



SEC - eELECTRONIC SIMPLIFIED PROCESSING OF APPLICATION FOR
REGISTRATION OF COMPANY (SEC - ESPARC)

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

USER GUIDE

REGULAR PROCESSING OF ESPARC

(With Uploading of Signed and Authenticated or Notarized Business Registration Forms)

The SEC - ESPARC 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.

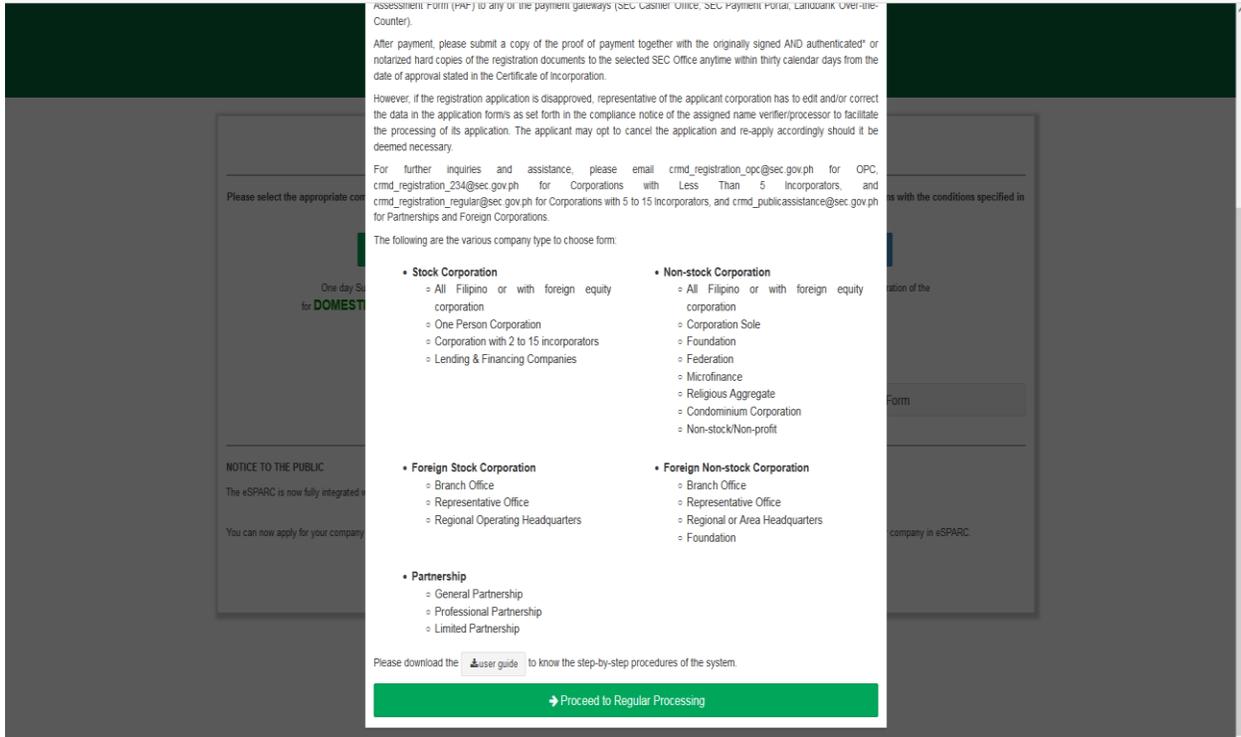
Application for registration/licensing of Partnership, Lending, Financing and Foreign Corporations are exempted in the uploading of documents process, however, submission of four (4) sets of the required documents to the selected SEC processing office shall be done within thirty (30) calendar days from the date of payment of registration fees.

The screenshot displays the SEC eSPARC website interface. At the top, there is a green header with the SEC logo and the text "SECURITIES AND EXCHANGE COMMISSION" and "Electronic Simplified Processing of Application for Registration of Company". Below the header, the main content area is titled "Welcome to SEC eSPARC". It contains a instruction: "Please select the appropriate company type and nature of YOUR business. MAKE SURE TO READ ALL THE INSTRUCTIONS FIRST SO that your application conforms with the conditions specified in the chosen registration type." There are three main options: "OneSEC Processing" (highlighted in green), "Regular Processing" (highlighted in blue), and "Open Existing Application Form" (highlighted in blue). The "OneSEC Processing" option is for "One day Submission and E-registration of Companies for DOMESTIC STOCK CORPORATIONS only (with Terms and Provisions)". The "Regular Processing" option is for "This facility will cater application for registration of the following company type:" with a list: "One Person Corporation (OPC)", "Domestic Corporations (Stock and Non-stock)", "Partnerships", and "Foreign Corporations". Below this, there is a "NOTICE TO THE PUBLIC" section stating that the eSPARC is now fully integrated with the Philippine Business Hub and provides instructions on how to apply for company TIN and employer numbers. A "Click here to know more" link is provided. At the bottom, it says "SECURITIES AND EXCHANGE COMMISSION 2022".

Regular Processing of SEC-ESPARC (with uploading of documents) User Guide

To continue, click the “**Regular Processing**” button.

The ESPARC Regular Processing page will be displayed next.



To continue, click the “**Proceed to Regular Processing**” button that can be found at the lower section screen/page. The application form will be displayed next.

The welcome page contains the (a) General Provisions, (b) Privacy Policy, and (c) Consent Form of System User.

Regular Processing of SEC-ESPARC (with uploading of documents) User Guide



SECURITIES AND EXCHANGE COMMISSION

Electronic Simplified Processing of Application for Registration of Company

eSPARC Regular Processing

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;
- That the Certificate of Incorporation (COI)/ Certificate of Recording / License to do business will be released upon presentation of the proof of payment based on existing guidelines on submission and releasing of documents;
- That the registration documents submitted shall be subjected to a post-evaluation to determine compliance with the applicable laws, rules, and regulations, notwithstanding the issuance of the COI/Certificate of Recording /License to do business;
- Any falsity, misrepresentation or fraud determined during post evaluation contained in the Articles of Incorporation and/or Bylaws for corporation, Articles of Partnership or Application of License to do business shall constitute valid ground for revocation of the registration and cancellation of the COI/Certificate of Recording /License to do business issued. This is without prejudice to the filing of criminal charges against persons responsible for violation of Title XVI of the Revised Corporation Code of the Philippines as well as other applicable laws, rules, and regulations. However, minor corrections may be cured by (1) filing Petition for Correction, if allowed, or (2) filing an application for amendment of the Articles of Incorporation and/or Bylaws for corporation, Articles of Partnership or Application of License to do business filed within ninety (90) days from notice.
*https://www.sec.gov.ph/wp-content/uploads/2020/05/SECMCNo16_1.pdf

PRIVACY POLICY

1. What personal information do we collect from the applicant/representative of the applicant?

We collect the following personal information:

- Full name
- 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 application form

SECURITIES AND EXCHANGE COMMISSION 2022

To continue, click the “**Continue to application form**” button that can be found at the lower left section screen/page. The application form will be displayed next.



