INTERIM REGISTRATION SYSTEM FOR ONE PERSON CORPORATION (OPC)
AND CORPORATION WITH 2-4 INCORPORATORS

USER GUIDE

1. Go to https://apps004.sec.gov.ph:8001/application. Please read the instructions and privacy notice carefully before clicking the button “Proceed to Application Form”

2. Fill out the application forms correctly and completely. Note that fields marked with asterisks (*) are mandatory.

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

Note: Enter current and valid contact information since all email notifications are sent to the email address indicated.

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

### Principal Office Address

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

### Capital Structure & Other Details

Note: Fields displayed for capital structure are dependent on the selected company type. Please enter correct values on the respective fields.
Note: Please enter correct and valid information about stockholder, treasurer, nominee and alternate nominee for OPC and incorporators, directors, treasurer and subscribers for Stock Corporation with 2-4 Incorporators, and incorporators, treasurer and trustees for Non-stock Corporation with 2-4 Incorporators.

3. Please review all provided information and make sure that said information are true and correct.

4. Submit the application form. An application reference number will be provided once the form is successfully submitted. Said reference number shall be used for easy tracking of the application.

Some Advisories:

- Please allow three (3) working days from the time of submission to review the application.

- Check your email regularly. Status of the application, as well as other notifications, will automatically be sent by the System to the email address indicated in the application form.

- The online registration system does not generate any registration application. You have to manually prepare it and present the duly signed and notarized hard copies to SEC Main Office or any Extension or Satellite Offices.

- The status of the application review may be tagged as follows:

  a. Approved

     a.1. Pay the registration fees specified in the Payment Assessment Form (PAF);

     a.2. Submit 3 sets of the hard copies of proof of payment, completely signed and notarized registration requirements and other additional requirements, when necessary, to the selected SEC Office
Note: Payment of fees and submission of required document shall be done within thirty (30) working days from the lifting of the Enhanced Community Quarantine period.

b. Disapproved

Re-apply registration application. Corrections pointed out by the Reviewing Officer should be considered to avoid multiple re-application.

For inquiries and assistance, please email crmd_registration_opc@sec.gov.ph or crmd_registration_234@sec.gov.ph.