MN16\\_1.pdf](https://www.sec.gov.ph/wp-content/uploads/2020/05/SEC-MN16_1.pdf)

**B. Terms of Use**

As the system aims to promote promptness, reliability and efficiency, the registrant has to conform with the following conditions within a period of one day:

- A. The company classification is **"All Filipino"**.
- B. The proposed corporate name must comply to the following: (a) has a name descriptor according to its industry classification; (b) does not contain any Trade Name's; and (c) not subject to any Letter of Appeal for reconsideration; and (d) in explicit form (any set or group of letters does not contain any acronym or meaning).
- C. The primary purpose of the main activity is predetermined and is not subject to any modification/correction.
- D. The corporate term of existence is perpetual.
- E. The incorporators, members of the Board of Directors and subscribers are Natural Persons, of legal age and residents of the Philippines.
- F. The applicant corporation is not located in any of the economic zones.
- G. The share type classification contains the following: (a) Common Shares; (b) with Par Value and (c) Amount of par value is not less than P1.00 and in non-decimal currency.
- H. The Mode of Payment for the subscription of shares is CASH.
- I. The registration fees are paid immediately after the application through the SEC Payment Portal.
- J. The applicant corporation is not required to secure clearance/endorsement from any Department of SEC and/or other government agencies;
- K. None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation have been convicted of or have pending criminal or administrative case of felony or misdemeanor involving investment or investment-related business, fraud, false statements or omissions, wrongful taking of property, bribery, forgery, counterfeiting or extortion, or other felonies.
- L. None of the incorporators, stockholders/members, directors/trustees, beneficial owners, and officers of the applicant corporation are included in pertinent sanctions list circualrized by the Bangko Sentral ng Pilipinas (BSP), the Anti-Money Laundering Council (AMLC), the Anti-Terrorism Council (ATC), and other domestic and/or international entities or organizations, such as the Office of Foreign Assets Control (OFAC) of the U.S Department of Treasury and the United Nations Sanctions List.
- M. The SEC office chosen shall be the only office where the hard copies of the registration application such as the Digital Certificate of Incorporation, proof of payment of the registration fees and originally signed and notarized copies of the Articles of Incorporation and By-laws shall be accepted.

Furthermore, the predetermined primary purpose or main business activity in the registration application shall be exclusive and shall be subject to the following list of industry classification only, to wit:

1. Agriculture	10. Telecommunications
2. Fishery	19. Gas station
3. Electric generation	20. Travel agency
4. Hotel	21. Restaurant
5. Printing and Publishing	22. Mining
6. Activities of a holding company	23. Security agency
7. Hospital	24. Recruitment
8. Wholesale trading of goods	25. Animate and Stevedoring services
9. Retail trading of goods	26. Film production
10. Wholesale and retail trading of goods	27. Logistics
11. Construction	28. IT software applications
12. Advertising	29. Sea transportation
13. Real estate	30. Air Transportation
14. Management consultancy	31. Cargo consolidator
15. Land transportation	32. Non-Vessel Operating Common Carrier
16. Courier services	33. Schools
17. Business process outsourcing	

**C. Provisions on the Procedure**

The proposed company name shall be subject to applicable provisions of the Revised Corporation Code of the Philippines (R.A. No. 11252) and SEC Memorandum Circular No. 21, series of 2013, or the Omnibus Guidelines on the Use of Corporate and Partnership Names, and related SEC rules and regulations. (Link: <https://www.sec.gov.ph/mc/2013/sec-memorandum-circular-no-21-2/>)

The registrant undertakes to change the name of the corporation immediately upon receipt of notice from the Commission that another corporation, partnership or person has acquired a prior right to the use of such name, that the name has been declared not distinguishable from a corporation, or that it is contrary to law, public morals, good customs or public policy. (Secs. 14 and 17 of the Revised Corporation Code of the Philippines)

The Name Reservation Fee shall be charged together with the filing fees and shall be included in the Payment Assessment Form (PAF) issued to the registrant.

Registration applications that do not fall under all of the above conditions should proceed to the eSPARC Regular Processing.

If during the process of encoding, one of the required data do not conform with the scope enumerated above, registrant has to cancel the application and proceed to eSPARC regular processing.

Failure of the registrant to complete the application within one day shall cause the system to automatically purge the entire application, including the cancellation of a pre-approved Name Reservation.

Only system-generated registration application forms are acceptable. Any alteration, erasure, modification or revision in the system generated registration application shall result in the automatic denial of the application.

All communications regarding the status of the registration application shall be forwarded to the designated email address provided by the registrant. Such communication may contain information about the status of the application, instructions as well as the deadlines thereof. It shall be the sole responsibility of the registrant to regularly check his/her designated email address to ensure that he/she is sufficiently informed of the status of his/her application.

Failure to pay the assessed registration fees within one day from the issuance of the PAF shall result in the automatic purging of the application from the system.

Fees other than the computed filing fees (e.g. bank surcharges) shall be for the account of the registrant.

**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 and store the said data. Data such as but not limited to full names, nationalities, TINs and/or passport numbers, 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.

By clicking continue, you are agreeing to the above terms and provisions.

← Back
→ Continue to OneSEC with Zero Processing Application Form



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

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 weigh 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: NEW

Step 1  
Name Verification

Please fix the following errors:

- Processing Office cannot be blank.

✖ Cancel Application

**PROCESSING OFFICE**

**SEC Office \***

Tacloban Extension Office

SEC Office where application shall be submitted and processed.