SECURITIES AND EXCHANGE COMMISSION

REGISTRATION APPLICATION FORM

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

Name of Representative *

Position *

TIN *

Mobile *

Phone

Email Address *

ex. 09171234567

OTP and application status will be sent to this email.

COMPANY TYPE Reset

Company Type *

Select Company Type.

Company Subtype *

Select Subtype...



Regular Processing of SEC-ESPARC (with uploading of documents) User Guide

The Regular Processing of ESPARC application form is grouped into six (6) steps. Each step is composed of sections. The applicant must be able to complete all six steps to enable him to submit his application.

In filling out the application form, please take note of the following:

1. All fields marked with a red asterisk (*) are mandatory fields and must be given correct values;
2. The system displays Information Message, Confirmation Message and Error Message whichever is applicable; and
3. Lastly, the system sends email notifications for One-Time Passcode, when the application is created, when name verification process is completed, when SEC approved or disapproved the application, and when payment is received.

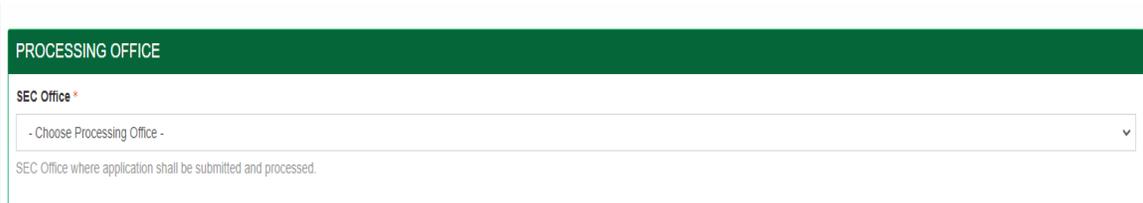
This user guide focuses on filling out of application form, submission of the application, uploading of signed and authenticated or notarized documentary requirements and viewing of application's updated status.

A. SUBMISSION OF APPLICATION

STEP 1 – NAME VERIFICATION

Fill out the application forms correctly and completely.

1.A Select Processing Office



Note: Processing office refers to the SEC Office where the signed and notarized hard copies of the registration documents will be submitted and where the Certificate of Registration will be released

1.B Provide correct details for applicant/authorized representative contact details section



Note: All email notifications are sent to the email address you indicated.

1.C Provide correct details for the company type section using the provided drop-down fields

COMPANY TYPE Reset

Company Type *
Select Company Type...

Company Subtype *
Select Subtype...

Company Classification *
Select Classification...

[CLICK HERE FOR PSIC-PURPOSE FINDER](#)

Major Industry Classification *
Select...

Industry Classification Group *
Select...

Note: Corporations are classified by industry based on the Philippine Standard Industrial Classification (PSIC). Select the exact or closely related industry classification and group in relation to the proposed primary business activity. For easy reference, click the link provided for PSIC- Purpose Finder.

1.D Provide correct details for the company name section and click the 'Next' button to proceed

COMPANY NAME Click here for Corporation Name Guidelines

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

Suffix *
Select Suffix...

Acronym Meaning
Spell out Company Name acronyms/abbreviations.

Trade Name Details (Optional)
Statement
- Choose Statement -

+ Add One Trade Name

Next

Note: Proposed Corporate Name and Trade name/s, if any should comply with the SEC guidelines and procedures on the use of Corporate and Partnership Names. For further information click the 'Click here for Corporation Name Guideline' link to learn more about the guidelines

The Summary page, screen below, will be displayed next.

1.E Click the 'Click here to send OTP to my email' button, enter the One-Time Passcode (OTP) sent your email and click the 'Save and Proceed' button.

The screenshot shows a web interface for a registration application. At the top left, it says "STATUS: NEW". In the top right corner, there is a red button labeled "Cancel Application". Below this, there is a section for "Step 1 Name Verification". A "Summary:" section contains a table with the following details:

Application Reference Number	
Applicant/Authorized Representative	ENAN CRUZ SUMANG
Email	fsumang@sec.gov.ph
Processing Office	SEC Main Office - PICC
Company Name	JUAN DELA CRUZ RESTAURANT CORPORATION doing business under the name/s and style/s of JDC RESTO
Company Type	Stock Corporation - Corporation with less than 5 Incorporators
Classification	ALL FILIPINO - Regular
Industry	ACCOMMODATION AND FOOD SERVICE ACTIVITIES
Sub-Industry	Restaurants and mobile food service activities

Below the summary table, there is a yellow button that says "Click here to send OTP to my email". Underneath that button is a text input field with the placeholder text "Enter OTP here and click Save and Proceed". At the bottom right of the form, there are two buttons: "Go back and try again" and "Save and Proceed".

Note: The One-Time Passcode is sent to the email address you previously indicated in the 'Applicant/authorized representative contact details' section

The screen shows the application is saved with Draft Status and the name verification process is not complete yet:

The screenshot shows a web interface for a registration application. At the top, there is a green header with the SEC logo and the text "SECURITIES AND EXCHANGE COMMISSION" and "REGISTRATION APPLICATION FORM". Below the header, it says "STATUS: Draft". In the top right corner, there are two buttons: "Continue Later" and "Cancel Application". Below this, there is a section for "Name Verification Status (Initial System Verification)". There is a blue button labeled "Click here to Refresh Status". A note says: "NOTE: You can continue to fill-up the rest of the application while waiting for the name verification process to complete." Below the note, there is a table with the following details:

Company Name	JUAN DELA CRUZ RESTAURANT CORPORATION	Queued
Trade Name	JDC RESTO	Queued

Below the table, there are two steps: "Step 1 Name Verification" (checked) and "Step 2 Company Details". Below the steps, there is a section for "PURPOSE" with a green header. There are two text input fields: "Primary Purpose" and "Secondary Purpose (optional)".

You may continue to fill out the rest of the application by proceeding to Step 2 while waiting for the name verification process to complete. Do not forget to click the "Save and Proceed" button.

Regular Processing of SEC-ESPARC (with uploading of documents) User Guide

If the name verification process is completed, the system will send an email message, notifying the applicant that the name verification process is completed.

If the Name verification result is **Failed**.

REGULAR PROCESSING
STATUS: Draft

Continue Later Cancel Application

Name Verification Status (Initial System Verification)

PROPOSED NAME/S CANNOT BE USED. PLEASE SEE NAME VERIFICATION RESULT.

Click here to retry OR Click here to tag application for name appeal.

