

SEC MEMORANDUM CIRCULAR NO. <u>3</u> Series of 2025

ALL CONCERNED

#### SUBJECT : MANDATORY USE OF THE SEC ZUPER EASY REGISTRATION ONLINE (ZERO) IN THE REGISTRATION OF CORPORATIONS USING THE ELECTRONIC SIMPLIFIED PROCESSING OF APPLICATION FOR REGISTRATION OF COMPANY (eSPARC) and ONE DAY SUBMISSION AND E-REGISTRATION OF COMPANIES (OneSEC) as PORTALS

**WHEREAS**, the Commission endeavors to digitalize government processes in line with the objectives of Republic Act (RA) No. 11032 or the Ease of Doing Business and Efficient Government Service Delivery Act of 2018 or the Ease of Doing Business Act (EDBA);

**WHEREAS,** Section 7 of EDBA requires that all government agencies including LGUs adopt a zero-contact policy, unless strictly necessary with any applicant or requesting party concerning an application or request;

**WHEREAS**, Section 9(e) of EDBA necessitates government agencies, when applicable, to develop electronic versions of licenses, clearances, permits, certifications, or authorizations with the same level of authority as that of the signed hard copy, which may be printed by the applicants or requesting parties in the convenience of their offices;

**WHEREAS**, Section 17 of EDBA demands that government agencies shall automate business-related transactions by developing the necessary software and technology-neutral platforms;

**WHEREAS**, Section 8 of R.A. 8792, otherwise known as the Electronic Commerce Act (ECA), provides that electronic signatures on the electronic document shall be equivalent to the signature of a person of a written document if that signature is proved by showing that a prescribed procedure, not alterable by the parties interested in the electronic document existed;

**WHEREAS**, Section 27(a) and (b) of ECA prescribes that all government agencies shall accept the creation, filing, or retention of documents in the form of electronic data messages or electronic documents, as well as issue permits, licenses, or approval in the same manner;

**WHEREAS**, as part of the SEC's thrust to digital transformation, and in keeping with the relevant laws, rules, and regulations including EDBA and ECA, the Commission continually adopts digital innovations and develops application systems to streamline its processes and strengthen the delivery of its mandate;

**WHEREAS,** Section 179(a) of RA No. 11232, otherwise known as the Revised Corporation Code of the Philippines (RCC) provides that the Commission shall exercise supervision and jurisdiction over all corporations and persons acting on their behalf;

**WHEREAS,** Section 180 of the RCC mandates that the Commission shall develop and implement an electronic filing and monitoring system and shall promulgate rules to facilitate and expedite, among others, corporate name reservation and registration, incorporation, submission of reports, notices, and documents required under this Code, and sharing of pertinent information with other government agencies;

Published:

**WHEREAS**, Section 179 (o) and (p) of the RCC grants the Commission the power and authority to formulate and enforce standards, guidelines, policies, rules and regulations to carry out the provisions of the RCC and exercise other powers provided by law or those which may be necessary or incidental to carry out the powers expressly granted to it;

**WHEREAS**, Section 175 of the RCC authorizes the Commission to collect, retain, and use fees, fines, and other charges pursuant to the RCC and its rules and regulations;

**WHEREAS**, in line with the above mandates, the Commission developed Electronic Simplified Processing of Application for Registration of Company (eSPARC) and One-day Submission and E-registration of Companies (OneSEC), a sub-system of eSPARC, which both cater to the application for registration of corporations with the Commission, depending on the kind of corporation to be registered;

**WHEREAS**, the Commission issued Memorandum Circular (MC) No. 10, s. of 2024 which requires the creation and the registration of an Electronic SEC Universal Registration Environment (eSECURE) account for all individuals who wish to use and access the online services of the Commission;

**WHEREAS,** Section 2 of MC No. 10, s. of 2024 necessitates the credentialing of the eSECURE account for sensitive and critical online services<sup>1</sup> offered by the Commission where verification and establishment of identity of the user is required;

**WHEREAS**, Section 6 of MC No. 10, s. of 2024 introduced the SEC Electronic Submission Authentication Portal (eSAP), which allows users with credentialed eSECURE account to digitally authenticate documents such as but not limited to Articles of Incorporation, By Laws, Cover Sheet, and Certificate of Incorporation.

**WHEREAS**, Section 12 of MC No. 10, s. of 2024 states that the provisions in the said circular providing for the option to create an account in the eSECURE and/or to digitally authenticate documents using the eSAP shall not preclude the Commission from requiring the mandatory implementation thereof in the future, through an appropriate issuance;

**WHEREAS,** the Commission launched in 2024 the SEC Zuper Easy Registration Online (ZERO), which is an eSPARC<sup>2</sup> application that seamlessly integrates both with the eSECURE and eSAP platforms of the SEC;

**NOW THEREFORE**, in pursuit of sustainable practices, digital innovation, and streamlined and modernized processes, the Commission hereby promulgates the mandatory use of ZERO in the eSPARC and OneSEC Portals and other online services of the Commission.

SECTION 1. Definition of Terms. For Purposes of this Memorandum Circular:

- a. Commission- shall refer to the Securities and Exchange Commission;
- b. **Electronic Submission Authentication Portal (eSAP)** an online service designed to digitally authenticate SEC documents by eliminating the need for affixation of wet signatures, notarization of documents, and submission of hard copies. In place of the conventional paper-based signatures, this platform utilizes One Time Passwords (OTPs) to electronically authenticate SEC required documents.
- c. **Electronic Simplified Processing of Application for Registration of Company (eSPARC)** an online facility, which caters to applications for registration of domestic corporations (stock and

<sup>&</sup>lt;sup>1</sup> SEC Electronic Submission Authentication Portal (eSAP); SEC Electronic Simplified Processing of Application for Registration of Company (eSPARC) – For Users Filing an Application; One-day Submission and E-registration of Companies (OneSEC) – For Users Filing an Application; Automated Certification Examination System (ACES); SEC Application Program Interface (API) Marketplace; SEC Electronic Registry Application for Market Participants (eRAMP); SEC eFAST Alternative Submission Environment (EASE); SEC Electronic Application for Modification of ENtity Data (eAMEND); and SEC iMessage and other SEC Complaints Systems.

<sup>&</sup>lt;sup>2</sup> Gives the user a choice whether to register in eSPARC SEC ZERO (Regular with ZERO Processing or OneSEC with ZERO Processing Application) or use the normal way (Regular Only or OneSEC Only)

non-stock), partnerships, and foreign corporations. 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. The ordinary processing of applications through the eSPARC is also referred to as the **Regular Processing**.

- d. **Electronic SEC Universal Registration Environment (eSECURE)** creates a digital passport of an individual which grants the user access to the different online services provided by the Commission by implementing a repeatable Electronic Know Your Customer (eKYC) to determine authenticity of identity and establish reachability of persons transacting online with the Commission.
- e. Domestic Stock Corporation- a corporation formed, organized, or existing under the Philippine Laws, that has capital stock divided into shares and is authorized to distribute to the holders of such shares<sup>3</sup>, which shall include but not be limited to One Person Corporation (OPC) or regular corporation with 2 to 15 incorporators, board of directors, and stockholders.
- f. **One-day Submission and E-registration of Companies (OneSEC)-** a sub-system of eSPARC that aims for a one-day approval and caters to registration applications of Domestic Stock Corporations which may be a One Person Corporation (OPC) or a regular corporation with 2 to 15 incorporators, board of directors, and stockholders.
- g. **Zuper Easy Registration Online (ZERO)** SEC ZERO is an eSPARC application of the Commission that seamlessly integrates with the eSECURE and eSAP platforms. This allows an applicant to digitally authenticate the system-generated forms for incorporation (e.i. Articles of Incorporation, By-Laws, Certificate of Incorporation, Certificate of Authentication, and Cover Sheet) through eSAP, thereby eliminating the need for physical signing and notarization of the registration documents. This application also eliminates the submission of hard copies of registration documents thus facilitating a complete, end-to-end, paperless registration process. The digitally authenticated certificate of incorporation will be automatically generated by the system and has the same validity as the original certificate.

#### Section 2. Mandatory Use of SEC ZERO in eSPARC and OneSEC

**2.1 Mandatory Use of SEC ZERO.** A user can register a new corporation through eSPARC and OneSEC using SEC ZERO as the only mode of processing.

**2.2 Creation of an eSECURE Account for Each Signatory.** To access and facilitate the registration using SEC ZERO, the user must create a credentialed eSECURE account for all incorporators/signatories of the proposed corporation in accordance with Section 3 of MC No. 10, s. of 2024.

**2.3 Authentication of Signatures.** The signatories will be able to authenticate their respective signatures through the SEC Electronic Submission Authentication Portal (eSAP) which is integrated into the eSPARC and OneSEC ZERO processing in accordance with Section 6 of MC No. 10, s. of 2024.

#### Section 3. Coverage of the Mandatory Use of SEC ZERO with eSPARC and OneSEC

**3.1 Domestic Corporations.** Upon the effectivity of this Memorandum Circular, Domestic Stock Corporations shall be processed through the SEC ZERO.

<sup>&</sup>lt;sup>3</sup> Section 3, Revised Corporation Code

Type of eSPARC Registration	Coverage
REGULAR with ZERO Processing	Domestic Stock Corporations (except Lending Companies and Financing Companies) <ul> <li>All Filipino or with foreign equity corporation</li> <li>One Person Corporation</li> <li>Corporation with 2 to 15 incorporators</li> </ul>
OneSEC with ZERO Processing	Domestic Stock Corporations (All Filipino)
	<ul> <li>One Person Corporation</li> <li>Corporation with 2 to 15 Incorporators</li> </ul>

#### **3.2 Other Types of Corporations.**

The Regular Only mode of processing shall continue to apply to other types of corporations, not included in the above table (e.g. lending companies, financing companies, and foreign corporations), for **three (3) months** from the effectivity of this Memorandum Circular. Thereafter, the mandatory use of SEC ZERO shall apply to the registration of other types of corporations.