**APPLICANT/AUTHORIZED REPRESENTATIVE CONTACT DETAILS**

<b>Last Name *</b> EVANGELISTA	<b>First Name *</b> KARLA <small>Include suffix name on first name</small>	<b>Middle Name *</b> <input type="checkbox"/> N.A. <small>(Check if no Middle name)</small>
<b>Position *</b> OWNER	<b>TIN *</b> 524-646-465-000	<b>Gender *</b> Female
<b>Mobile *</b> +639295620818	<b>Phone</b> 08569874	<b>Email Address *</b> kevangelista45@yahoo.com.ph <small>OTP and application status will be sent to this email.</small>

**COMPANY TYPE** Reset

<b>Company Type *</b> Stock Corporation	<b>Company Subtype *</b> Corporation with less than 5 Incorporators
<b>Company Classification *</b> ALL FILIPINO	<b>Company Subclass *</b> Regular Corp.
<b>No. Of Incorporators *</b>	
<input checked="" type="radio"/> 2 <input type="radio"/> 3 <input type="radio"/> 4	
<b>Industry *</b> Wholesale and retail trading of goods	<b>Business Activity *</b> Retail
<b>Primary Purpose *</b> 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, indenter, 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.	
<p><span style="background-color: #e67e22; color: white; padding: 2px 5px; border-radius: 3px;">+ Add Another Industry (Secondary Purpose)</span></p>	

**COMPANY NAME** Click here for Corporation Name Guidelines

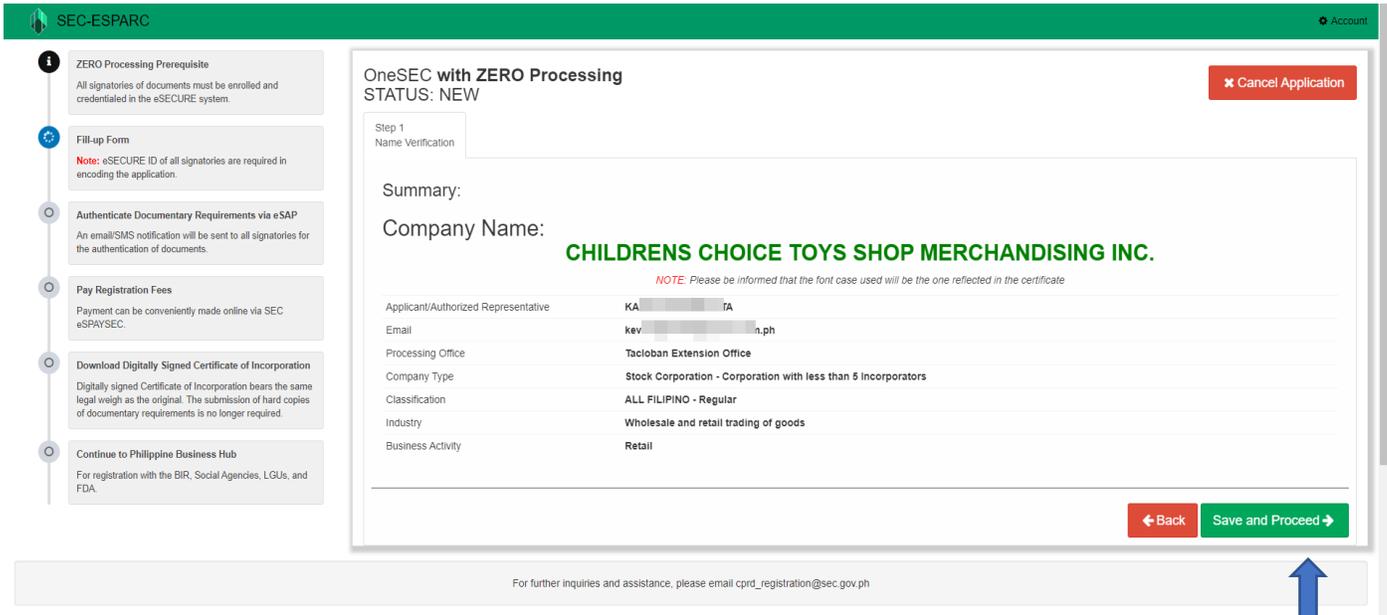
<b>Dominant Company Name *</b> CHILDRENS CHOICE TOYS SHOP	<b>Company Name Descriptor *</b> MERCHANDISING	<b>Suffix *</b> INC.
--	---	-------------------------

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

CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC.

Next

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



SEC-ESPARC 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
Email	kev [REDACTED] n.ph
Processing Office	Tacoloban 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 [cprd\\_registration@sec.gov.ph](mailto:cprd_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?

Cancel

Ok

**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

**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 eSPWSEC.

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

**Continue to Philippine Business Hub**  
For registration with the BR, 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.

<b>Region *</b> Select Region...	<b>Zip Code *</b> <input type="text"/>
<b>Province *</b> Select Province...	<b>Street Name *</b> <input type="text"/>
<b>City/Municipality *</b> Select City/Mun...	<b>Building Name *</b> <input type="text"/>
<b>Town/District *</b> <input type="checkbox"/>	<b>Subdivision/Village/Zone *</b> <input type="checkbox"/>
<b>Barangay *</b> Select Barangay...	<b>Unit/Room/Floor/Building# *</b> <input type="checkbox"/>
	<b>Lot/Block/Phase/House No. *</b> <input type="checkbox"/>

**Official Company Contact Details**

Click here for more information: SEC Memorandum Circular No 28 s 2020

Designated Authorized Representative

<b>Last Name *</b> <input type="text"/>	<b>First Name *</b> Ex: DAVID JR., JOHN III <small>Include suffix name on first name</small>	<b>Middle Name *</b> <input type="checkbox"/> <small>(Check if no Middle name)</small>
<b>Nationality *</b> Philippine, Filipino	<b>TIN/Passport *</b> <input type="text"/>	<b>Gender *</b> Select Gender...

<b>Official Mobile Number *</b> <input type="text"/>	<b>Alternate Mobile Number *</b> <input type="text"/>
<b>Official Email Address *</b> <input type="text"/>	<b>Alternate Email Address *</b> <input type="text"/>