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

Company Name:	JOLLIBEE FOOD SERVICES CORPORATION	✖ Failed
Trade Name:	SAMPLE 123 FOOD SERVICES	✔ Completed
Trade Name:	SAMPLE 101 FOOD SERVICES	✔ Completed

Initial Name Verification Result:

Company Name: JOLLIBEE FOOD SERVICES CORPORATION
Initial System Verification: **FAILED**
RULE: Registered Company Names
Failed Message: 100% failed due to close or similar name/s found in system:
- JOLLIBEE FOODS CORPORATION DOING BUSINESS UNDER THE NAME AND STYLE OF JOLLIBEE
- JOLLIBEE FOODS CORPORATION DOING BUSINESS UNDER THE NAME AND STYLE OF JOLLIBEE

Trade Name: SAMPLE 123 FOOD SERVICES
Subject to further review of the SEC Name Verification Officer.

The Name verification result is displayed. If the results or one of the results is **Failed**, an information message “**Proposed name/s cannot be used. Please see name verification result**” is displayed. To request for appeal, click the “Click here to tag application for appeal name” button. You will be asked later to upload the Name Appeal document in Step 5.

If name verification result is **Completed**.

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

Company Name:	SAMPLE 101 INFORMATION TECHNOLOGY SERVICES CORPORATION	✔ Completed
Trade Name:	SAMPLE 1 I.T. SERVICES	✔ Completed
Trade Name:	SAMPLE 2 INFORMATION TECHNOLOGY	✔ Completed

Initial Name Verification Result:

Company Name: SAMPLE 101 INFORMATION TECHNOLOGY SERVICES CORPORATION
Subject to further review of the SEC Name Verification Officer.

Trade Name: SAMPLE 1 I.T. SERVICES
Subject to further review of the SEC Name Verification Officer.

Trade Name: SAMPLE 2 INFORMATION TECHNOLOGY
Subject to further review of the SEC Name Verification Officer.

The name verification result is displayed. The system displays an information message: “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.”

NOTE: The “Click here to Retry” button for Completed and Failed results may be clicked to go back to the previous step, in this case it is Step 1, to reflect the necessary changes, if any.

To reserve the name, click the “Click here to Reserve Company Name” button.

Once the “Click here to Reserve Company Name’ button is pressed, the system will display an information message “*Your proposed company name is now reserved. You have until (expiration date) to complete and submit your application otherwise your name reservation will automatically expire.*”

Name Verification Status (Initial System Verification) - Click here to view	
Company Name:	MAD SYSTEM DEVELOPMENT CORPORATION CORPORATION ✔ Completed
Trade Name:	SAMPLE 1 I.T. SERVICES ✔ Completed
Trade Name:	SAMPLE 2 INFORMATION TECHNOLOGY ✔ Completed

Initial Name Verification Result:

Company Name: MAD SYSTEM DEVELOPMENT CORPORATION CORPORATION
Subject to further review of the SEC Name Verification Officer.

Trade Name: SAMPLE 1 I.T. SERVICES
Subject to further review of the SEC Name Verification Officer.

Trade Name: SAMPLE 2 INFORMATION TECHNOLOGY
Subject to further review of the SEC Name Verification Officer.

STEP 2 – COMPANY DETAILS

2.A Enter the Purpose

Step 1 Name Verification | Step 2 Company Details

PURPOSE

Primary Purpose *

Secondary Purpose (optional)

Note: Primary purpose refers to the main business activity of the company

2.B Provide correct and complete information for the Principal Office Address section

Type N/A if field is not applicable to the principal office address.

PRINCIPAL OFFICE ADDRESS

Economic Zone (optional): - Choose Economic Zone (optional) -

If you select an Economic Zone, please make sure that your company's principal business office address is inside the selected Economic Zone.

Region: Select Region...

Province: Select Province...

City/Municipality: Select City/Mun...

Town/District:

Barangay: Select Barangay...

Zip Code:

Street Name: ZIP CODE FINDER

Building Name:

Subdivision/Village/Zone:

Unit/Room/Floor/Building#:

Lot/Block/Phase/House No.:

Note: Principal office address refers to place where the company is located within the Philippines.

2.C Enter current and valid business contact information and click the “Save and Proceed” button.

BUSINESS CONTACT DETAILS

Telephone Number Tel. No. Local Mobile Number *
ex. 09171234567

Email * Website

Save and Proceed

SECURITIES AND EXCHANGE COMMISSION 2021

After clicking the “Save and Proceed” button, the system displays below screen with the following information:

- 1) Application Status as Draft
- 2) Name reservation validity information
- 3) Name Verification Status (Initial System Verification)
- 4) Step 3 - Capital Structure Form

STATUS: Draft Continue Later Cancel Application

Your proposed company name is now reserved. You have until April 15, 2021 to complete and submit your application otherwise your name reservation will automatically expire.

Name Verification Status (Initial System Verification) [Click here to view](#)

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

CAPITAL STRUCTURE & OTHER DETAILS

Capital Structure Details *

Total Authorized Capital Stock (PH Pesos)	Total Subscribed Capital Stock (PH Pesos)	Total Paid-Up Capital Stock (PH Pesos)	update
1,000,000.00	1,000,000.00	1,000,000.00	update

Authorized Capital Stock 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) * Type the year in the field then click enter if not existing in the drop-down selection

Business Activity *

Annual/Regular Meetings Date(month & day or nth weekday of the month) *
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](#) **Save and Proceed**

STEP 3 – CAPITAL STRUCTURE

3.A Enter the correct values on the respective fields. Click “+Add Capital Structure” button to enter information for Capital Structure details. Click the “+Add Details” button to enter details for Authorized Capital Stock. For the other fields, use the provided textboxes, checkbox, drop-down and date picker to supply the information, then click the “Save and Proceed” button.

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 ²	Update	Remove
No results found.							
TOTAL						0	0.00

NOTE:
Total Amount² must be equal to Total Authorized Capital Stock Amount¹.

Fiscal Year Details

[Click here to use Calendar Year](#)

Fiscal Year Start Date (month, day) *

📅

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) *

▼

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

Business Activity *

▼

Annual/Regular Meetings Date(month & day or nth weekday of the month) *

📅

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
➔ Save and Proceed

Note: Fields displayed for capital structure are dependent on the selected company type.

Again, after clicking the “Save and Proceed” button, the system displays below screen with the following information:

- (1) Application Status as Draft,
- (2) Name reservation validity Information,
- (3) Name Verification Status (Initial System Verification)
- (4) Step 4 - Company Officers Form.

STATUS: Draft Continue Later Cancel Application

Your proposed company name is now reserved. You have until April 15, 2021 to complete and submit your application otherwise your name reservation will automatically expire.

Name Verification Status (Initial System Verification) [Click here to view](#)

Step 1 Name Verification
 Step 2 Company Details
 Step 3 Capital Structure
 Step 4 Company Officers

Treasurer

Full Name of Treasurer *

First name, Middle name, Last name

Treasurer's Nationality *

Select Nationality..