#### 3.3 Registration of a New Corporation Through Regular with ZERO Processing.

The procedure for the registration of a new corporation through Regular with ZERO Processing is attached as Annex "A". The Commission may amend the procedure as it may be deemed necessary. Future amendments to the step-by-step process shall be uploaded to the SEC website.

#### 3.4 Registration of a New Corporation Through OneSEC with ZERO Processing Application.

The procedure for the registration of a new corporation through OneSEC with ZERO Processing is attached as Annex "B". The Commission may amend the procedure as it may be necessary. Future amendments to the step-by-step process shall be uploaded to the SEC website.

#### Section 4. Inquiries and Technical Support

For other inquiries, clarifications, and/or technical concerns on the implementation of the ZERO, users are requested to contact Information Systems Development and Management Division (ISDMD) of the Information and Communications Technology Department by submitting a ticket on the iMessage portal (https://imessage.sec.gov.ph). The help desk shall be available from 8:00 AM to 5:00PM during workdays.

#### Section 5. Modification or Amendment

All other circulars, memoranda, notices, and implementing rules and regulations that may be inconsistent with the foregoing provisions shall be deemed modified or amended accordingly.

The provisions in this Memorandum Circular providing for the mandatory use of the SEC ZERO in the eSPARC and OneSEC shall not preclude the Commission from amending or revising any clauses herein that may improve the implementation of these rules, through an appropriate issuance(s) or notice to the public.

### Section 6. Effectivity

This Memorandum Circular shall immediately take effect upon its publication in two (2) newspapers of general circulation in the Philippines.

Makati City, Philippines, <u>4 April</u> 2025.

For the Commission Emilio B. Aquino Chairperson

#### Annex A

#### User Guide for Registration of a New Corporation through Regular with ZERO Processing



#### URL: https://esparc.sec.gov.ph

SEC Zuper Easy Registration Online (ZERO) is an Electronic Simplified Processing of Application for Registration of Company (eSPARC) application that seamlessly integrates with the Electronic SEC User Registration Environment (eSECURE) and Electronic Submission Authentication Portal (eSAP) platforms. This allows applicants to digitally authenticate the system-generated forms through eSAP, thereby eliminating the need for physical signing and notarization of the registration documents. Submission of hardcopies of registration documents will also be removed thus facilitating a complete, end-to-end, paperless registration process. The digitally authenticated certificate of incorporation will be automatically generated by the system and has the same validity as the original certificate. SEC Zero enables applicants to register their companies anytime and from anywhere in the world.

#### Steps in Applying SEC ZERO with Regular Processing

**1.** To apply, select Regular Processing, click the "Proceed" button.



**2.** A brief description of the application is shown to allow users to choose on what application they prefer, for regular processing select "Proceed Regular with Zero Processing Application"

### **Regular Processing**

This 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.

Aside from this, application for the recording of partnerships and license to do business for foreign corporations are now available in the ESPARC. Applicant will be advised on the status of the review through the email address indicated on the application form within seven (7) working days.

Once the application is qualified for payment, applicant may pay the registration/license fees specified on the Payment Assessment Form (PAF) to any of the payment gateways (eSPAYSEC, Landbank Over-the-Counter).

After payment, please submit a copy of the proof of payment together with the two (2) hard copies of originally signed AND authenticated or notarized registration documents through a two-way transmittal system via courier/registered mail addressed to the SEC Main Office or to the selected Extension Office anytime within sixty (60) calendar days from the date of approval stated in the Certificate of Incorporation.

However, if the registration application is disapproved, representative of the applicant corporation has to edit and/or correct the data in the application form/s as set forth in the compliance notice of the assigned name verifier/processor to facilitate the processing of its application. The application and provide the application and reapply accordingly should it be deemed necessary. Please download the user guide to know the step-by-step procedures of the system.

#### Select processing type



An overview of the process is shown once you select Regular application, click the 3. "Continue to Regular with Zero Processing Application Form" button.

By using this facility and proceeding to the application form, you agree on the following:	
<ul> <li>That you have read and understood the privacy policy;</li> <li>That you shall provide all the necessary information in pursuance of your company's application for registration or defrauding the Philippine Government;</li> <li>That you shall pay the applicable fees, and submit proof of payment together with the originally signed AND auth specified period once the application form is approved;</li> </ul>	r license, and said information are true and correct and were entered without any intention of enticated* or notarized hard copies of the registration requirements to SEC within the above-
PRIVACY POLICY	
1. What personal information do we collect?	
We collect the following personal information:	
Full name     Gender     Date of Birth     Tark Identification Number (TIN)     Mobile Phone Number     Email Address     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 registr	ation.
4. How do we keep your personal information secure?	
Only authorized SEC personnel are granted access to the personal information collected through the registration a secured database. We use reasonable security safeguards to protect the information gathered from any loss, un	system. The collected personal information via the internet or other electronic methods are stored in authorized 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 an information, right to access, right to correct, right to remove, right to damages and right to data portability.	d processed. We are duly bound to observe and respect your privacy rights, including your right to
CONSENT FORM OF SYSTEM USER	
By using this facility and by providing your personal data, you hereby authorize the Securities and Exchange Commin nationalities, TIN/passport nos., email addresses and mobile numbers with the use of electronic or automated mea purpose of processing your application for registration either as One Person Corporation (OPC) and Domestic con partnership, association or corporations, singly or jointly with others but not more than fifteen (15) in number. You al requirements for registration.	ssion (SEC) to collect, store, and process the said data, Data such as but not limited to full names, ns, shall be stored within the period allowed under applicable laws, rules and regulations, for the porations (stock and non-stock) with 2 or more incorporators who may either be natural person, so acknowledge and consent to the collection and processing of your personal data as part of the
Moreover, the required data and conditions set forth shall apply also to partnerships for the purpose of recording its Ar in the Philippines.	ticles of Partnerships and foreign corporations for the purpose of securing its license to do business

**4.** The Applicant will be redirected to "Name Verification Tab" and must fill out all the required details, once completed click the "Next" button.

	SEC ZERO	REGULAR with ZERO Proces STATUS: NEW	sing			🗙 Cancel Ap
	Note: Please ensure that all Corporate Officers authenticating the application documents are registered and credentialed in	Step 1 Name Verification				
	the SEC's electronic submission authentication portal (eSAP).	PROCESSING OFFICE				
		SEC Office *				
9	Fill-up Form Note: eSECURE ID of all signatories are required in encoding the application	- Choose Processing Office - SEC Office where application shall be submitted a	and processed.			
	required in chevaning the approximent.	APPLICANT/AUTHORIZED REPRESE	ENTATIVE CONTACT DETAILS			
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	via eSAP	Position *	TIN *		Gender *	
	signatories for the authentication of				Select Gender	
	documents.	Mobile *	Phone		Email Address *	
C	Pay Registration Fees	• 0905 123 4567				
	Payment can be conveniently made online via SEC eSPAYSEC or in person at any Landbank Branch nationwide.				OTP and application s	tatus will be sent to this email.
)	Download Digitally Signed Certificate of Incorporation	COMPANY TYPE Reset				
	Digitally signed Certificate of Incorporation	Company Type *		Company Subtype *		
	bears the same legal weigh as the original. The submission of hard copies of	Select Company Type.	*	Select Subtype		
	documentary requirements is no longer required.	Company Classification *				
		Select Classification	٣			
2)	Continue to Philippine Business Hub For registration with the BIR, Social Agencies, LGUs, and FDA.					
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		Select.	~	Select		
		COMPANY NAME			Click	here for Corporation Name Gu
		Company Name *			Suffix	
					Sel	ect Suffix
		Pfease be informed that the font case used will	be the one reflected in the certificate.			
		Acronym Meaning				
		Spell out Company Name acronyms/abbreviation	ons.			
		With Trade Name?				

Please download the <u>user guide</u> to know the step-by-step procedures of the system. For further inquiries and assistance, please email cprd\_registration@sec.gov.ph

# For Company name guidelines, you may click the blue rectangular line for more information. Below are the guidelines for creating a company name

Rule 1. Words tha	t are deemed offensive and foul cannot be used.	
Rule 2. Words tha definitions cannot	t have vague definitions and those which are subject to differing be used.	
Rule 3. Company	names that are already registered in the SEC cannot be used.	
Rule 4. Internation	ally and globally known company names cannot be used.	
Rule 5. Brand nan	nes that are known globally or internationally cannot be used.	
Rule 6. Names tha used.	at are temporarily reserved during its application in the SEC cannot be	
<b>Rule 7.</b> Trade nam be used.	ies that are temporarily reserved during its application in the SEC canno	ot
Rule 8. Trade nam	ies that are already registered in the SEC cannot be used.	
Rule 9. Company application in the S	Name Acronym definitions that are temporarily reserved during its SEC cannot be used.	
Rule 10. Company be used.	Name Acronym definitions that are already registered in the SEC can	ot
Rule 11. Words the	at are under the ownership of other companies cannot be used.	
Rule 12. Names th	at are restricted by registered companies cannot be used.	
Rule 13. Names th used.	hat are restricted by the industry type of the applying company canot be	
Rule 14. Words th cannot be used.	at are required to be used by the industry type of the applying company	
Rule 15. Words th company cannot b	at are not required but are used by the industry type of the applying e used.	
<b>Rule 16.</b> Names o used.	f geographical places such as barangays, towns and cities cannot be	
Rule 17. Names th cannot be used.	at are identical with company names in the other index collections	
Rule 18. Words re	stricted by the company type of the applying company cannot be used.	
<b>Rule 19.</b> Words re be used.	quired to be used by the company type of the applying company canno	t
Rule 20. Words wi	nich can only be used exclusively to certain industries cannot be used.	
Rule 21. Amendeo Names - http://www	Guidelines and Procedures on the Use of Corporate and Partnership w.sec.gov.ph/wp-content/uploads/2020/01/2019MCNo13n.pdf.	