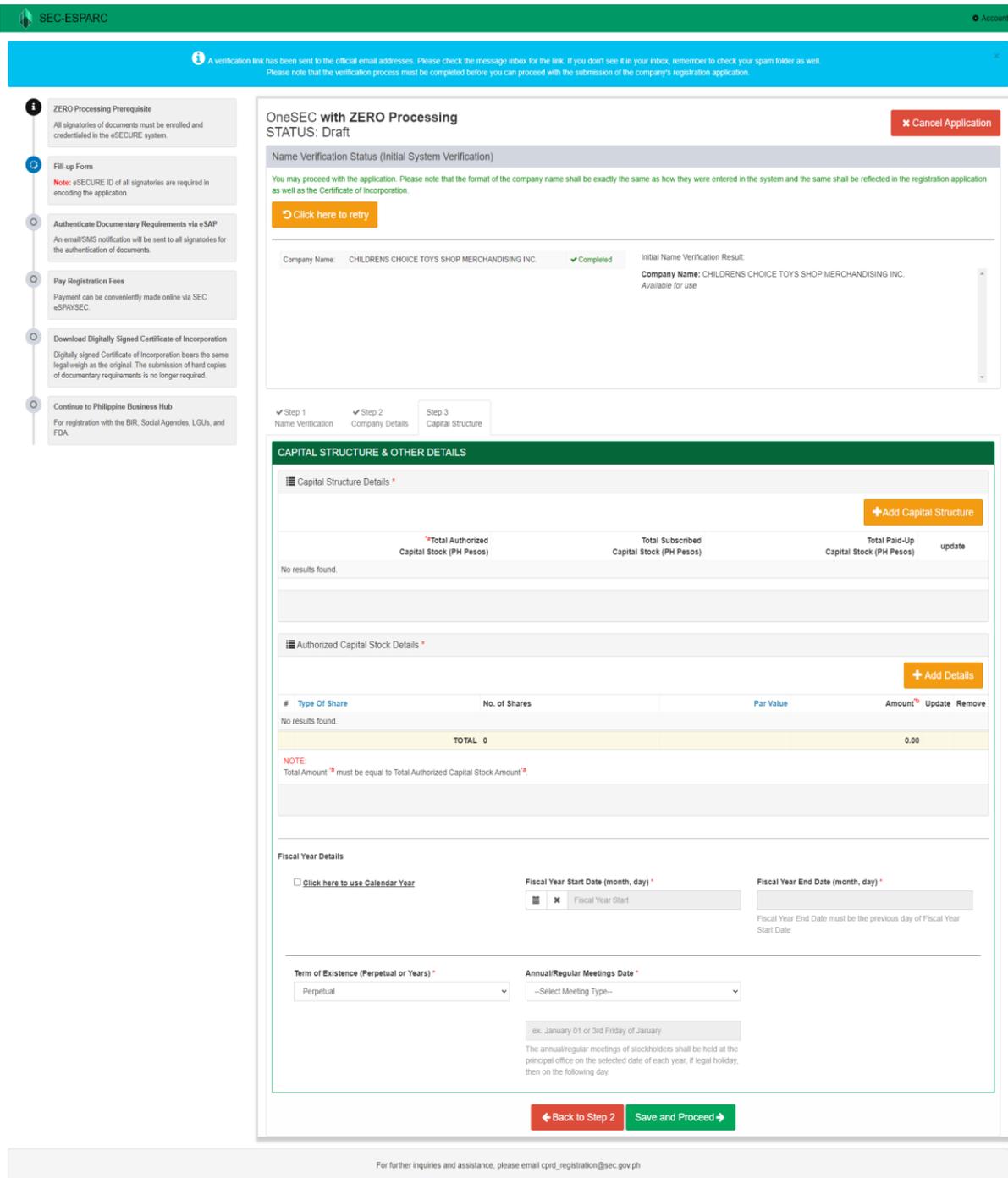
A verification link will be sent to this email address

<b>Landline Number</b> <input type="text"/>	<b>Local (if applicable)</b> Ex: 212, 222	<b>Website</b> <input type="text"/>
--	--	--

**Save and Proceed**

For further inquiries and assistance, please email [cprd\\_registration@sec.gov.ph](mailto:cprd_registration@sec.gov.ph)

**10. The applicant will be redirected to Step 3, the Capital Structure page, complete the necessary details then click the “Save and Proceed” button**



The screenshot displays the SEC-ESPARC OneSEC with ZERO Processing interface. The top navigation bar includes the SEC-ESPARC logo and an Account icon. A blue notification banner at the top states: "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." On the left, a vertical sidebar lists six 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 "OneSEC with ZERO Processing STATUS: Draft" and includes a "Cancel Application" button. Below this is the "Name Verification Status (Initial System Verification)" section, which shows the company name "CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC." as completed. The "CAPITAL STRUCTURE & OTHER DETAILS" section contains three main parts: "Capital Structure Details" with an "Add Capital Structure" button and a table showing "Total Authorized Capital Stock (PH Pesos)", "Total Subscribed Capital Stock (PH Pesos)", and "Total Paid-Up Capital Stock (PH Pesos)", all currently showing "No results found"; "Authorized Capital Stock Details" with an "Add Details" button and a table with columns for "#", "Type Of Share", "No. of Shares", "Par Value", "Amount", "Update", and "Remove", also showing "No results found"; and "Fiscal Year Details" with fields for "Fiscal Year Start Date (month, day)", "Fiscal Year End Date (month, day)", "Term of Existence (Perpetual or Years)", and "Annual/Regular Meetings Date". At the bottom, there are "Back to Step 2" and "Save and Proceed" buttons. A footer note at the bottom of the page reads: "For further inquiries and assistance, please email cpnd\_registration@sec.gov.ph".

❖ **To advance with the application and verification procedure, validate the verification link sent to your registered email address.**

- 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 \***

**NAME:** [REDACTED]

**TIN:** [REDACTED]

**NATIONALITY:** PHILIPPINE, FILIPINO

**ADDRESS:**  
1 1 1 1 1 BUO MAGDALENA, LAGUNA REGION IV-A (CALABARZON) 1

---

**Role:**

**Incorporator \***

**Director \***

**Subscriber\***

**Subscription Details (REQUIRED)**

Subscription Details: 1 - Remove subscription details

**Share Type \***

Common - Voting - with Par
▼

**No. of Shares Subscribed \***      **Subscribed Amount \***

**Paid Up Capital \***      **Mode of Payment \***

Cash
▼

+ Click here to add Subscription

**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.**

SEC-ESPARC
Account

**ZERO Processing Prerequisite**  
All signatories of documents must be enrolled and credentialled 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.