Company Officers

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

#	Name	Nationality	Subscription Details	No. of Shares Subscribed	Amount Subscribed ^{2a}	Amount Paid ^{3a}	Incorporator	Director	Subscriber	Update	Remove
No results found.											
TOTAL				0	0.00	0.00					

Capital Structure Details
 Subscribed Capital Stock : P1,000,000.00
 Paid-Up Capital Stock : P1,000,000.00

Subscription Details

Share Type	Par Value	Total No. of Shares Subscribed	Remaining No. of Shares for Subscription
Common - Voting - with Par	1.00	0	1,000,000
Total		0	

Note:
 1. Total Amount Subscribed^{2a} must be equal to P1,000,000.00
 2. Total Amount Paid^{3a} must be equal to P1,000,000.00

Back to Step 3 Save and Proceed

STEP 4 – COMPANY OFFICERS

4.A Enter correct and valid information for fields under Treasurer section

Treasurer

Full Name of Treasurer *

First name, Middle name, Last name

Treasurer's Nationality *

Select Nationality..

Note: Fields displayed are dependent on the selected company type.

Enter correct and valid information for fields under Company Officers section.

Company Officers

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

+ Add Incorporator/Director/Subscriber

#	Name	Nationality	Subscription Details	No. of Shares Subscribed	Amount Subscribed ^{2a}	Amount Paid ^{3a}	Incorporator	Director	Subscriber	Update	Remove
No results found.											
TOTAL				0	0.00	0.00					

Capital Structure Details
Subscribed Capital Stock : P1,000,000.00
 Paid-Up Capital Stock : P1,000,000.00

Subscription Details

Share Type	Par Value	Total No. of Shares Subscribed	Remaining No. of Shares for Subscription
Common - Voting - with Par	1.00	0	1,000,000
Total		0	

Note:
 1. Total Amount Subscribed ^{2a} must be equal to P1,000,000.00
 2. Total Amount Paid ^{3a} must be equal to P1,000,000.00

← Back to Step 3
⊕ Save and Proceed

Note: Fields displayed are dependent on the selected company type.

4.B Click “+Add Incorporator/Director/Subscriber” button to Add New Incorporator/ Director/Subscriber and enter the required information on the form.

Add New Officer

Fields with * are required.

[Click here if Incorporator/Director/Subscriber is a Juridical Entity.*](#)

Personal Details: (Required for Incorporators and Directors)

Nationality

Last Name * **First Name *** **Middlename**

Passport * **TIN *(Optional for non-Philipino)**

Address:

[Click here if address is in another country](#)

Region * **Subdivision/Village/Zone**

Province * **Street Name**

City/Municipality * **Unit/Room/Floor/Building #**

Barangay * **Building Name**

Town/District **Lot/Block/Phase/House No.**

Zip Code *

Role:

Incorporator * **Director *** **Subscriber***

Subscription Details (REQUIRED)

+ Click here to add Subscription

Close Save

4.C For the subscription details, click “+Click here to add Subscription” button, enter the required information and then click the “Save” button.

Note: To add a new Incorporator/Director/Subscriber, do the same process in Steps 4.B and 4.C, until you completed the required number of Incorporators.

4.D Finally, click and read the [MC No. 6 s. 2016 – Omnibus Guidelines on Principal Office Address; Address of Each Incorporator, Director, Trustee or Partner](#), then “Click here to confirm” and “Save and Proceed” button.

#	Name	Nationality	Subscription Details	No. of Shares Subscribed	Amount Subscribed ¹	Amount Paid ²	Incorporator	Director	Subscriber	Update	Remove
1	RUEL RAMOS SANTOS	Philippine, Filipino	Common - Voting - with Par - 1,000,000	5,000,000	5,000,000.00	5,000,000.00	✓	✓	✓	✎	✖
2	JOSE REYES RAMOS	Philippine, Filipino	Common - Voting - with Par - 1,000,000	5,000,000	5,000,000.00	5,000,000.00	✓	✓	✓	✎	✖
TOTAL				10,000,000	10,000,000.00	10,000,000.00					

Capital Structure Details
 Subscribed Capital Stock - P10,000,000.00
 Paid-up Capital Stock - P10,000,000.00

Subscription Details

Share Type	Par Value	Total No. of Shares Subscribed	Remaining No. of Shares for Subscription
Common - Voting - with Par	1.00	10,000,000	0
Total		10,000,000	

Note:
 1. Total Amount Subscribed¹ must be equal to P10,000,000.00
 2. Total Amount Paid² must be equal to P10,000,000.00

I, the Authorized Representative, hereby attest that the names of the Incorporator/s, Director/s, Officer/s, Nominee and Alternate Nominee (for OPC) or Partner/s 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](#)

Please download the [user guide](#) to know the step-by-step procedures of the system.
 For further inquiries and assistance, please email:
 omd_registrator_opc@sec.gov.ph for OPC,
 omd_registrator_254@sec.gov.ph for Corporations with Less Than 5 Incorporators,
 omd_registrator_regula@sec.gov.ph for Corporations with 5 to 15 Incorporators,
 and omd_publicrelations@sec.gov.ph for Partnerships and Foreign Corporations.

Same with the previous steps, after clicking the “Save and Proceed” button, the system displays the following information using the screen below:

- 1) Application Status as Draft
- 2) Name reservation validity information
- 3) Name Verification Status (Initial System Verification)
- 4) Step 5 – File Uploading

The screenshot shows a web application interface. At the top, it displays 'STATUS: Draft' in a grey box. To the right of this status are two buttons: 'Continue Later' (orange) and 'Cancel Application' (red). Below the status is a green banner with a white information icon and text: 'Your proposed company name is now reserved. You have until April 15, 2021 to complete and submit your application otherwise your name reservation will automatically expire.' Underneath is a blue banner with the text 'Name Verification Status (Initial System Verification) + Click here to view'. A progress bar below shows five steps: 'Step 1 Name Verification', 'Step 2 Company Details', 'Step 3 Capital Structure', 'Step 4 Company Officers', and 'Step 5 File Uploading'. The 'Step 5 File Uploading' step is highlighted. The main content area is titled 'Uploading of Supporting Documents'. It contains a 'Note' section with three bullet points: 'Upload Supplemental Documents, if necessary', 'Name your files accordingly based on the content of the document before uploading. Refer to the document list above.', and 'Files should be saved/scanned into PDF format only'. To the right of the note is an 'INSTRUCTIONS' section with two numbered steps: '1. Select a File Type to upload' and '2. Browse files then click [Upload] button to upload Files.' Below the instructions is a 'File Type' dropdown menu currently set to 'Application Files'. Underneath is a 'Files' section with a large dashed border box containing the text 'Drag & drop files here ...'. Below this box is a 'Select files ...' input field and a green 'Browse ...' button. At the bottom of the form are two buttons: 'Back to Step 4' (red) and 'Save and Proceed' (green).

