

**INTERIM REGISTRATION SYSTEM FOR ONE PERSON CORPORATION (OPC)  
CORPORATION WITH 2-4 INCORPORATORS, and REGULAR  
CORPORATIONS WHOSE INCORPORATORS ARE JURIDICAL ENTITIES  
AND/OR THE CAPITAL STRUCTURE IS NOT COVERED BY THE 25%-25%  
RULE**

**USER GUIDE**

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

**APPLICATION FORM PART I - COMPANY DETAILS**

Fields with \* are required.

**PROCESSING OFFICE**

**SEC Office \***

SEC Main Office - PICC ▼

SEC Office where application shall be submitted and processed.

*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.*

**APPLICANT/REPRESENTATIVE CONTACT DETAILS**

**Full Name \***

**Mobile \*** **Phone** **E-mail Address \***

ex. 09171234567

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

**CORPORATION NAME**

[Click here for Corporation Name Guidelines](#)

**Corporation Name \*** **Suffix \***

Select Suffix... ▼

**Acronym Meaning**

Spell out Company Name acronyms/abbreviations.

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**Trade Name Details(Optional)**

**Statement** **Trade Name**

- Choose Statement - ▼

Separate trade names by semicolons(,)

*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.*

**INDUSTRY TYPE & PURPOSE**

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

Industry Classification Division \*

Industry Classification Group \*

Purpose \*

Secondary Purpose (optional)

*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**

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 \*

Province \*

City/Municipality \*

Town/District

Barangay \*

Zip Code \*

Street Name

Building Name

Subdivision/Village/Zone

Unit/Room/Floor/Building#

Lot/Block/Phase/House No.

[ZIP CODE FINDER](#)

*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**

Total Authorized Capital Stock (PH Pesos) \*

Total Subscribed Capital Stock (PH Pesos) \*

Total Paid-Up Capital Stock (PH Pesos) \*

Par Value & Share \* (Choose only one Option)

**Option 1 - All Shares have Par Value**  
That the authorized capital stock is divided into:

Shares

Shares is required for OPTION 1

With par value of (PH Pesos):

P  Par value Per Share

Par Value is required for OPTION 1

**Option 2 - All Shares are without Par Value**  
That the authorized capital stock is:

Shares without Par Value

Shares is required for OPTION 2

**Option 3 - Combination of Shares with and without Par Value**  
That the authorized capital stock consists of:

Shares

Total Shares is required for OPTION 3

of which

Shares with Par Value

Shares is required for OPTION 3

have a Par Value of (PH Pesos)

*Note: Fields displayed for capital structure are dependent on the selected company type. Please enter correct values on the respective fields.*

Full Name of Treasurer \*

Or click here if Treasurer is self-appointed  
 Or click here if Company is to appoint Treasurer within 15 days from approval of the registration

**Stockholder/Nominee Details**

\*\* Please assign one (1) Stockholder, one (1) Nominee and one (1) Alternate Nominee.

[+ Add Officers](#)

#	Name	Nationality	Region	Province	Position	Update	Remove
No results found.							

*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 Regular Corporations, and incorporators, treasurer and trustees for Non-stock Corporation with 2-4 Incorporators and Regular Corporations.*

2. Please review all provided information and make sure that said information are true and correct.
3. 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 automatically generates the registration documents. You must download 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. Pending Payment of SEC Fees**
    - 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) calendar days from the date of payment of registration fees.*

**b. Disapproved**

*Update 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](mailto:crmd_registration_opc@sec.gov.ph) or [crmd\\_registration\\_234@sec.gov.ph](mailto:crmd_registration_234@sec.gov.ph).