



## NOTICE

**TO :** ALL CONCERNED

**SUBJECT :** ONLINE SUBMISSION OF BENEFICIAL OWNERSHIP DECLARATION FORM PURSUANT TO MEMORANDUM CIRCULAR (MC) No. 01, SERIES OF 2021 (BENEFICIAL OWNERSHIP TRANSPARENCY GUIDELINES)

Please be informed that the submission of the Beneficial Ownership Transparency Declaration Form (BOTD Form) pursuant to Sections 6 and 7 of Memorandum Circular No. 01, Series of 2021 (MC No. 01, Series of 2021) for newly registered corporations and existing corporations can now be made online.

In submitting the said Form, please follow the steps outlined below:

Step	
1	<p><b>Download</b> the Beneficial Ownership Transparency Declaration Form (BOTD Form) applicable to you through this link:</p> <ul style="list-style-type: none"><li>FOR DECLARANTS UNDER SECTION 6 OF SEC MC NO. 1, SERIES of 2021 (NEWLY-REGISTERED CORPORATIONS): <a href="https://www.sec.gov.ph/2021form_botd_sec6/">https://www.sec.gov.ph/2021form_botd_sec6/</a></li><li>FOR DECLARANTS UNDER SECTION 7 OF SEC MC NO. 1, SERIES of 2021 (EXISTING CORPORATIONS): <a href="https://www.sec.gov.ph/2021form_botd_sec7/">https://www.sec.gov.ph/2021form_botd_sec7/</a></li></ul>
2	<p>Download the Consent Agreement Form through this link: <a href="https://www.sec.gov.ph/2021botdf_consent-agreement-form/">https://www.sec.gov.ph/2021botdf_consent-agreement-form/</a></p>
3	<p><b>Fill up</b> the BOTD Forms and remember to <b>save the files as PDF</b>.</p>
4	<p><b>Upload</b> your accomplished forms together with your Valid Government ID by following the instructions provided through this link: <a href="https://forms.gle/Y1MvBYBjxXkDvA4V7">https://forms.gle/Y1MvBYBjxXkDvA4V7</a></p>

Note: You do not need to download the BOTD forms in step 1 if you are NOT a nominee incorporator/shareholder/director/trustee. Instead, you may proceed to Step 2.

Deadline for the submission of the BOTD Form is on 31 March 2021.

For questions feel free to contact us at [eipd-amld@sec.gov.ph](mailto:eipd-amld@sec.gov.ph).

For your information and guidance.