STEP 5 – FILE UPLOADING

The types of files/documents that may be required to upload in this step are the following:

- 1) Name appeal document. This is necessary to upload if the result of the name verification process for the proposed company name in Step 1 is Failed and the applicant tag the application for appeal
- 2) Pre-defined additional requirements. There are company types that require additional documentary requirements in support of the application, thus, these should be submitted together with the application.

Please read carefully the indicated notes and instructions as a guide in uploading the document/s.

5.A Upload the needed Name Appeal document and application requirements, if necessary or you may click the “Save and Proceed” button if uploading of a document is not necessary.

Uploading of Supporting Documents

Note:

- Upload Supplemental Documents, if necessary
- 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

INSTRUCTIONS:

1. Select a File Type to upload
2. 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**

Note:

1. Failed company name and/or trade name/s may be appealed by uploading an appeal letter and the ground upon which the appeal is based.
2. Application requirements are dependent on the selected company type. There are company types that require additional documentary requirements, while other company types do not.

STEP 6 – APPLICATION REVIEW

Step 6 is the last and final step in filling out the application form. The screen for Step 6 contains the following information:

- 1) Application Status as Draft
- 2) Name reservation validity information
- 3) Name Verification Status (Initial System Verification)
- 4) Application Summary and links to Steps 2 to 5
- 5) Step 6 – Application Review

6.B Read/review the statements for Terms of Service, Privacy Notice (Privacy Policy and Consent Form), Certification and Reservation Notice.

TERMS OF SERVICE

The SEC - ESPARC 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.

PRIVACY NOTICE

PRIVACY POLICY

1. What personal information do we collect from the applicant/representative of the applicant?

We collect the following information from you:

- F
- T
- I
- E
- A
- N

3. Up to you

2. I have read and understood the EElectronic Simplified Processing of Application for Registration of Company (ESPARC)'s Terms of Use and Privacy Policy.

CERTIFICATION

1. I ENAN CRUZ SUMANG, the duly appointed representative of JUAN DELA CRUZ RESTAURANT CORPORATION doing business under the name/s and style/s of JDC RESTO and its incorporators/partners/resident agents which is currently in the process of securing their business registrations/licenses.

2. I have read and understood the EElectronic Simplified Processing of Application for Registration of Company (ESPARC)'s Terms of Use and Privacy Policy.

3. Up to you

2. I have read and understood the EElectronic Simplified Processing of Application for Registration of Company (ESPARC)'s Terms of Use and Privacy Policy.

4. This reservation notice 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.

5. This reservation notice 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.

6. Any applicant who has reserved a name in case another person or person has acquired a prior right of the said firm/trade name, has been deemed not distinguishable from a registered or reserved name and if the name has been declared misleading or contrary to public morals, good custom or public policy.

RESERVATION NOTICE

The proposed company name and/or trade name/s, if any, will be validated by the SEC Name Verification Office. The proposed company name and/or trade name/s will be presented in the downloadable forms and certificate/licenses exactly the same as how they were entered. Your proposed company name and/or trade name/s is reserved for a maximum of 3 calendar days. If the reservation period has elapsed and you still have not completed your company registration, your proposed company name and/or trade name/s reservation will be forfeited. In this case, you should verify and reserve your proposed company name and/or trade name/s again.

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.

The applicant undertakes to change the reserved name in case another person or person has acquired a prior right of the said firm/trade name, has been deemed not distinguishable from a registered or reserved name and if the name has been declared misleading or contrary to public morals, good custom or public policy.

6.C Click “I have read and agreed to the terms of service, privacy policy and certification”, enter the correct verification code and click the “Submit Application” button.

I have read and agree to the terms of service, privacy policy, and certification. *

Verification Code * 

Please enter the letters displayed above

[click on the image to refresh code.](#)

The verification code is incorrect.

[Submit Application](#)

Note: Please make sure that all provided information together with the additional documentary requirements are correct and complete prior to submission of the application.

After that, the system confirms the application is successfully submitted and provides information such as status of the application, Application Reference Number and the date the application is submitted.



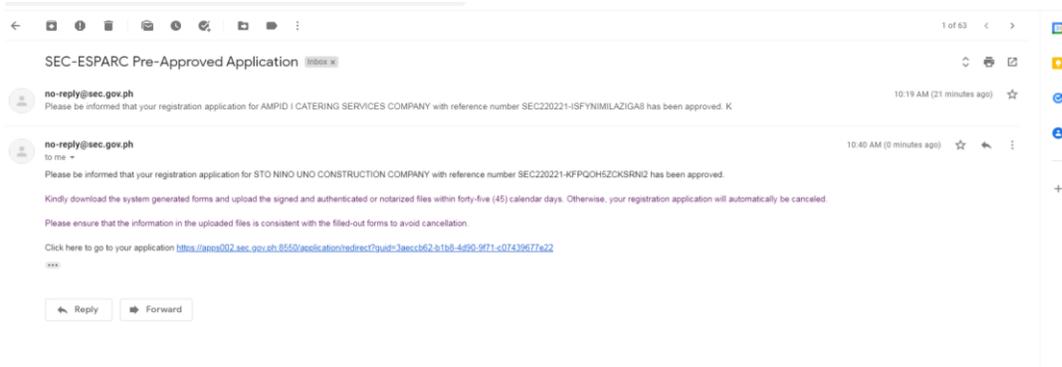
Company Name	CARMELITES CONSTRUCTION CORPORATION	Cancel Application
Status	Pending SEC Review	
Selected Processing SEC Office	SEC Main Office - PICC Ground Floor, Secretariat Building, PICC Complex, Pasay City, Metro Manila	
Date Submitted	March 15, 2022	
Application Reference No.	SEC220315-URWUJ3TGZF9IAUX	
<i>Note: Please take note of your application reference number for easy tracking of your application.</i>		
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.		
		Exit

For inquiries regarding your application, please email cmd_registration_opc@sec.gov.ph for OPC, cmd_registration_234@sec.gov.ph for Corporations with Less Than 5 Incorporators, cmd_registration_regular@sec.gov.ph for Corporations with 5 to 15 Incorporators, and cmd_publicassistance@sec.gov.ph for Partnerships and Foreign Corporations.

The provided application reference number will be sent through your registered email account. Said reference number shall be used for easy tracking of the application.

B. UPLOADING OF SIGNED AND AUTHENTICATED OR NOTARIZED DOCUMENTS

B.1 An email notification of Pre-Approved Application status will be sent to the authorized representative's registered email. Click the link to go to your application.



B.2 A checklist of applicable System Generated Forms will display. Click the "Download" link to download the form/s and provide all the necessary signatures for each incorporator/partner. Once signed, upload the authenticated or notarized file/s by clicking the "Upload Documents" button.