**\*\* Please make sure to have exactly two(2) Incorporators** + Add Incorporator/Director/Subscriber

#	Name	Nationality	Subscription Details	No. of Shares Subscribed	Amount Subscribed <sup>2a</sup>	Amount Paid <sup>2a</sup>	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	✔	✔	✔	<span style="background-color: #008000; color: white; padding: 2px;">Click here to confirm</span>	<span style="background-color: #ff0000; color: white; padding: 2px;">Remove</span>
2	JVS R. GONZALES	Philippine, Filipino	Common - Voting - with Par - 50,000	50,000	50,000.00	50,000.00	✔	✘	✔	<span style="background-color: #008000; color: white; padding: 2px;">Click here to confirm</span>	<span style="background-color: #ff0000; color: white; padding: 2px;">Remove</span>
<b>TOTAL</b>				<b>100,000</b>	<b>100,000.00</b>	<b>100,000.00</b>					

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

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

**Note:**  
1. Total Amount Subscribed<sup>2a</sup> must be equal to P100,000.00  
2. Total Amount Paid<sup>2a</sup> must be equal to P100,000.00

I, the Authorized Representative, hereby attest that the names of the Incorporators, Directors, Officers, 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 entities 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 →

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

✕ Cancel Application

### OneSEC with ZERO Processing

STATUS: Draft

**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. <span style="float: right; color: green;">✔ Completed</span>	Initial Name Verification Result: <b>Company Name:</b> 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](mailto: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.

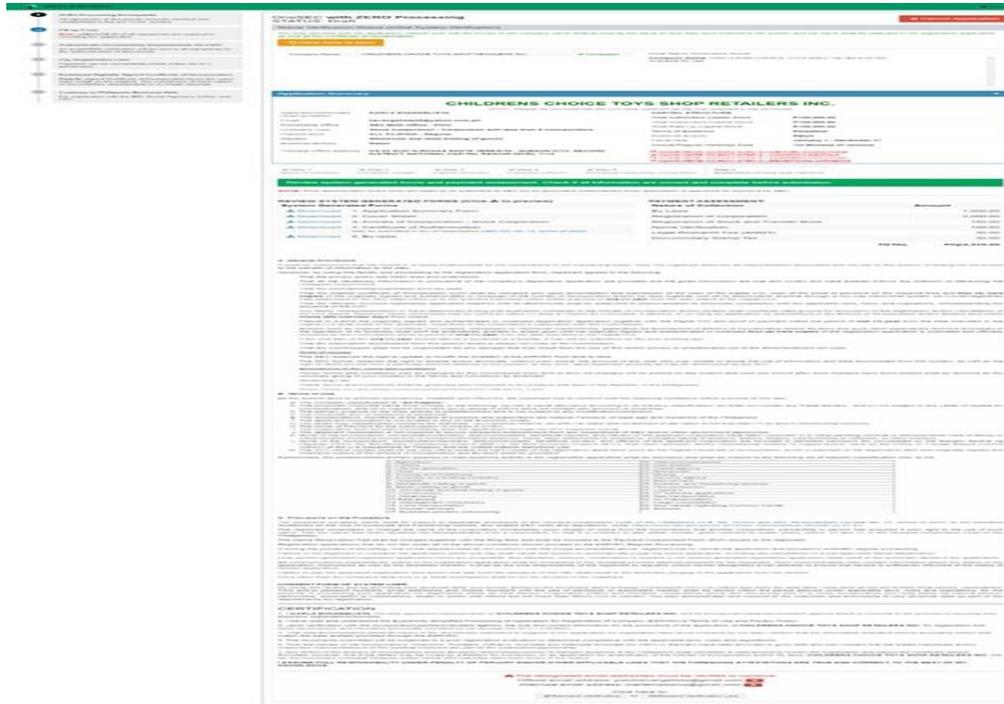
*(Ako, ang Awtorisadong Kinatawan ng aplikanteng korporasyon, ay nagpapatotoo na ako ay binigyang kapangyarihan at pahintulot ng nasabing korporasyon, pati ng mga may-ari nito, upang iproseso ang kanilang rehistrasyon sa Securities and Exchange Commission kabilang ang pagsagot at pagpapasa ng form na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

➦ Click here to confirm

← Back to Step 5
➦ Save and Proceed

For further inquiries and assistance, please email [cprd\\_registration@sec.gov.ph](mailto:cprd_registration@sec.gov.ph)

**14. 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[redacted]@gmail.com **✖**

Alternate email address: m[redacted]@gmail.com **✖**

Click here to:

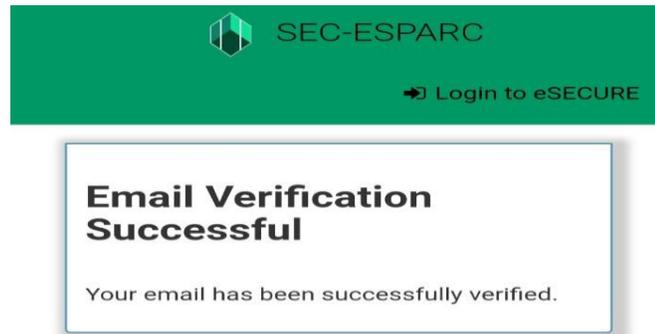
[🔄 Recheck Verification](#) OR [✉ Resend Verification Link](#)

❖ **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.

I have read and agree to the terms of service and provisions. \*

Verification Code \* 

click on the image to refresh code.

[Proceed to Document Authentication](#)

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

Confirmation

 ARE YOU SURE YOU WANT TO SUBMIT APPLICATION FORM?

Please check if all fields are correct and complete. Submitted application form can no longer be edited. Continue?

**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

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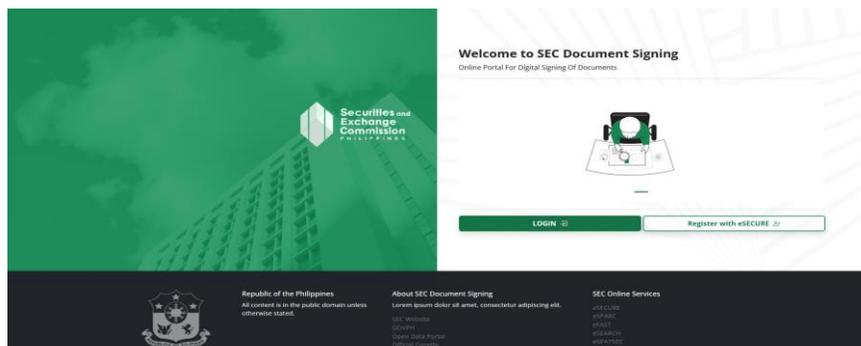
ESAP Authentication Status: Pending  
 ESAP Reference No.: TRN-062024-S00004

Document Signatory	%Complete
1. Articles of Incorporation - Stock Corporation.pdf rnlwewegpsoat70@gmail.com <input type="button" value="Sign"/> uatsumy021@gmail.com <input type="button" value="Sign"/> pnt0pweast@gmail.com <input type="button" value="Sign"/>	0%
2. By-laws.pdf uatsumy021@gmail.com <input type="button" value="Sign"/> pnt0pweast@gmail.com <input type="button" value="Sign"/>	0%
3. Certificate of Authentication.pdf uatsumy021@gmail.com <input type="button" value="Sign"/> pnt0pweast@gmail.com <input type="button" value="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.

