

RESPONSIBLE PERSONNEL / OFFICE / UNIT

PROCEDURE

NORMAL PROCESSING TIME (WORKING DAYS)

Receiving Area,
Records Division

Submission of application with complete supporting documents*

SRS I/SRS II, Power Planning & Development Division

Evaluation of application

1

SRS I/SRS II, Power Planning & Development Division

Preparation of SEC 1st endorsement

Chief SRS, Power Planning & Development Division

Review/Endorsement

1

Director, EPIMB

Approval/Signing

1

Ready for release to Proponent

3 Days

LEGEND

 Applicant

 DOE

***LIST OF REQUIREMENTS**

1. Letter of request addressed to the EPIMB Director;
2. SEC prescribed Cover Sheet;
3. Draft Articles of Incorporation (AOI) or Articles of Limited Partnership of the Company; and
4. By-Laws of the Company

For Amendment of AOI

1. Draft Amended AOI or Articles of Limited Partnership of the Company (reflecting the changes); and
2. Directors' Certificate

PROCESSING FEES

PhP500.00

LEGAL BASIS

SEC Requirements for Primary Registration for Corporation & Partnerships