**5.** A summary of your application will be shown before proceeding to the next step, click the "Save and Proceed" button.

	Vertex Please ensure that all Corporate Officers authenticating the application documents are registered and credentailed in the eSECURE to authenciated documents in	REGULAR with ZERO Pro STATUS: NEW Step 1 Name Verification	* Cancel Applicat
	the SEC's electronic submission authentication portal (eSAP)	Summary:	
9	Fill-up Form Note: eSECURE ID of all signatories are required in encoding the application.	Company Name:	Childrens Choice Toy store OPC WOTE Prease be informed that the ford case used will be the one inflected in the certificate
0	SEC Review Wait for the pre-approval of your application	Applicant/Authorized Representative Email Processing Office	Kal kec SEC Main Office
0	Authenticate Documentary Requirements via eSAP An email/SMS notification will be sent to all signatories for the authentication of documents.	Company Type Classification Industry Sub-Industry	Stock Corporation - One Person Corporation ALL FILIPINO - Hatural Person WHOLESALL AND RETAIL TRADER, REPAIR OF MOTOR VEHICLES AND MOTORCYCLES Retail sale via stalls and markets
0	Pay Registration Fees Payment can be conveniently made online via SEC eSPAYSEC or in person at any Landbank Branch nationwide.		Back Save and Proceed
0	Download Digitally Signed Certificate of Incorporation Digitally signed Certificate of Incorporation beam the same legal weigh as the original. The submission of hard copies of documentary requirements is no longer required.		
0	Continue to Philippine Business Hub For registration with the BIR, Social Agencies, LGUs are EPA		

**6.** The Confirmation dialogue box will show before proceeding, click the "Ok" button.

Confirmation	
Please make sure everything is correct. Proceed?	
	Cancel

**7.** The Applicant will be redirected to Company Details Tab, fill out the necessary details and once completed, click the "Save and Proceed" button.

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Note: Please ensure that all Corporate	Name Verification Status (	Initial System Verification)				
Officers authenticating the application documents are registered and credentialed in	You may proceed with the applicat	tion. Name verification will be subject	t to validation by the name v	verification officer. The proposed	I company name and/or trade name/s will be presen	ted in th
the SEC's electronic submission	downloadable forms and certificate	elicense exactly the same as how the	hey were entered.			
autrenication portal (essur-)	Note: The fact that the proposed of change of name. No expense for t	ompany name and/or trade name/s he printing or posting in the internet	is available at the date verifi- using a verified name should	ed, it is not to be regarded as an d be incurred until registration ta	n approval of the registration of the company or any skes effect.	applicati
Fill-up Form	Click here to retry	R Click here to Reserve	e Company Name/s			
Note: eSECURE ID of all signatories are						
redmed in encound me approach.	**Please make sure to update app	lication details first to record all chai	nges made to this form			
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On the upper part of the "Name Verification Tab" a detailed status is shown, informing the applicant of the status of their proposed corporate name.

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 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 expense for the printing or posting in the internet using a verified name should be incurred until registration takes effect. Click here to rebry OR Click here to Reserve Company Name/s	name/s will be presented in th	e downloadable forms and
**Please make sure to update application details first to record all changes made to this form		

**8.** Applicant will now be directed to the "Capital Structure Tab", complete the necessary details and click "Save and Proceed"

	A vertication link has present of the second sec	is been sent to the official email addresses. Please check the message a ease note that the verification process must be completed before you ca	nbox for the link. If you don't see in proceed with the submission o	it in your inbox, rememb (the company's registrat	er to check your spam folder a ion application	a well	
0	SEC ZERO	REGULAR with ZERO Processing			Contin	we Later 🗙 Cano	el Applic
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0	SEC Review Wall for the pre-approval of your application	Company Name: Childrens Choice Toy store OPC	✓ Completed	Initial Name Verificati	on Result		
0	Authenticate Documentary Requirements via eSAP An email/SMS notification will be sent to all signatories for the authentication of documents			Company Name: Ch Subject to further rev	ittriens Choice Tay store OPG ew of the SEC Name Verificat	ion Officer.	
0	Pay Registration Fees Payment can be conveniently made online via SEC eSPAVSEC or in person at any Landbank Branch nationwide.	✓ Step 1 ✓ Step 2. Step 3 Name Verification Company Details Capital Structure					
0	Download Digitally Signed Certificate of	CAPITAL STRUCTURE & OTHER DETAILS					
	Digitally signed Certificate of Incorporation bears the same legal weigh as the original. The submission of hard copies of documentary requiraments is no longer required.	IIII Capital Structure Details *				+Add Capital	Structur
0	Continue to Philippine Business Hub For registration with the BIR, Social Agencies, LOUs, and FDA	<sup>19</sup> Total Authorized Capital Stock (PH Pesos) No results found	Capital	Total Subscribed Stock (PH Pesos)	Cap	Total Paid-Up ital Stock (PH Pesos)	update
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		Term of Existence (Perpetual or Years)*           Sciect.           Type the year is the field then click enter if not existing in the drop-down selection	Business Activity * - Choose Business Activit	y.			
			Back to Step 2	Save and Proceed	i <b>&gt;</b>		

Note: Please see the notification link highlighted in blue, which informs the applicant to verify the link sent on your registered email address

A verification link has been sent to the official email addresses. Please check the message inbox for the link. If you don't see it in your inbox, remember to check your spam folder as well.
 Please note that the verification process must be completed before you can proceed with the submission of the company's registration application.

**9.** Applicant will be directed to step 4 "Company Officers Tab", complete the necessary details, click the "Click here to confirm", then click "Save and Proceed.

	SEC ZERO	REGULAR with ZERO Processing	Continue Later X Cancel Appli
	Note: Please ensure that all Comorate	STATUS: Draft	
	Officers authenticating the application	Name Verification Status (Initial System Verification)	
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ć	SEC Daview		
	Wait for the pre-approval of your application	Company Name: Childrens Choice Toy store OPC Completed Initial Name Verification Result: Company Name: Childrens Chr	pice Toy store OPC
9	Authenticate Documentary Requirements	Subject to further review of the S	EC Name Venification Officer.
	via eSAP		
	An email/SMS notification will be sent to all signatories for the authentication of documents.		
)	Pay Registration Fees		
	Payment can be conveniently made online via SEC eSPAYSEC or in person at any Landbank Branch nationwide.	Step 1     Step 2     Step 3     Step 4     Company Details     Capital Structure     Company Officers	
6	Download Digitally Signed Cartificate of	Treasurer	
	Incorporation		
	Digitally signed Certificate of Incorporation bears the same legal weigh as the original	Click here if Treasurer is self-appointed	
	The submission of hard copies of	□ Or click here if Company is to appoint Treasurer within 15 days from approval of the registration	
	documentary requirements is no longer required		
		I Stockholder/Nominee Details (REGUIRED)	
2	Continue to Philippine Business Hub		
	For registration with the BIR, Social Agencies, LGUs, and FDA.		Showing 1-3 of 3 ite
		** Please assign one (1) Stockholder, one (1) Nominee and one (1) Alternate Nominee.	the second s
		** Stockholder, Nominee and Alternate Nominee must not be the same person	T Add Omce
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		10(3) 100,000	
		Note 1. Total Amount Subscribed <sup>128</sup> must be equal to P100.000.00	
		2. Total Amount Paid <sup>13a</sup> must be equal to P100,000.00	
		I, the Authorized Representative, hereby attest that the names of the Incorporator/s, Director/s, Officer/s, Non Partners have been encoded in good failth and with consent that the stated individuals and/or respective repr	tinee and Alternate Nominee (for OPC) or esentative/s of the juridical entity/les are part of
		corporation/partnership.	semantes of the Junation emitynes are part of
		I further attent that I have been authorized to the oferenald individuals/representatives of indiana antilias to f	to the registration/liggsping 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	

**10.** The applicant will now be redirected to the "File Uploading Tab". A detailed instruction is shown to upload the necessary supporting documents. To complete the application, click the "Save and Proceed" button.



**11.** The Applicant will be redirected to "Application Summary page"

#### 0 SEC ZERO

Note: Please ensure that all Corporate Officers authenticating the application documents are registered and createntialed in the **BECLIRE** to authenticate documents in the **BECLS** electronic automasion authentication portal (dSMP)

Fill-up Form Note: eSECURE ID of all signatories are required in encoding the application. SEC Review Wait for the one-approval of your application Authenticate Documentary Requirements via eSAP An email/EMS notification will be sent to all signatories for the authentication of discusseds.

Pay Registration Fees Payment can be conversently made on SEC eSPAYSEC or a person at any Landbark Bracch nationwide

Download Digitally Signed Certificate of Incorporation

Incorporation Digitally signed Cartificate of Incorporation brank the same legal weigh as the original The submission of tard copies of documentary requirements is no longer required.

Continue to Philippine Business Hub For registration with the BR, Social Agencies LGU6, and FDA.