**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.**



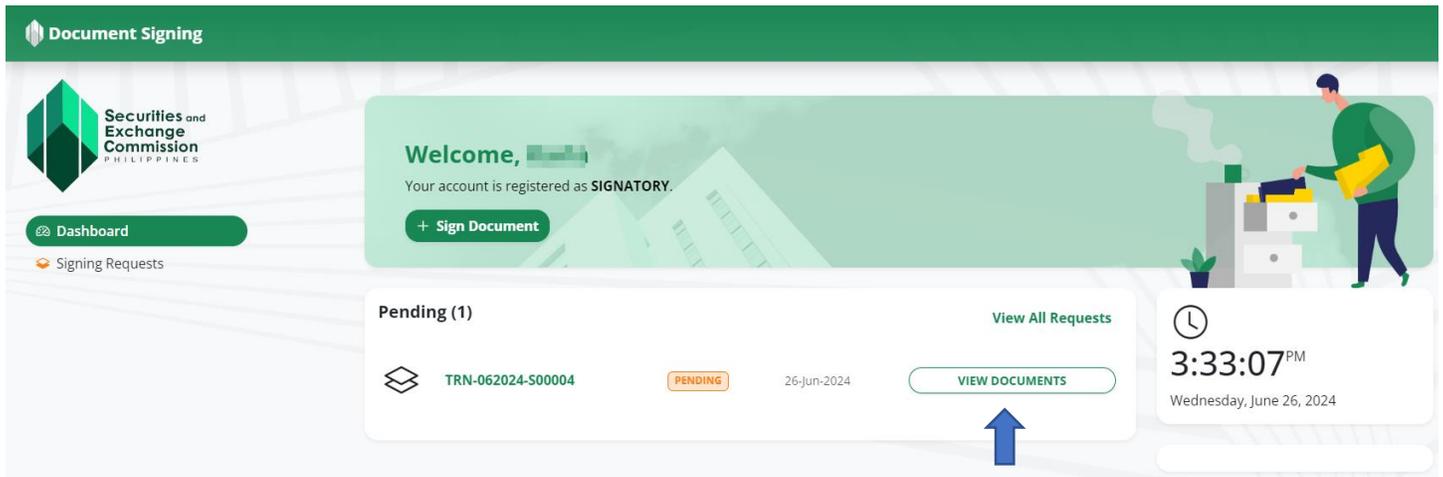
Welcome to SEC Document Signing  
 Online Portal For Digital Signing Of Documents

Republic of the Philippines  
 All content is in the public domain unless otherwise stated.

About SEC Document Signing  
 Lorem ipsum dolor sit amet, consectetur adipiscing elit.

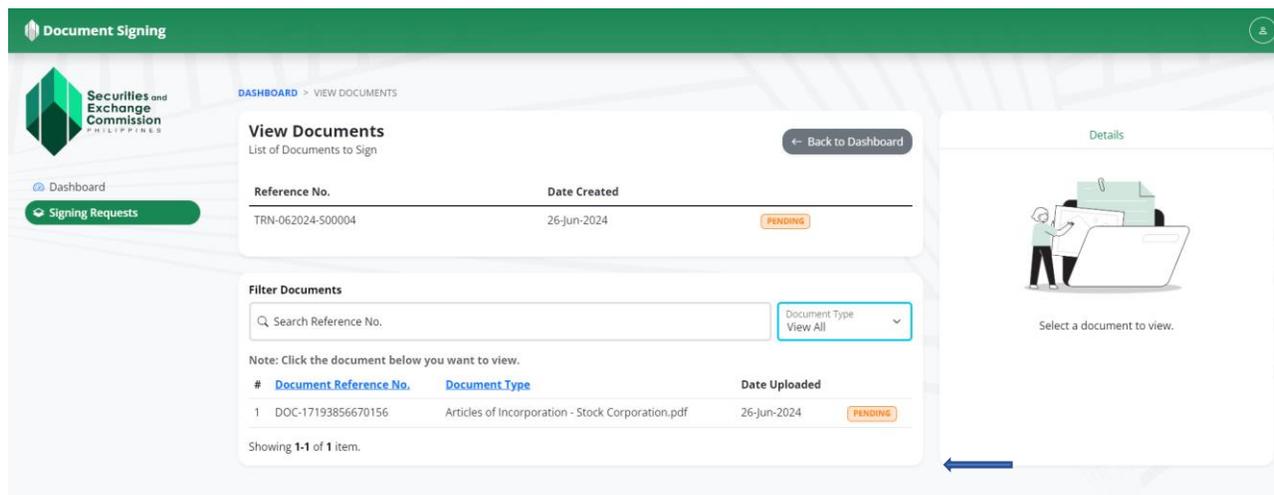
SEC Online Services  
 eSECURE  
 eSAP  
 eSAP  
 eSAP  
 eSAP

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.



The screenshot shows the 'Document Signing' dashboard. On the left, there is a navigation menu with 'Dashboard' and 'Signing Requests'. The main area features a welcome message: 'Welcome, [redacted]. Your account is registered as SIGNATORY.' Below this is a '+ Sign Document' button. A 'Pending (1)' section displays a document with reference number 'TRN-062024-S00004', status 'PENDING', and date '26-Jun-2024'. A 'VIEW DOCUMENTS' button is highlighted with a blue arrow. To the right, there is a clock showing '3:33:07 PM' and the date 'Wednesday, June 26, 2024'.