Application Reference Number:
SEC220221-KFPQOH5ZCKSRNI2
Please take note of your application reference number for easy tracking of your application.

COMPANY NAME: STO NINO UNO CONSTRUCTION COMPANY

STATUS: Pending SEC Review - Pre-approved

Kindly download the system generated forms and upload the signed and authenticated* or notarized files within forty-five (45) calendar days. Otherwise, your registration application will automatically be canceled.

*https://www.sec.gov.ph/wp-content/uploads/2020/05/SECMCN016_1.pdf

Click to download:

System Generated Forms	
	1. Application Summary Form
	2. Cover Sheet
	3. Articles of Partnership - Professional Partnership

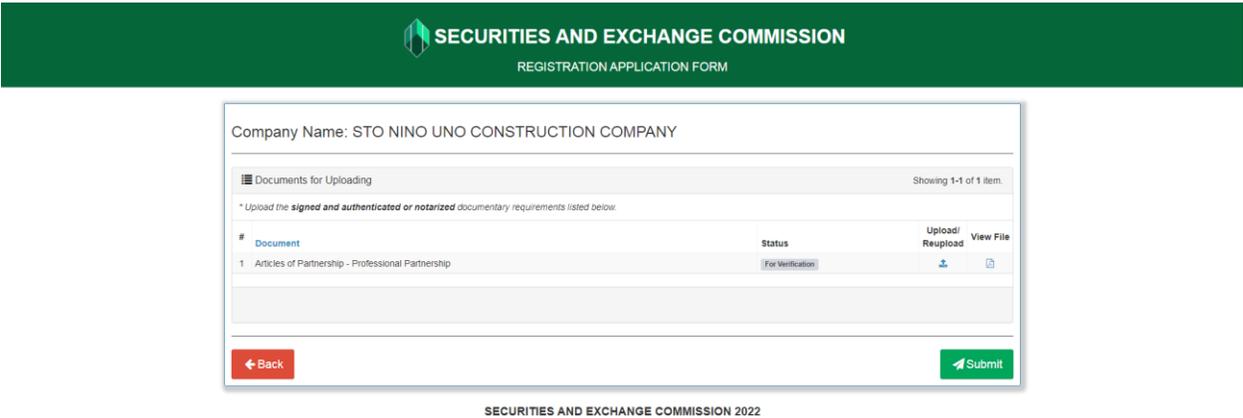
Upload Documents

Click here to upload signed and authenticated or notarized registration documents

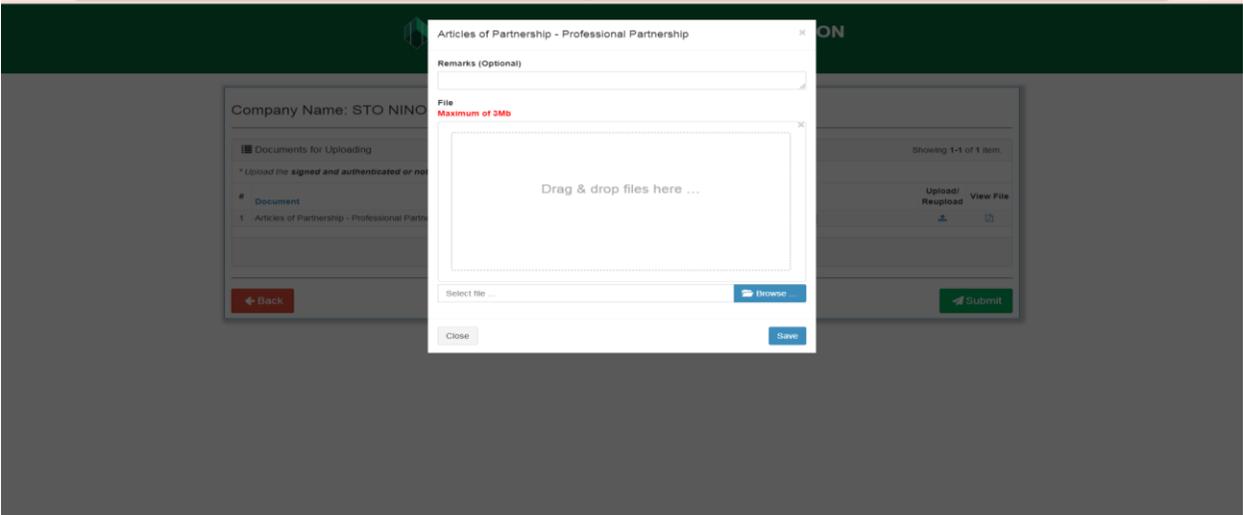
Cancel Application **Exit**

Regular Processing of SEC-ESPARC (with uploading of documents) User Guide

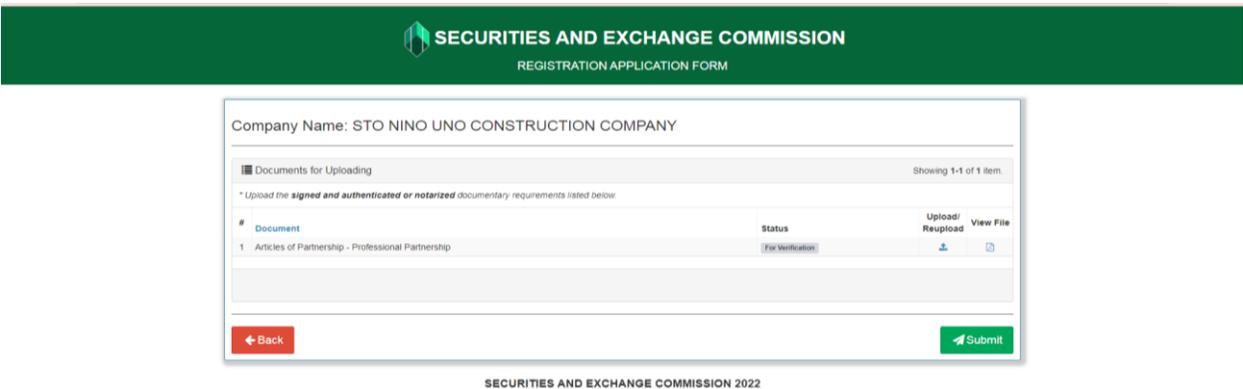
B.3 Click the Upload/Reupload button.



B.4 Click the browse button to upload the file then click save button. Please ensure to upload PDF format file with a maximum of 3MB size per file.