Click tiere to retry OR Click here to Reserve Company Name/s Company Name Chaire Choice Toy store CPC Companies Initial Name Verification Result. Company Name: Childrons Chuce Toy store OPC Subject to further reveals of the SEC Name Verification Officer Aggingation Reference BEC26076-AUBGVXAOGSVTATE Remeiner Agencementatione Agencementatione Emissioner Emissione Childrens Choice Toy store OPC anat and Ju An Long and Record of an Anno Cartholicae CAPTINA STRUCTURE That Anthrone Carpital Stock P100.000.00 That Shakarabad Carpital Stock P100.000.00 Terms of Exclarace IS Distances Activity Bestil Fracal Yoor January 1 - De sur ph SEC Main Office State Carporation - One Person Corporation ALL FILIPINO - Natural Person Stock Corporation - One Person Surport Industry CLICK HERE TO EDIT STEP 3 - COMMANY DETAILS CLICK HERE TO EDIT STEP 3 - CANTAL STRUCTURE IF CLICK HERE TO EDIT STEP 4 - COMMANY OFFICERS CLICK HERE TO GO TO STEP 4 - FRE IPLOADING AURORA, QUEZON CITY, SECOND DISTRICT, NATIONAL CAPITAL REGION (NCR), 1113 Principal Office

Continue Later × Cancel Applica

U Step 1 U Step 2 U Step 3 U Step 8 Step 8 Step 8 Application Company Details Capital Structure Company Officer's File Upbrates

Name Verification Status (Initial System Verification)

## Review system generated forms and uploaded files. Check if all information are correct and complete before submission. REVIEW SYSTEM GENERATED FORMS (Click 🕹 to preview) System Generated Forms System Generated Form: ▲ Downroad: 2. Cover Sheet ▲ Downroad: 2. Cover Sheet ▲ Downroad: 3. Anticles of Incorporation - Natural Person ▲ Downroad: 4. Centrificate of Americation (C. Centrificate of Americation) ▲ Downroad: 5. Letter of Acceptance of the Nominee and Alternate Nominee NOTE: Final doc ms (with QR code) to be submitted to SEC will be generated automatically once application is approved for payment by SEC. TENTATIVE PAYMENT ASSESSMENT REVIEW: Nature of Collection Amount 2,000.00 Nature of Collection 2.000.00 Name Ventication 2.000.00 Name Ventication 100.00 Legal Research Fee (A0823) 20.00 Documentary Stamp Tax 30.00 Documentary Stamp Tax 70.00 NOTE: Total Payment Assessment may change upon application review TERMS OF SERVICE TORMS OF A service to a hearing to an experimentation for impaintance of them. Previous Clineconstant CIPICI and Districts. (2017) and Di TERMS OF SERVICE

Central of Recoverials. Nevers, if the explosition application is disapproved, representation of the applicant proposition has to estit and/or correct the data in the applicance forms as set forth in the compliance index of the applicant have centralized on the statistic flap processing of the applicant flag and to cancel the applicant the proposition and to address and provide advected and application by the statistic flap processing of the applicant flag and the applicant the applicant and the applicant and the application flag and the determined provide advected and application by the statistic flap processing of the application of the application flag and the application and the application flag and the provide advected and application and the application of the applicatio sing this facility and proceeding to the application form, you agree on the following

PRIVACY NOTICE

VACY POLICY 1. What personal information do we collect? We collect the following personal information.

REGULAR with ZERO Processing STATUS: Draft

You may proceed with the application. Name ventication will be subject to validation by the downloadable forms and contribute/license exactly the same as how they were entered

Pull name
 Gender
 Dote of Berth
 Tax Identification Number (TIN)
 Mobile Phone Number
 Email Address
 Address
 Address
 Nationality

2. How do we collect the personal information?

We collect, use and process the personal information provid 3. Why do we need to collect the personal information?

3. Why doe 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. Final doe we have your personal information securit?
Only authorized SEC personal are guined access to be prevent information collected through the inguistration system. The collected personal information via the interest or other extensions.

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CERTIFICATION

a NOELISTA, the duly appointed representative of Childrens Choice Tay atore OPC and its incorporators/partners/resident agent/s which is carry International procession in the procession of the pro

#### RESERVATION NOTICE

RESERVATION NOTCE: The proposed company name addition table names, if any, will be validated by the BEC table Variet Costant Office. The proposed company name addition table names as how fary wave, and the proposed company name addition table names as how fary wave, and the proposed company name addition table names as how fary wave, and the proposed company name addition table names as how fary wave, and the proposed company name addition table names as how fary wave, and the proposed company name addition table names as how fary wave, and the proposed company name addition table names as how fary wave, and the proposed company name addition table names and proposed company name addition table names and proposed company name addition table names and the proposed company name addition table names and addition the company of a name regulatorian of the company of any name addition table names and addition to expect and the south table. The proposed company name addition table names and the company of a name regulatorian of the company of any name addition table. The proposed company name addition table names and table names and table names and the company of any name addition table names and table name and table names and

The designated email addresses must be verified to continue.
Official email address. Is comp in the continue of the second seco Click here to: @Recheck Verification Of Efficient Verification Link





Please download the <u>user</u> guide to know the step by-step procedures of the system. For further inquires and assistance, prease email cprd\_registration@sec.gov.ph

Below the "Applicant Summary Page", applicant must validate the link sent to the official and alternate email address to proceed and finish the application.



Once confirmed, a notification will show that the email has been verified.

SEC-ESPARC	
	Email Verification Successful
	Your email has been successfully verified.

**12.** Upon verification of both email addresses, the applicant may now proceed with the application. Click the "Click Here to Reserve Company Name/s" button.

You may proceed with the downloadable forms and Note: The fact that the p	e application. Name verification will be subject to certificate/license exactly the same as how the roposed company name and/or trade name/s is	to validation by the name v were entered.	rerification officer. The proposed company name and/or trade name/s will be present	ted in the
change of name. No exp	ense for the printing or posting in the internet use	sing a verified name shoul Company Name/s	d be incurred until registration takes effect.	
**Please make sure to u	odate application details first to record all chang	ges made to this form		
Company Name:	Childrens Choice Toy store OPC	✓ Completed	Initial Name Verification Result:	

A confirmation dialog box will appear to assure that all entries made are correct. Click the "Ok" button to proceed.

Confirmation	
Please make sure to save the entries made in this and/or tradename/s. To save, click Save and Proce of the application form.	step before reserving company name ed button located at the bottom section
By clicking OK, Company name and/or tradename/	s will be reserved. Continue?
	() Control

**13.** The Applicant will be redirected to the "Application Summary page". This informs the applicant that:

- □ The proposed corporate name has been reserved, and a date is provided to complete and submit the application.
- □ The applicant may download and review the system-generated forms and the tentative Payment Assessment.

Then click the "Submit Application" button.

**14.** A confirmation dialog box will show. To complete application, click the "Ok" button.

Confirmation	
ARE YOU SURE YOU WANT TO SUBMIT APPL	ICATION FORM?
Please check if all fields are correct and complete. You can Continue?	nnot come back to this later.
	Ok Cancel

**15.** This page informs the applicant that their application has been successfully submitted. Click the "Exit" button.

SI	C-ESPARC		© Acc
	SEC ZERO		K Cancel Application
	Note: Please ensure that all Corporate	Company Name	Childrens Choice Toy store OPC
	documents are registered and credentialed in the eSECURE to authenticate documents in	Status	Pending SEC Review
	the SEC's electronic submission	Date Submitted	July 05, 2024
	autientication portai (esper ).	Application Reference No.	SEC240705-AUBQVXAOQSTTXH6
	Fill-up Form	Note Please take note of your application reference number	r for easy tracking of your application.
	Note: eSECURE ID of all signatories are required in encoding the application.	Your application form has been successfully submitted. Pleasent through email	ase allow seven (7) working days for the review of your application. Please check your email regularly as the status of the review will be
	SEC Review		
	Wait for the pre-approval of your application		Q Exit
	Authenticate Documentary Requirements via eSAP		1
	An email/SMS notification will be sent to all		
	signatories for the authentication of documents.		
	signatories for the authentication of documents. Pay Registration Fees		
	signatories for the authentication of documents. Pay Registration Fees Payment can be conveniently made online via SEC eSPAYSEC or in person at any Landbank Branch nationwide.		•

- **16.** Once the application has been submitted, it will be reviewed by the SEC processor. Please check your email regularly for the updates on the status of the review.
- **17.** Once the application has been pre-approved, an email notification will be sent to the email address of the authorized representative. The system-generated documents will be ready for authentication of the corporate officers.
- Note: Incorporators should have a credentialed eSECURE account to digitally authenticate the system-generated forms.

ESAP Reference No. TRN-062024-S00004       Document/Signatory     Socumplete       1. Aricles of Incorporation -Stock Corporation pdf     0%       1. Splains pdf     0%       2. Bylains pdf     0%       3. Certificate of Authencication pdf     0%       antiment/Signatione     0%       Scherificate of Authencication pdf     0%       antiment/Signatione     0%       antiment/Signatione     0%       antiment/Signatione     0%       antim	ESAP Authentication Status: Pending		
Document/Signatory       %Complete         1. Articles of Incorporation - Stock Corporation pdf       0%         1. Articles of Incorporation - Stock Corporation pdf       0%         1. articles of Incorporation - Stock Corporation pdf       0%         2. By-lans pdf       0%         1. Cettificate of Authorization pdf       0%         1. Statisticate of Authorization pdf	ESAP Reference No. TRN-062024-S000	004	
1. Articles of incorporation - Stock Corporation pdf       0%         1. Articles of incorporation - Stock Corporation pdf       0%         1. Articles of incorporation - Stock Corporation pdf       0%         1. Articles of incorporation - Stock Corporation pdf       0%         1. Articles pdf       0%         2. By-kins pdf       0%         1. Certificate of Authentication pdf       0%         2. Certificate of Authentication pdf       0%         3. Certificate of Authentication pdf       0%         animum(02) tiggent inter       0%         animum(02) tiggent inter       0%         The digital document suggeng in the signifiery. Prease above the signifiery to logen to Electrons Statements above restricted above		Document/Signatory	%Complete
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		Fix diplat document suppring of the signatury. Prease advise the signatury to log- and protect with seguring	n la Dechons Submission Authentication Portat (#SAP)

- **18.** The system-generated documents must be digitally authenticated by the corporate officers. All corporate officers must authenticate the documents through the Electronic Submission Portal (eSAP). An email notification of "Ready to sign" will be sent to the corporate officer's email address along with the eSAP link. Click the link to be redirected to eSAP portal.
- **19.** Enter the eSECURE account credentials and click the "Login" button.



**20.** Upon log in to eSAP document signing portal, incorporators may start to digitally authenticate the system-generated documents to complete the application, select the "View Documents" button.

Securities and Exchanges Commission Welcome, Commission	
Cashboard     Signing Requests	
Pending (1) View All Requests	
Image: Wight with the second	

**21.** Select the "Signing Requests" menu to view all the documents. Select the document with pending status and click the "Pending" button.