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



The screenshot shows the 'View Documents' page. The breadcrumb is 'DASHBOARD > VIEW DOCUMENTS'. The page title is 'View Documents' with the subtitle 'List of Documents to Sign'. A 'Back to Dashboard' button is in the top right. A table lists documents to sign:

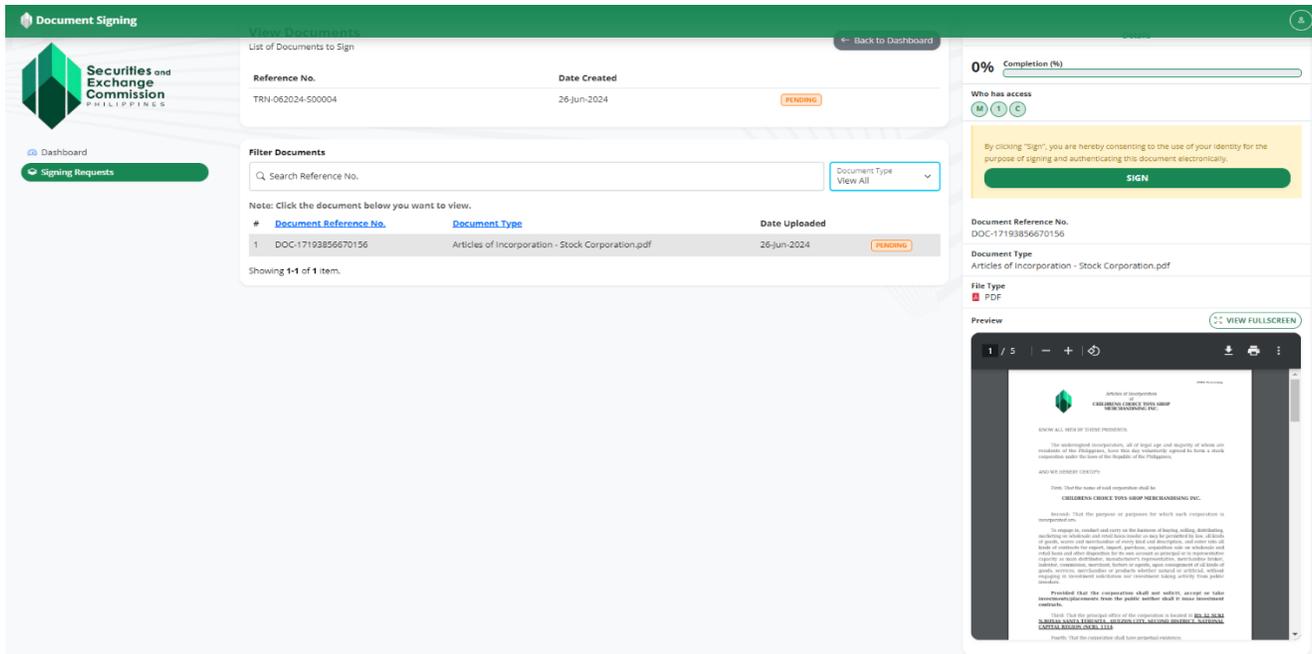
Reference No.	Date Created	Status
TRN-062024-S00004	26-Jun-2024	PENDING

Below the table is a 'Filter Documents' section with a search box for 'Search Reference No.' and a 'Document Type' dropdown menu set to 'View All'. A note says: 'Note: Click the document below you want to view.' A second table lists documents to view:

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

The page ends with 'Showing 1-1 of 1 item.' On the right, there is a 'Details' panel with an illustration of a person at a computer and the text 'Select a document to view.' A blue arrow points from the 'VIEW DOCUMENTS' button in the previous screenshot to this 'Details' panel.

**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**

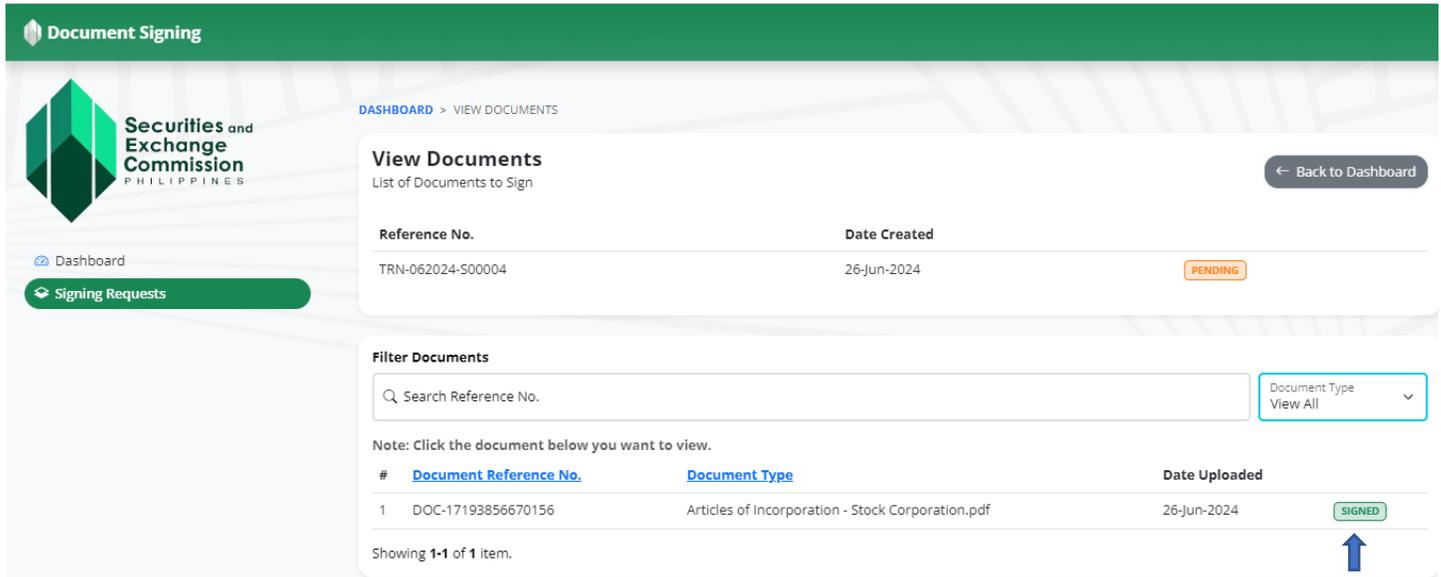


**OTP Verified**

OTP is valid.