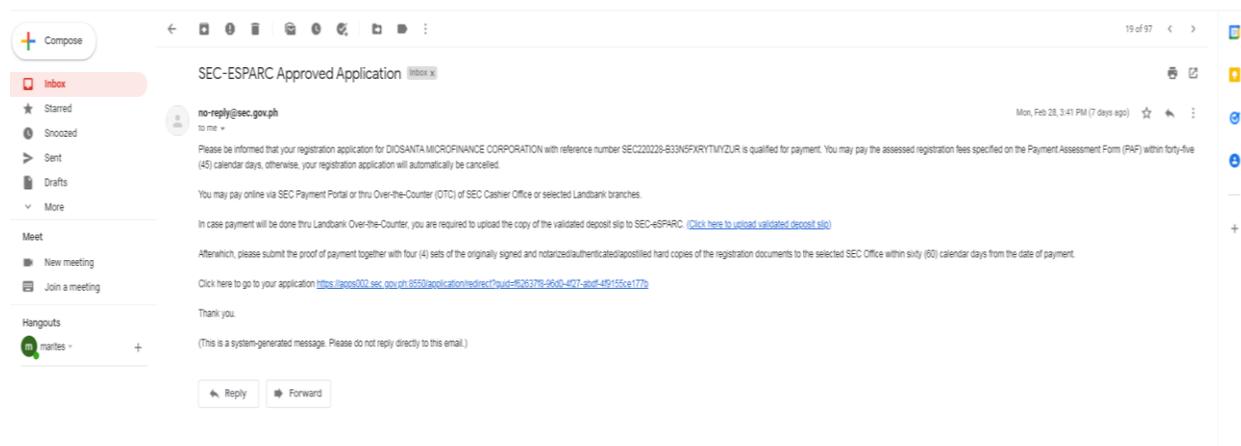


B.5 Click submit button.

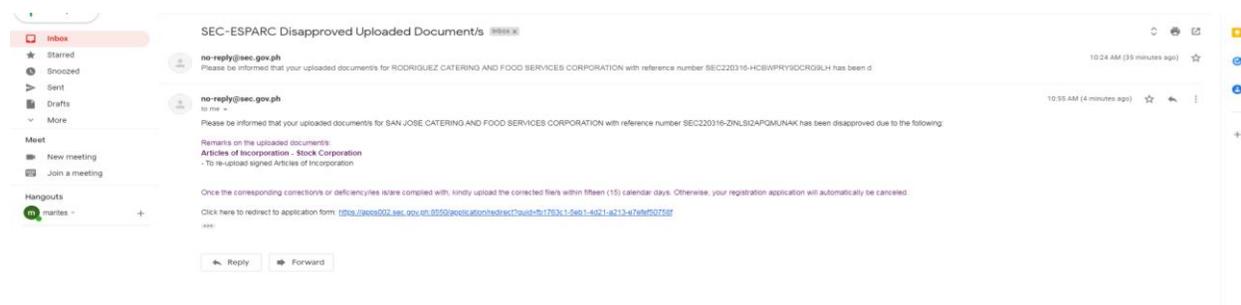


B.6 An email notification of status will be sent to the authorized representative's registered email.

B.6.1 If the uploaded signed and authenticated or notarized documents are correct an email notification of Approved Application status will be sent and may proceed to payment of registration fees.



B.6.2 If there is/are correction/s or deficiency/ies in the uploaded signed and authenticated or notarized document/s, an email notification of Disapproved Uploaded Document/s status will be sent to the authorized representative's registered email. Click the link to redirect to your application form.



B.6.3 To reupload the corrected file/s follow steps B.3 to B.5

Note: You may only reupload document/s that is/are for compliance

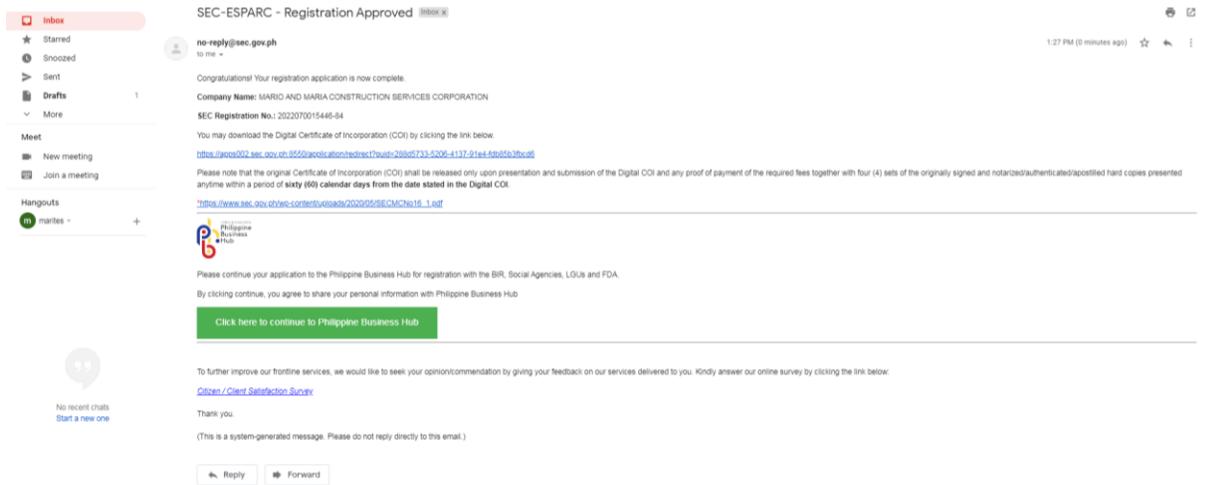
Pay the registration fees through the following payment method:

- Electronic System for Payment to SEC (Espaysec)
- Over-the-Counter (OTC) of SEC Cashier Office
- Land Bank Over-the-Counter

Perform the necessary steps/process within the chosen payment method. For payment made through the Land Bank over-the-counter, upload the validated deposit slip by clicking the link provided in the email notification.