🕼 Document Signing				٤
Securities and	DASHBOARD > VIEW DOCUMENTS			
Commission	View Documents List of Documents to Sign		← Back to Dashboard	Details
🙆 Dashboard	Reference No.	Date Created		
Signing Requests	TRN-062024-S00004	26-Jun-2024	PENDING	
	Filter Documents			Λ
	Q. Search Reference No.		Document Type View All	Select a document to view.
	Note: Click the document below	you want to view.		
	# Document Reference No.	Document Type	Date Uploaded	
	1 DOC-17193856670156	Articles of Incorporation - Stock Corporation.pdf	26-Jun-2024 PENDING	
	Showing 1-1 of 1 item.			

**22.** A detailed view of the document to be authenticated will be shown on the left side of the dashboard, click the "Sign" button to authenticate the document.

	List of Documents to Sign		Back to Dasht	board	
Securities and	Reference No.	Date Created		0% Completion (%)	_
Commission	TRN-062024-500004	26-jun-2024	PENDING	Who has access	
Dashboard	Filter Documents			By clicking "Sign", you are hereby consenting to the use of your identity for t	the
Signing Requests	Q. Search Reference No.		Document Type View All	purpose or signing and authenticating this occurrent electronically.	
	Note: Click the document below you v	vant to view.			
	# Document Reference No.	Document Type	Date Uploaded	Document Reference No. DOC-17193856670156	
	1 DOC-17193856670156	Articles of Incorporation - Stock Corporation.pdf	26-jun-2024 PENDING	Document Type Articles of Incorporation - Stock Corporation off	
	Showing 1-1 of 1 item.			File Type	
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				Transfer Ward the converting that has considered extension	

**23.** A One Time Password (OTP), will be sent to the registered mobile number and email address of the corporate officer, once verified a notice will be shown to confirm verification

Document Signing				
Securities and	DASHBOARD > VIEW DOCUMENTS			
Commission	View Documents List of Documents to Sign			← Back to Dashboard
•	Reference No.	Date Created		
<ul> <li>Dashboard</li> <li>Signing Requests</li> </ul>	TRN-062024-500004	PENDING		
	Filter Documents			
	Q Search Reference No.			Document Type View All
	Note: Click the document below you w	vant to view.		
	# Document Reference No.	Document Type	Date Uploaded	
	1 DOC-17193856670156	Articles of Incorporation - Stock Corporation.pdf	26-Jun-2024	SIGNED
	Showing 1-1 of 1 item.			1



- **24.** Once the OTP is successfully verified, the dashboard will indicate that document has been successfully authenticated. Document status is already "Signed".
- **25.** Ensure that all the corporate officers authenticate the system-generated forms. Click the "Check/Update Status" button in the eSPARC portal and click the "Exit and Cancel" button.

,	ZERO Processing Prerequisite All signatories of documents must be enrolled and	COMPANY NAME: 101	0 AAA SANTOS ADVERTISING CORPORATION		
	credentialed in the eSECURE system.	STATUS: Draft			
	Fill-up Form				
	Note: eSECURE ID of all signatories are required in encoding the application.	ESAP Authentication Status: Co	omplete		
	Authenticate Documentary Regularements via eSAP	ESAP Reference No.: TRN-072	024-500001		
	An email/SMS notification will be sent to all signatories for		Document/Signatory	%Complete	
	Div addimination of Octometry.		1. Articles of incorporation - Stock Corporation.pdf saturmv02218pm8.com	100%	
9	Pay Registration Fees		gnzhivessed@pmai.com		
	eSPAYSEC.		2. By-laws.pdf	100%	
0	Download Digitally Signed Certificate of		uatiummy0221@pmail.com		
	Incorporation Distally signed Cartificate of Incorporation bears the same		Busieloeeeec(Ebuer cos.)		
	legal weigh as the original. The submission of hard copies of documentary requirements is no longer required.		3. Certificate of Authentication.pdf	100%	
			gestelsversed@gene.com		
2	For registration with the BR, Social Agencies, LGUs, and		For digital decoursed simples of the standard Reason where the simples is	no in la Flankania Schulanian	
	FDA.		Authentication Portal (eSAP) and proceed with signing		
			Check/Update Statu		
		2			
					G Evit and Car
					C Cart one of the

**26.** Click the "Proceed to the Online Payment" button to automatically redirected to eSPAYSEC portal to proceed with the online payment.

Company Name	CARCAR INN CORPORATION
Status	Pending Payment of SEC Fees
Date Submitted	July 05, 2024
Application Reference No.	SEC240705-FS25ARWNGAAHSKN
ote:Please take note of your application reference number f	or easy tracking of your application.
aument Option 1: Online Payment via eSPAYSEC	
ayment Option 1: Online Payment via eSPAYSEC	inch nationwide
argunonaucany be cancened.  ayment Option 1: Online Payment via eSPAYSEC  Proceed to Online Payment  syment Option 2: Over-the-Counter at any Landbank Br.  Download and Print Payment Assessment Form  Download	inch nationwide
Automatically be cancelled.  Approximation of the payment via eSPAYSEC  Approximation of the payment  Approximation of the payment of the pa	nch nationwide
aryment Option 1: Online Payment via eSPAYSEC  Proceed to Online Payment  syment Option 2: Over-the-Counter at any Landbank Bri Download and Print Payment Assessment Form  Download and Print Payment Assessment Form  Download  Collow the steps indicated in the PAF (Letter D)  Upload the copy of the validated deposit slips here (me  Cick here to upload	rge slips into one PDF file)

**27.** A Notice of confirmation will appear, click the "Ok" button to automatically redirected to eSPAYSEC portal to proceed with the online payment.

	Confirmation				× Cancel Applicatio
Company N	You will be redirected to SEC Payment Portal, continue?			ATION	
Status		Ø Cancel	🖌 Ok	Fees	
Date Submit	ted	July 05, 202	4		
Application	Reference No.	SEC240705	-FS25ARW	NGAAHSKN	

**28.** A detailed summary of payment will be shown once redirected to eSPAYSEC. Select your preferred payment gateway and enter the verification code. Click the "Proceed to Payment" button and follow the necessary steps/process of our chosen payment gateway. Payment confirmation and Electronic Official receipt will be sent to the email address of the authorized representative.

esporsec	-			
🙀 Home Page				
Call Programmer		and the second se		
Print Dischards Of		Payaneed Adsensament Form Defaults Payane OHLDRENS CHOICE TONS SHOP MERCHANDFONG INC. GUIDDN DTV, SECORD DISTRICT ANTIONAL CARTAL REGION (VCR), 1		-
		# Nature of Collection	Account Code	Amount
		1 By Laws	4020102000(806)	1,000.00
		2 Registration of Corporation	402010.2000;504)	2,000.00
		3 Registration of Stock and Transfer Book	4020102000(909)	150.00
		4 Name Verification	4020199099(678)	100.00
		5 Legal Research Fee (A0823)	2020105000(13/1)	30.00
		8 Documentary Stamp Tax	4010401000240104013	30.00
		7 Misoellaneous Income - Handling Fee	4020199009(678)	25.00
		TOTAL AMOUNT TO BE PAID		3,330.00
		Payment Options:		
		C credit J back Card	Salact Payment Method  Provide Strategy Cools  Provide Strategy St	
			Enclose for the second for the secon	
			Leavenedy: Cost maps to a product collection product 19 Proceeded for programmed	

**29.** Once payment is successfully paid, click the "Go back to eSPARC" button.

**30.** The applicant will be redirected to eSPARC portal. Click the "download" button to view the authenticated system-generated documents and digital certificate of incorporation. An email notification with the subject "Registration Complete" has also been sent to the authorized representative's email address.

All signatories credentialed in	s of documents must be emplied and in the eSECURE system.	COMPANY NAME: 1010 AAA SANTOS ADVERTISING CORPORATION					
		STATUS: Approved by SEC					
Fill-up Form	IEE ID of all simulations are sequired in	SEC Registration Nu	mber: 2024070015868-65				
encoding the	application	E-Signed Documents					
2.2.1.2.1	2000	A Download	1. Appication Summary Form				
Authenticate	e Documentary Requirements via eSAP	A Download	2 Gover Sheet				
the authentics	alien of documents.	A Domioad	3. Articles of incorporation - Stock Corporation.pdf				
		A Download	4. By-laws pdf				
Pay Registra	ation Fees	A Download	5. Certificate of Authentication pot				
eSPAYSEC	I be conveniently made online via SEC						
Download D Incorporatio	ligitally Signed Certificate of	Click the button below to download your BEC Digitally signed Certificate of Incorporation					
Digitally sign legal weigh an of documenta	ed Certificate of incorporation bears the same is the original. The submission of hard copies any requirements is no longer required.		▲ Download				
Continue to	Philippine Dusiness Rub	Philippine Business					
For registratio	on with the BIR, Social Agencies, LGUs, and	15 Hub					
FDA		Please continue your application to	the Philippine Business Hub for registration with the BIR, Social Agencies, LGUs and FDA.				
		By clicking continue, you agree to s	hare your personal information with Philippine Business Hub				
		Continue to Philippine	Rusiness Hub				
		To further improve our frontline serv	ices, we would like to seek your opinion/commendation by giving your feedback on our services delivered to you. Kedly answer our online survey by clicking the link below				
			Citizen / Client Satisfaction Survey				

**31.** To continue your application to the Philippine Business Hub (PBH) for registration with the BIR, Social Agencies, LGUs and FDA, click the "Continue to Philippine Business Hub" button.