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



**Document Signing**

DASHBOARD > VIEW DOCUMENTS

**View Documents**  
List of Documents to Sign

← Back to Dashboard

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

Filter Documents

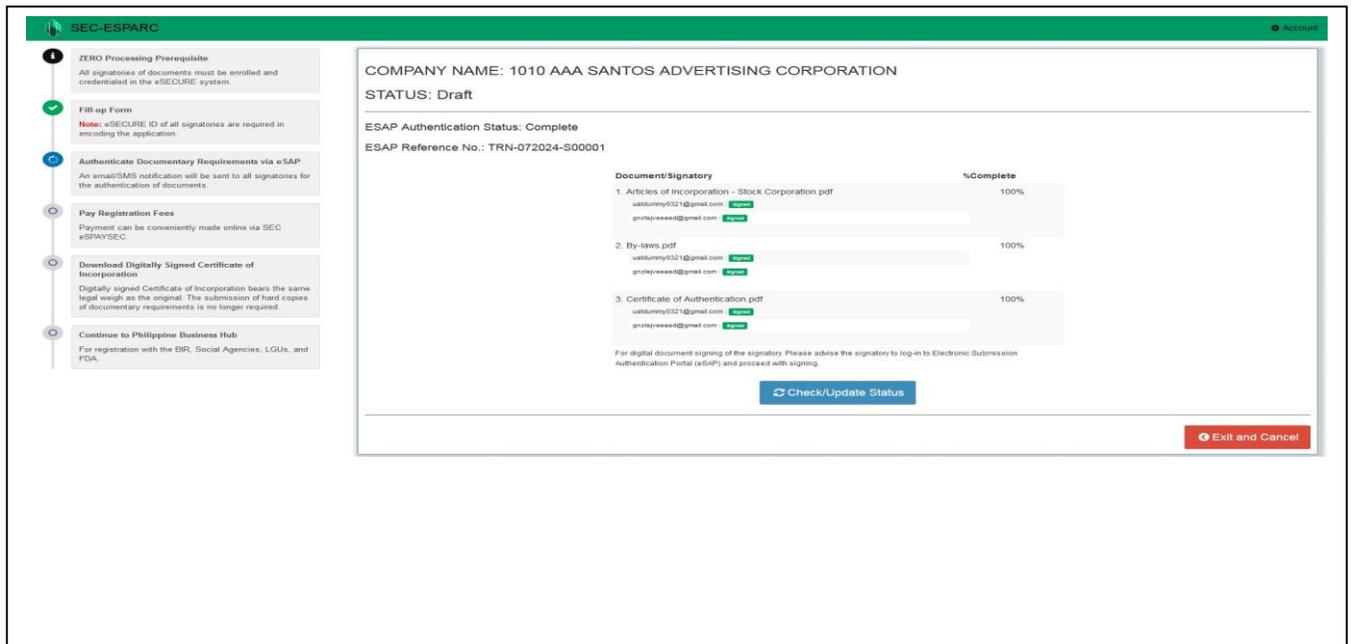
Search Reference No. Document Type  
View All

Note: Click the document below you want to view.

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

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.**



**SEC-ESPARC**

**ZERO Processing Prerequisite**  
All signatories of documents must be enrolled and credentialized 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.

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**COMPANY NAME: 1010 AAA SANTOS ADVERTISING CORPORATION**  
**STATUS: Draft**

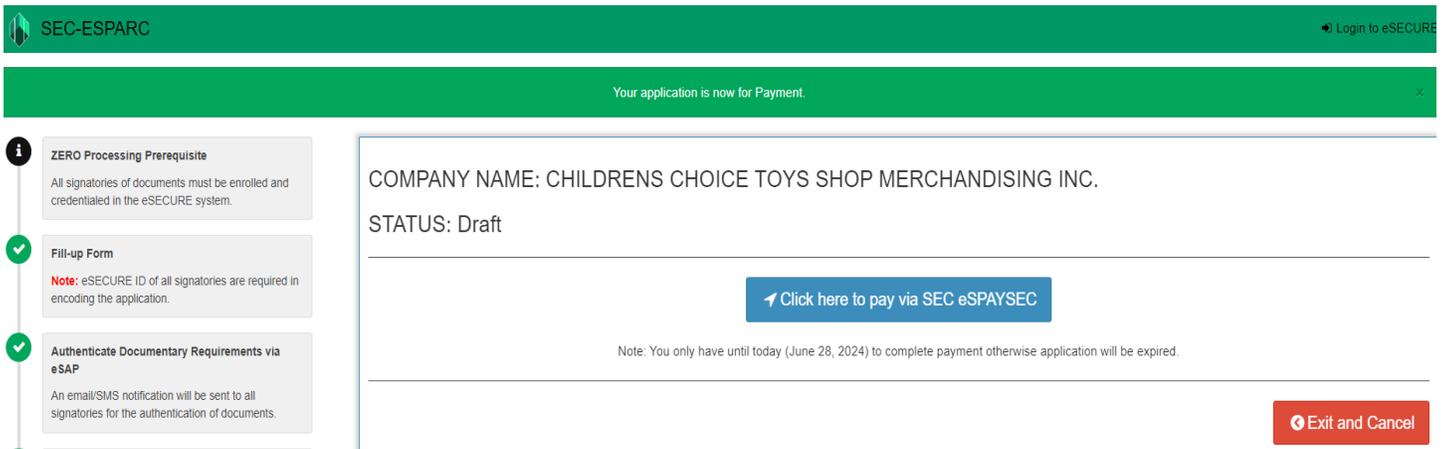
ESAP Authentication Status: Complete  
ESAP Reference No.: TRN-072024-S00001

Document/Signatory	%Complete
1. Articles of Incorporation - Stock Corporation.pdf uatbunny021@gmail.com [Signed] grichyveeed@gmail.com [Signed]	100%
2. By-laws.pdf uatbunny021@gmail.com [Signed] grichyveeed@gmail.com [Signed]	100%
3. Certificate of Authentication.pdf uatbunny021@gmail.com [Signed] grichyveeed@gmail.com [Signed]	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](#)

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



SEC-ESPARC Login to eSECURE

Your application is now for Payment.