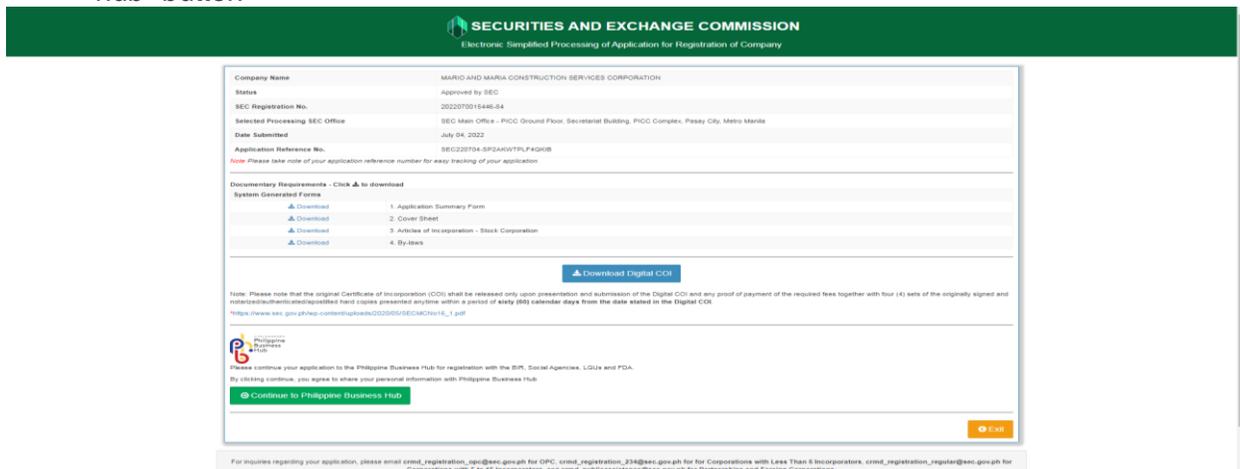
C. DOWNLOADING OF THE DIGITAL CERTIFICATE OF INCORPORATION

C.1 Once the payment has been done and confirmed by SEC, an email of payment confirmation and notification for approved registration will be sent. You may now download the Digital Certificate of Incorporation by clicking the link provided in the email notification for approved registration.



C.2 Click the Download Digital COI button, download and print the digital COI

C.3 To continue your application to the Philippine Business Hub for registration with the BIR, Social Agencies, LGUs and FDA, click the “Click here to continue To Philippine Business hub” button

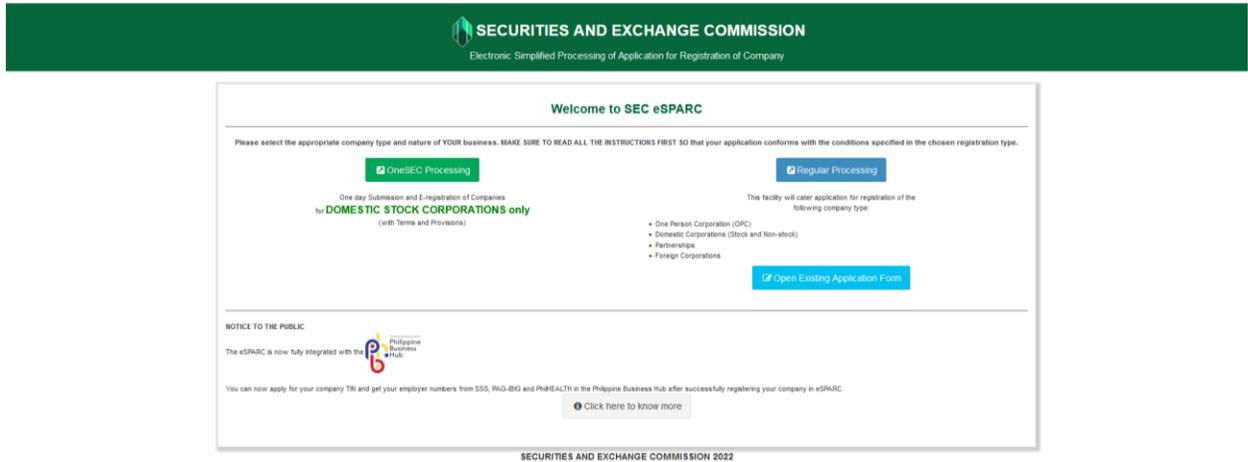


Important Note:

Please note that the original copy of the Certificate of Incorporation (COI)/Partnership shall be released only upon presentation and submission to the selected SEC Process Office of the digital copy of the COI/Partnership, copy of the proof of payment of the assessed registration fees together with the four (4) sets of originally signed and authenticated or notarized hard copies anytime within a period of sixty (60) calendar days from the date stated in the Digital Certificate of Incorporation.*

D. CHECKING THE EXISTING APPLICATION

B.1 Access the SEC-ESPARC using this link: <https://esparc.sec.gov.ph/application> and click “Open existing application form” button



B.2 Enter Application Reference Number and Email Address

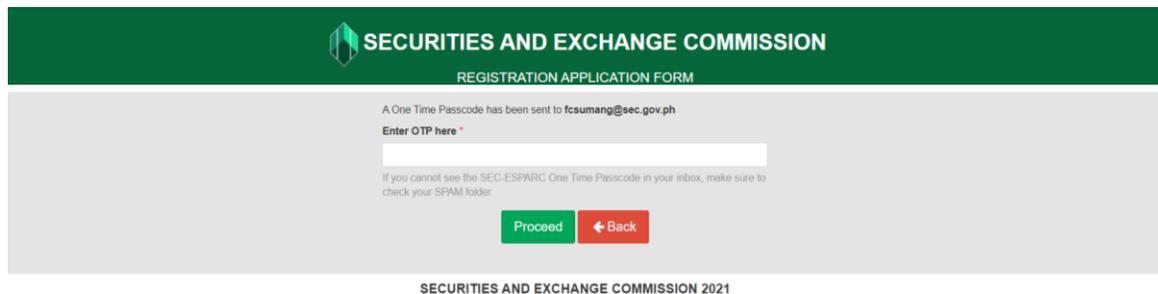


Note: Application reference number is sent in the registered email of the applicant/authorized representative

B.3 Click “Search” button

Note: A One-time Passcode (OTP) Page will show next

B.4 Enter correct and valid OTP sent to the registered email address and click “Proceed” button



SECURITIES AND EXCHANGE COMMISSION 2022

Note: Application information is displayed with the following information such as: (1) System generated forms, (2) Application Status, (3) Application Reference Number and (2) Date Submitted

IMPORTANT REMINDERS:

1. Please review all provided information, uploaded file/s and make sure that said information are correct and complete prior to the submission of the online application.
2. Submit the application form. An application reference number will be provided once the form is successfully submitted and will be sent through your registered email account. Said reference number shall be used for easy tracking of the application.

Advisories:

1. Please allow seven (7) working days from the time of submission to review the application.
2. Check your email regularly. Status of the application, as well as other notifications such as One Time Passcode (OTP), will automatically be sent by the System to the email address of the authorized representative.
3. The online registration system automatically generates the registration documents. You must download and upload the duly signed and authenticated or notarized hard copies of the registration documents.
4. The status of the application review may be tagged as follows:
 - a. **Pre-Approved Application**
 - a.1. Download the system generated forms
 - a.2. Upload the signed and authenticated or notarized documents within thirty (30)

calendar days.

b. Disapproved Uploaded Document/s

Upload the corrected file/s based on the remarks made by the Reviewing Officer within fifteen (15) calendar days.

c. Approved Application

c.1. Pay the registration fees specified in the Payment Assessment Form (PAF). You may pay through the following:

- SEC Cashier Over-the-counter (Cash, Manager's check and Postal Money Order)
- SEC Online payment portal
URL: <https://www.sec.gov.ph/sec-payment-portal/>
- Authorized Land Bank branches

Note: The PAF is valid for forty-five days (45) from the date of PAF.