← Back	🔦 🖘 🏟 🖬 Archive 🔯 Move 🗃 Delete 🔮 Spam		A ¥	×
0	Securities and Exchange Commission Philippines www.sec.gox.ph	Visit site $\rightarrow$	0	D
• SEC	-ESPARC - Registration Approved	Yahoo/In	box 🏠	4
S	no-reply@sec.go.ph From: no-reply@sec.go.ph To: toph	Fri, Jul 5 at 1:52	PM 🟠	Υ.
Pleas	se be informed that the submitted registration documents (signed and notarized hard copies) for Childrens Choice Toy store OPC with reference number SEC240705-AUBQ/XAOQSTTXH6 have been reviewed and approved.			
Furth	er, the Certificate of Incorporation has been prepared and signed.			
The (	Certificate of Incorporation will be sent through courier if you've attached a return envelope/pouch during submission or it can be picked-up on the schedule to be sent by the SEC Releasing Officer in a separate email.			
Pleas	Business Hub e continue your application to the Philippine Business Hub for registration with the BIR. Social Agencies, LGUs and FDA.			
By cli	icking continue, you agree to share your personal information with Philippine Business Hub			
	Click here to continue to Philippine Business Hub			
To fu	ther immuse our frontline cervines we would like to sapi your opinion/memorialion by olying your factories on un services delivered to you			
Than	k you.			
(This	is a system-generated message. Please do not reply directly to this email.)			

#### Annex B

## User Guide for Registration of a New Corporation through OneSEC with ZERO Processing

🚯 esparc	Home	Login 🛞
Welcome to SEC eSPARC Electronic Simplified Processing of Application for Registration of Company Click have to get started		
Notice: ZERO Processing is now available! Zuper Easy Registration Online (ZERO) OneSEC and Regular Applications seamlessly incorporated into SEC's eSECURE and eSAP platforms.	A	
Click here to learn more		
00		
CURITIES AND		

#### URL: https://esparc.sec.gov.ph

SEC Zuper Easy Registration Online (ZERO) is an Electronic Simplified Processing of Application for Registration of Company (eSPARC) application that seamlessly integrates with the Electronic SEC User Registration Environment (eSECURE) and Electronic Submission Authentication Portal (eSAP) platforms. This allows applicants to digitally authenticate the system-generated forms through eSAP, thereby eliminating the need for physical signing and notarization of the registration documents. Submission of hardcopies of registration documents will also be removed thus facilitating a complete, end-to-end, paperless registration process. The digitally authenticated certificate of incorporation will be automatically generated by the system and has the same validity as the original certificate. SEC Zero enables applicants to register their companies anytime and from anywhere in the world.

#### Accessing SEC ZERO

**1.** To access SEC ZERO, proceed to log-in page. Click the "Login" button.



**2.** The Applicant must have a credentialed eSECURE account to register with SEC ZERO. Log in the eSECURE account and click the "Sign-In" button.



- If applicant has no account with eSECURE you may proceed on creating an account along with corporate officers. To register with eSECURE kindly proceed to this link: https://esecure.sec.gov.ph/
- **3.** The applicant will be redirected to the eSPARC portal, scroll down and click the "Proceed" button under One SEC processing



**4.** The Applicant will be redirected to the OneSEC processing page. Click the "Proceed One SEC with ZERO processing application" button.

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OneSEC Processing	
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<ul> <li>Sample as a Depute California.</li> <li>Name House York (California).</li> <li>Sample Sample California.</li> <li>Sample California.&lt;</li></ul>	The Original Confluence of Incorporation (rule to interact into our providence or publication of a linearities, sequences, sheel in the granul processes
Present Deall's with TIRO Presenting Application	Record CodEC Application
T	

**5.** The Applicant will be redirected to the General Provisions page of the SEC ZERO processing, read the following provisions and click the "Continue to OneSEC with ZERO processing application form" button.



**6.** The Applicant will be redirected to eSPARC fillable form, once filled out click the "Next" button to proceed to the next page.

) s	EC-ESPARC					0 4
0	ZERO Processing Prerequisite All signatories of documents must be enrolled and credentialed in the sSECURE system.	OneSEC with ZERO Processin STATUS: NEW	g			X Cancel Applicatio
0	Fill-up Form	Step 1 Name Verification				
	Note: eSECURE ID of all signatories are required in encoding the application.	Please fix the following errors:				
0	Authenticate Documentary Requirements via eSAP An email/SMS notification will be sent to all signatories for the authentication of documents.	Processing Office cannot be blank.  PROCESSING OFFICE				
	Day Devictorian From	SEC Office *				
Ĩ	Payment can be conveniently made online via SEC	Tacloban Extension Office				
	EDMAY SEC.	SEC Office where application shall be submitted and	d processed.			
0	Download Digitally Signed Certificate of Incorporation					
	legal weigh as the original. The submission of hard copies of documentary servicements is no longer required.	APPLICANI/AUTHORIZED REPRESEN	NTATIVE CONTACT DETAILS			
	se soccarrientary requirements to the totiger requires.	Last Name *	First Name *		Middle Name *	
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	For registration with the BIR, Social Agencies, LGUs, and		Include suffix name on first name		(Check if no Middle name)	
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		Mobile *	Phone		Email Address *	
		+639295620818	08569874		kevangelista45@yahoo.com.ph	
					OTP and application status will be sent to	this email.
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		Company Type *		Company Subtype *		
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		CHIL	DRENS CHOICE TOYS	SHOP MERCH	ANDISING INC.	
		L	Θ	Next		
		For further inquiries an	nd assistance, please email cprd_registration@sec.gov	ph		

**7.** A summary Notice will be displayed, click the "Save and Proceed" button.

	ZERO Processing Prerequisite All signatories of documents must be enrolled and credentialed in the eSECURE system.	OneSEC with ZERO P STATUS: NEW	Cancel Application
	Fill-up Form	Step 1 Name Verification	
	Note: eSECURE ID of all signatories are required in encoding the application.	Summary:	
0	Authenticate Documentary Requirements via eSAP An email/SMS notification will be sent to all signatories for the authentication of documents.	Company Name	CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC.
5	Pay Registration Fees		NOTE: Please be informed that the font case used will be the one reflected in the certificate
r.	Payment can be conveniently made online via SEC	Applicant/Authorized Representation	ve KA ľA
	eSPAYSEC.	Email	kev n.ph
2	Download Dipitally Signed Certificate of Incorporation	Processing Office	Tacloban Extension Office
ľ.	Digitally signed Certificate of Incorporation bears the same	Company Type	Stock Corporation - Corporation with less than 5 incorporators
	legal weigh as the original. The submission of hard copies	Classification	ALL FILIPINO - Regular
	er opcenter ter y reducenter to rol del redenado	Industry	Wholesale and retail trading of goods
C	Continue to Philippine Business Hub	Business Activity	Retail
	For registration with the BIR, Social Agencies, LGUs, and FDA.		
			♦Back Save and Proceed →

**8.** A confirmation notification will appear before saving and completing the application, click the "ok" button to continue



**9.** After confirmation, the applicant is redirected to Step 2, encoding of the company details, fill out the necessary details then click the "Save and Proceed" button.

		l .					
	ZERO Processing Prerequisite						
	All signatories of documents must be enrolled and credentialed in the eSECURE system.	STATUS: Draft					X Cancel Applica
)	Fill-up Form	Name Verification Status (Initial System Verifica	ation)				
	Note: eSECURE ID of all signatories are required in encoding the explication	Click here to Refresh Status					
	encounty are approximit.	NOTE: You can continue to fill-up the rest of the application	while waiting for the name veri	fication process to	complete.		
	Authenticate Documentary Requirements via eSAP An email/SMS notification will be sent to all signatories for the authentication of documents.	Company Name: CHILDRENS CHOICE TOYS SHOP ME	RCHANDISING INC.	O Queued			
	Pay Registration Fees Payment can be conveniently made online via SEC eSPAYSEC.	✓ Step 1 Step 2 Name Verification Company Details					
	der mole.	PRINCIPAL OFFICE ADDRESS					
	Download Digitally Signed Certificate of Incorporation	1 Tick the checkbox if not applicable.					
	Digitally signed Certificate of Incorporation bears the same legal weigh as the original. The submission of hard copies	Region *			Zip Code *		
	of documentary requirements is no longer required.	Select Region		~			
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					Lot/Block/Phase/House No.		
					0		
		Official Company Contact Details					
		Click here for more information: SEC Memorandum Circ	ular No.28 s 2020				
		Designated Authorized Representative					
		Designated Authorized Representative Last Name *	First Name			Middle Name *	
		Designated Authorized Representative	First Name *	R., JOHN III		Middle Name *	
		Oraguelar Authorized Representative Lost Name * Nationality *	Ex: DAVID J Include suffix r	R., JOHN III ame on first name		Middle Name * Check if no Middle name) Gentler *	
		Daagnalar Authorized Representative Last Name * Nationality * Philippine, Filipino	First Name * Ex. DAVID J Include suffix r TIN/Passport	R., JOHN III ame on first name	£.	Middle Name * Check If no Middle name) Gender * Select Gender.	
		Daagnalus Authorised Representative Last Name * Nationality * Philippine, Filipino	First Name * Ex. DAVID J Include suffix r TIN/Passport	R., JOHN III ame on first name	s.	Middle Name * Check if no Middle name) Gender * Select Gender.	
		Oragendar Aufbodent Representative Last Name * Nationality * Philippine, Filipino Official Mobile Number *	First Name * Ex. DAVID J Include suffix r TINIPassport * Alternate Mot	R., JOHN III anne on first name	2	Middle Name * Check if no Midde name) Gender * Select Gender.	
		Consortation Authorized Representative Last Name * Nationality * Philippine, Filipino Official Mobile Number * Cofficial	First Name * Ex. DAVID Ex. DAVID Include suffic r TIN/Passport Alternate Moc	R., JOHN III arme on first name * ile Number * 123 4567	2	Middle Name * C(Check if no Middle name) Gender * Select Gender.	
		Desgradual Authorized Representative Last Name * Nationality * Philippine, Filipino Official Mobile Number * Official Mobile Number * Official Email Address *	First Name * Ex. DAVID Tinclude suffix / TIN/Passport  Alternate Mod Alternate Ema	R_ JOHN III ame on first name alle Number * 123 4567 all Address *		Middle Name * Check if no Middle name) Gender * Select Gender.	
		Consortation Authorized Informatiliation Last Name * Nationality * Philippine, Filipino Official Mobile Number *  Cofficial Mobile Number * Cofficial Email Address * A verification link will be sent to this email address	First Name * Ex. DAVID Ex. DAVID TINIPassport TINIPassport Alternate Mob Alternate Email A verification ili A verification ili	R., JOHN III aarne on first name sile Number * 123 4567 til Address *	2 his email address	Middle Name * Check if no Midde name) Gender * Select Gender.	
		Consortation Authorized Representative Last Name * Nationality * Philippine, Filipino Official Mobile Number *  Gritcial Email Address * A vertification link will be sent to this email address: Landline Number	First Name * Ex. DAVID J Include suffic r TIN/Passport Alternate Mod Alternate Ema Alternate Ema A verification II Local (if appli)	R., JOHN III ame on first name s lile Number * 123 4567 123 4567 123 4567 111 Address *	2. Ins email address:	Middle Name * C(Check if no Midde name) Gender * Select Gender.	
		Congredent Authorited Representative Last Name * Nationality * Philippine, Filipino Official Mobile Number *  Official Email Address * A ventification link will be sent to this email address Landline Number	First Name  First Name  Ex. DAVID  Include suffic r  TIN/Passport  Alternate Mot  Alternate Em  Averification il  Local (frappi Ex. 212, 222	R, JOHN III ame on first name * ille Number * 123 4567 ill Address * nk will be sent to th cable)	2.	Middle Name * C(Check if no Midde name) Gender * Select Gender. Website	