**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.

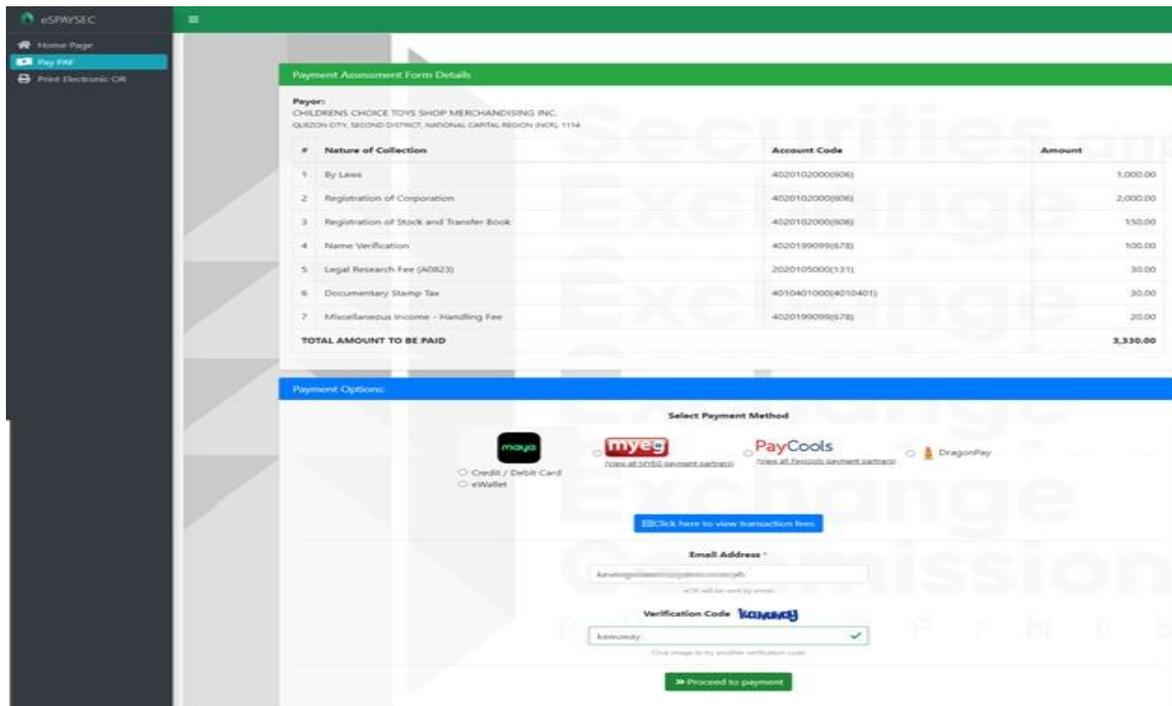
COMPANY NAME: CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC.  
STATUS: Draft

[Click here to pay via SEC eSPAYSEC](#)

Note: You only have until today (June 28, 2024) to complete payment otherwise application will be expired.

[Exit and Cancel](#)

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**

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

#	Nature of Collection	Account Code	Amount
1	By Laws	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(878)	100.00
5	Legal Research Fee (A0823)	2020105000(131)	30.00
6	Documentary Stamp Tax	4010401000(4010401)	30.00
7	Miscellaneous Income - Handling Fee	4020199099(878)	20.00
<b>TOTAL AMOUNT TO BE PAID</b>			<b>3,330.00</b>

**Payment Options:**

Select Payment Method

Maya  
 Credit / Debit Card  
 eWallet

myEG (Virtual VISA Payment Gateway)  
 PayCools (Virtual VISA Payment Gateway)  
 DragonPay

[Click Here to view transaction fees](#)

Email Address \*

kyung@merchandising.com.ph

Verification Code **1039263**

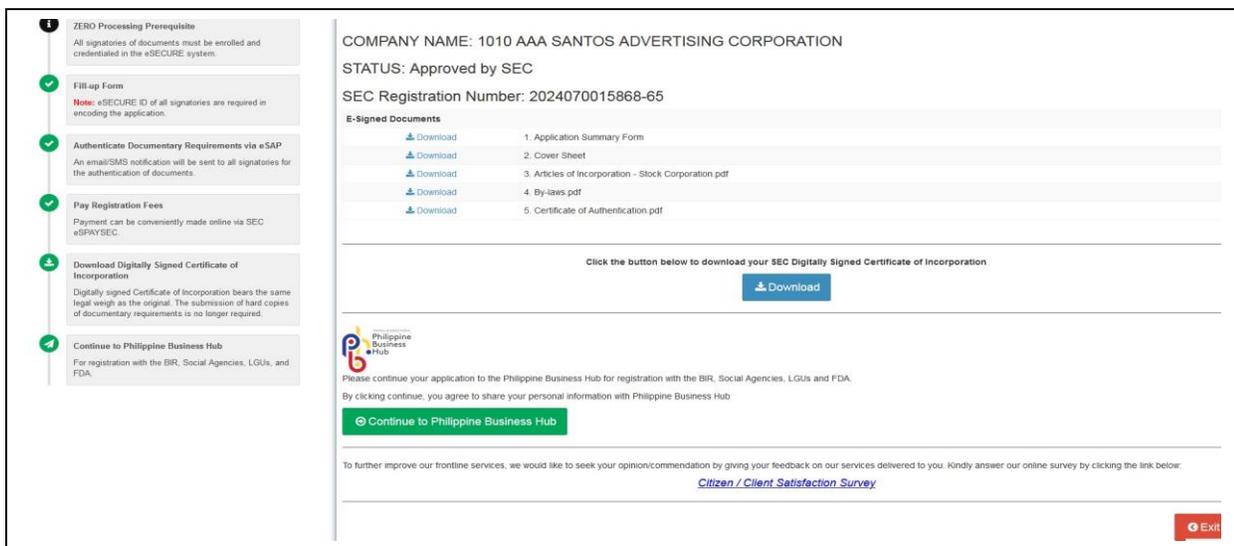
[Proceed to payment](#)

❖ 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.



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.