**10.** The applicant will be redirected to Step 3, the Capital Structure page, complete the necessary details then click the "Save and Proceed" button

	link has been sent in the official email addresses. Please check	the message inboy for the link. I	lf you don't see it in your	inhox, remember to check v	our snam folder as well		
	Please note that the verification process must be completed	before you can proceed with th	e submission of the com	pany's registration applicatio	n,		
ZERO Processing Prerequisite All signatories of documents must be enrolled and credentialed in the eSECURE system.	OneSEC with ZERO Processing STATUS: Draft					× Can	cel Appi
Fill-up Form	Name Verification Status (Initial System Verif	cation)					
Note: eSECURE ID of all signatories are required in encoding the application.	You may proceed with the application. Please note that the as well as the Certificate of Incorporation.	e format of the company name s	hall be exactly the same	as how they were entered in	n the system and the same sh	all be reflected in the registr	ration app
Authenticate Documentary Requirements via eSAP	Click here to retry						
An email/SMS notification will be sent to all signatories for the authentication of documents.			10-militad	tial Name Verification Result	-		
Pay Registration Fees Payment can be conveniently made online via SEC aSPAYSEC.	Company Name: UNLUKENS UNULE IOTS SHUP	MERCHANDISING INC.	Completed CC	ompany Name: CHILDRENS allable for use	S CHOICE TOYS SHOP MER	CHANDISING INC.	
Download Digitally Signed Certificate of Incorporation Digitally signed Certificate of Incorporation bears the same legal weigh as the original. The submission of hard copies of documentary requirements is no longer required.							
Continue to Philippine Business Hub For registration with the BIR, Social Agencies, LGUs, and	✓ Step 1     ✓ Step 2     Step 3     Name Verification     Company Details     Capital Stri	icture					
FDA.	CAPITAL STRUCTURE & OTHER DETAILS						
		,					
	Ecapital Structure Details *						
						+Add Capital	
	**Total Auti	norized	То	tal Subscribed		Total Paid-Up	undate
	Capital Stock (PH	Pesos)	Capital Sto	ock (PH Pesos)	Capi	ital Stock (PH Pesos)	upuate
	No results Iouna.						
	Authorized Capital Stock Details *						
						<b>+</b> A	dd Deta
	# Type Of Share	No. of Shares			Par Value	Amount <sup>™</sup> Uj	pdate Re
	No results found.						
	то	TAL 0				0.00	
	NOTE: Total Amount <sup>®</sup> must be equal to Total Authorized Cap	tal Stock Amount <sup>*a</sup> .					
	Fiscal Year Details						
	Click here to use Calendar Year	Fiscal Year S	Start Date (month, day)		Fiscal Year End Date (m	ionth, day) *	
		≡ ×	Fiscal Year Start				
					Fiscal Year End Date mus Start Date	st be the previous day of Fis	scal Year
	Term of Existence (Perpetual or Years) *	Annual/Regu	ular Meetings Date *				
	Perpetual	-Select M	eeting Type	۷			
		ex January	v 01 or 3rd Friday of Jan	arv			
		The annual/re	egular meetings of stock	holders shall be held at the			
		principal offic then on the fo	e on the selected date o ollowing day.	f each year, if legal holiday,			
		<b>←</b> Bac	k to Step 2 Sav	ve and Proceed >			

To advance with the application and verification procedure, validate the verification link sent to your registered email address.

11. To complete the capital structure page, all incorporators must have a credentialed eSECURE account. Enter the eSECURE ID, and the incorporator's information will be automatically populated. After entering the subscription details of each incorporator, click the "Save" button.

I Sample of applicant as incorporator, with credentialed eSECURE account

with * are required.				
onal Details: (Requir	red for Incorporators	and Directors)		
ter eSECURE ID *				
S10-23-461446-92	Q	Click here to search		
AME:				
N:				
ATIONALITY: PHILIP	PPINE, FILIPINO			
1 1 1 1 BUO MAGDA	ALENA, LAGUNA RE	EGION IV-A (CALABARZON) 1		
		23. Ex		
Incorporator *	Directo	or* Subs	riber*	
Incorporator	Directo	5055		
Yes	Yes	S Y	25	
Subscription Details				
Subscription Details				Damana aukaninkan dataik
Subscription Details	s (REQUIRED)		6	<ul> <li>Remove subscription details</li> </ul>
Subscription Details Subscription Details	s (REQUIRED)		6	- Remove subscription details
Subscription Details Subscription Details Share Type * Common - Voting	s (REQUIRED) 5: 1 g - with Par		~	- Remove subscription details
Subscription Details Subscription Details Share Type * Common - Voting No. of Shares Sub	s (REQUIRED) : 1 g - with Par scribed *	Subscribed Amount *	~	- Remove subscription details
Subscription Details Subscription Details Share Type * Common - Voting No. of Shares Sub	s (REQUIRED) :: 1 g - with Par scribed * 100,000	Subscribed Amount *	► 100,000	Remove subscription details
Subscription Details Subscription Details Share Type * Common - Voting No. of Shares Sub Paid Up Capital *	s (REQUIRED) s: 1 g - with Par scribed * 100,000	Subscribed Amount *	► 100,000	- Remove subscription details
Subscription Details Subscription Details Share Type * Common - Voting No. of Shares Sub Paid Up Capital *	s (REQUIRED) :: 1 g - with Par scribed * 100,000 100,000	Subscribed Amount * P Mode of Payment * Cash	<ul> <li>►</li> <li>100,000</li> <li>►</li> </ul>	- Remove subscription details
Subscription Details Subscription Details Share Type * Common - Voting No. of Shares Sub Paid Up Capital * P	s (REQUIRED) :: 1 :: 1 : 1	Subscribed Amount * P Mode of Payment * Cash	<ul> <li>✓</li> <li>100,000</li> <li>✓</li> </ul>	- Remove subscription details
Subscription Details Subscription Details Share Type * Common - Voting No. of Shares Sub Paid Up Capital * P	s (REQUIRED) s: 1 g - with Par scribed * 100,000 100,000	Subscribed Amount * P Mode of Payment * Cash	<ul> <li>►</li> <li>100,000</li> <li>►</li> </ul>	- Remove subscription details
Subscription Details Subscription Details Share Type * Common - Voting No. of Shares Sub Paid Up Capital * P	s (REQUIRED) s: 1 g - with Par scribed * 100,000 100,000	Subscribed Amount * P Mode of Payment * Cash	<ul> <li>►</li> <li>100,000</li> <li>►</li> </ul>	Remove subscription details
Subscription Details Subscription Details Share Type * Common - Voting No. of Shares Sub Paid Up Capital * P Click here to add Su	s (REQUIRED) :: 1 g - with Par scribed * 100,000 100,000	Subscribed Amount * P Mode of Payment * Cash	<ul> <li>✓</li> <li>100,000</li> <li>✓</li> </ul>	- Remove subscription details
Subscription Details Subscription Details Share Type * Common - Voting No. of Shares Sub Paid Up Capital * P Click here to add Su	s (REQUIRED) s: 1 g - with Par scribed * 100,000 100,000	Subscribed Amount * P Mode of Payment * Cash	<ul> <li>►</li> <li>100,000</li> <li>►</li> </ul>	- Remove subscription details
Subscription Details Subscription Details Share Type * Common - Voting No. of Shares Sub Paid Up Capital * P Click here to add Su	s (REQUIRED) s: 1 g - with Par scribed * 100,000 100,000	Subscribed Amount * P Mode of Payment * Cash	<ul> <li>✓</li> <li>100,000</li> <li>✓</li> </ul>	Remove subscription details

12. The applicant will be redirected to Step 4. Complete the data under the Company Officers, tick the box of "Click here to confirm" and click the "Save and Proceed" button.

	ZERO Processing Prerequisite All signatories of documents must be enrolled and credentialed in the eSECURE system.	OneSEC with STATUS: Draft	ZERO Pro	ocessing							X Cancel /	Appli
	Eill un Form	Name Verification	Status (Initia	System Verification)								
	Note: eSECURE ID of all signatories are required in encoding the application.	You may proceed with t as well as the Certification	he application. P of Incorporation	lease note that the format of th n.	e company name sha	II be exactly the same a	s how they were entit	ered in the system	and the same sh	all be reflected in	the registration	n appli
)	Authenticate Documentary Requirements via eSAP An email/SMS notification will be sent to all signatories for the authentication of documents.	Click here to			INC .	Completed Initia	I Name Verification P	Result				
	Pay Registration Fees Payment can be conveniently made online via SEC eSPAYSEC.	Company Name.	CHILDRENG CI			Con Avai	npany Name: CHILD lable for use	RENS CHOICE TO	DYS SHOP RET	AILERS INC.		
	Download Digitally Signed Certificate of Incorporation Digitally signed Certificate of Incorporation bears the same legal weigh as teriginal. The submission of hard copies of documentary requirements is no longer required.											
,	Continue to Philippine Business Hub For registration with the BIR, Social Agencies, LGUs, and FDA	✓ Step 1 Name Verification	✓ Step 2 Company Detail	✓ Step 3 S     S     Capital Structure C	tep 4 company Officers							
		Enter eSECURE	ID									
					Q Click h	ere to search						
		I Company Offic	cers									
			0.005								Showing 1-2	of 2 it
		** Please make sure	to have exactly	two(2) Incorporators					+ Add I	ncorporator/Di	rector/Sub	scrib
		# Name	Nationality Philippine,	Subscription Details Common - Voting - with Par -	No. of Shares Subscribed	Amount Subscribed <sup>*2a</sup> A 50,000.00	mount Paid <sup>*38</sup> 50,000.00	Incorporator	Director	Subscriber	Update	Ren
		1 ABUTIN DIOSANTA	Filipino	50,000								-
		2 GONZALES	Filipino	Common - voting - with Par - 50.000	L 100.000	100.000.00	100.000.00	•	î	Ť	C#	I
		Capital Structure D Subscribed Capital Paid-Up Capital Sto	etails Stock : P100,000 ck : P100,000.00	.00								
		Subscription Detai	s	Par Value	Total No. of Shi	ras Subscribed		amaining No. of	Shares for Subs	scription		
		Common - Voting -	with Par	1.00	100,000			)	510105 101 5055	and a second		
		Tanata (		To	otal 100,000							
		1. Total Amount Sub 2. Total Amount Paic	scribed <sup>*28</sup> must I <sup>*38</sup> must be equ	be equal to P100,000.00 al to P100,000.00								
		I, the Authorized Rep that the stated indivi	presentative, her duals and/or res	eby attest that the names of the sective representative/s of the	e Incorporator/s, Dire juridical entity/ies are	ctor/s, Officer/s, Nomine part of the corporation/p	e and Alternate Nom artnership.	inee (for OPC) or F	artners have be	en encoded in goo	d faith and wit	th cons
		MC No. 6 s. 2016 – I have read and un	ove been authors set forth in the Omnibus Guidel ferstood the Mo	registration/licensing docume nes on Principal Office Addres 2 No. 6 series of 2016	as representatives of nts have been verifier s; Address of Each In	Junulical entities to file the	of my knowledge and	l belief are true and	armership and a	aaume ruli respons	aonny under p	endity
						Click here to c	onfirm					
					← Back	to Step 3 🛛 😔 S	ave and Proceed	1				

13. The Applicant will be redirected to Step 5, Beneficial Ownership Declaration page; once completed, tick the box of "Click here to confirm" and click the "Save and Proceed" button.

) SE	C-ESPARC	ο Αα
0	ZERO Processing Prerequisite	OneSEC with 7EPO Processing
	All signatories of documents must be enrolled and credentialed in the eSECURE system.	STATUS: Draft Cancel Application
0	Fill-up Form	Name Verification Status (Initial System Verification)
	Note: eSECURE ID of all signatories are required in encoding the application.	You may proceed with the application. Please note that the format of the company name shall be exactly the same as how they were entered in the system and the same shall be reflected in the registration application as well as the Certificate of Incorporation.
2	Authenticate Documentary Requirements via eSAP	Click here to retry
	the authentication of documents.	Company Name: CHILDRENS CHOICE TOYS SHOP RETAILERS INC.  Completed Initial Name Verification Result:
	Pay Registration Fees Payment can be conveniently made online via SEC eSPAYSEC.	Company Name: CHILDRENS CHOICE TOY'S SHOP RETAILERS INC. A Available for use
	Download Digitally Signed Certificate of Incorporation Digitally signed Certificate of Incorporation bears the same legal weigh as the original. The submission of hard copies of documentary requirements is no longer required.	
	Continue to Philippine Business Hub For registration with the BIR, Social Agencies, LGUs, and FDA.	
		Is the registration of the Corporation being applied for and on behalf of a person(s) other than the incorporators? (Bukod sa mga nakatalang pangalan ng mga incorporators sa inyong aplikasyon, mayroon pa bang ibang tao or korporasyon sa likod ng pagpaparehistro ng korporasyon na ito na maaaring makinabang dito o nag-atas na ito ay i-rehistro?) *
		← Back to Step 5
		For further inquiries and assistance, please email cprd_registration@sec.gov.ph
efic	ial Ownership	lied for and an babalit of a normanic) other than the incompositors?
od s	a mga nakatalang pangalan ng mga in ang dito o nag-atas na ito ay i-rehistro?	corporators sa inyong aplikasyon, mayroon pa bang ibang tao or korporasyon sa likod ng pagpaparehistro ng korporasyon na ito na maaaring
C	) Yes	
he gist	Authorized Representative of the a tration/licensing of the corporation	above-named applicant corporation, hereby attest that I have been authorized by the aforesaid corporation and its owners to file the and to cause the filling-up and submission of this form.
urth ow	ner attest that the information decla ledge and belief, are true and corre	red herein has been encoded in good faith and that the matters set forth herein have been verified by me and, to the best of my act.
ko, av-	ang Awtorisadong Kinatawan ng a ari nito, upang iproseso ang kanila	aplikanteng korporasyon, ay nagpapatotoo na ako ay binigyang kapangyarihan at pahintulot ng nasabing korporasyon, pati ng mga ng rehistrasyon sa Securities and Exchange Commission kabilang ang pagsadot at pagpapasa ng form na ito.)
		Click here to confirm
		← Back to Step 5
	For further inquiries a	and assistance, please email cord, registration@sec.gov.ph

14. The applicant will be redirected to Step 6, Application Review. Review the accuracy of the system-generated forms by clicking them to open on a separate tab. View, download, and check if all information is correct and complete.



15. Applicant must validate the link sent to the official and alternate email address to proceed and finish the application.

Alternate email address: me mail.com	Official email address: pa	ate		nail.com
Alternate email address: m	A 14	107		
	Allemale email address.	FT1/		TO COM
	Alternate email address.	mente		
	Alternate email address.			ाdii.com
Click here to:	Cli	ok bor	o to:	ाdii.com
Click here to:	Cli	ck her	e to:	indii.com
Click here to:	Cli	ck her	e to:	in an a sub-

• Below is a sample of the email confirmation the applicant



16. Upon successful verification, the applicant will get a confirmation message



**17.** Enter the verification code and click the "Proceed to Document Authentication" Button.

	Verification Code * pufib()
pufiba	
	click on the image to referesh code

**18.** A confirmation message will appear confirming the submission of application form, if no changes will be made click the "OK" button to proceed



**19.** Once the application is submitted, the system-generated documents will be ready for authentication of the corporate officers.

ESAP Authentication Status: Pending			
ESAP Reference No TRN-062024-S0000-	4		
	Document/Signatory	%Complete	
	1. Articles of incorporation - Stock Corporation pdf tartex-express/100000000000000000000000000000000000	0%	
	versonsyliginganeter (		
	2 Bylans pdf	0%	
	unterseyilli (genetice)		
	3 Certificate of Authentication pdf	0%	
	Fir digtal document support of the signatury. Please advise the signatory to log-in to and proceed with signing	Dectrons Submission Authentication Porta: (a53.4P)	

- **20.** The system-generated documents must be digitally authenticated by the corporate officers. All corporate officers must authenticate the documents through the Electronic Submission Portal (eSAP). An email notification of "Ready to sign" will be sent to the corporate officer's email address along with the eSAP link. Click the link to be redirected to eSAP portal.
- **21.** Enter the eSECURE account credentials and click the "Login" button.



**22.** Upon log in to eSAP document signing portal, incorporators may start to digitally authenticate the system-generated documents to complete the application, select the "View Documents" button.

Document Signing		
Securities and Exchange Commission Commissio	Welcome, Signatory.	
	Pending (1)         View All Requests           Image: Strate S	() 3:33:07 <sup>PM</sup> Wednesday, June 26, 2024

**23.** Select the "Signing Requests" menu to view all the documents. Select the document with pending status and click the "Pending" button.

Document Signing				
Securities and	DASHBOARD > VIEW DOCUMENTS			
Commission	View Documents List of Documents to Sign		← Back to Dashboard	Details
🙆 Dashboard	Reference No.	Date Created		0
Signing Requests	TRN-062024-500004	26-Jun-2024	PENDING	
	Filter Decuments			Δ
	Q. Search Reference No.		Document Type View All	Select a document to view.
	Note: Click the document below	you want to view.		
	Document Reference No.	Document Type	Date Uploaded	
	1 DOC-17193856670156	Articles of Incorporation - Stock Corporation.pdf	26-Jun-2024 PENDING	
	Showing 1-1 of 1 item.			

**24.** A detailed view of the document to be authenticated will be shown on the left side of the dashboard, click the "Sign" button to authenticate the document.



**25.** A One Time Password (OTP), will be sent to the registered mobile number and email address of the corporate officer, once verified a notice will be shown to confirm verification



**26.** Once the OTP is successfully verified, the dashboard will indicate that document has been successfully authenticated. Document status is already "Signed".

Document Signing			
Securities and Exchange Commission	DASHBOARD > VIEW DOCUMENTS View Documents List of Documents to Sign		← Back to Dashboard
	Reference No.	Date Created	
<ul> <li>Dashboard</li> <li>Signing Requests</li> </ul>	TRN-062024-500004	26-jun-2024	PENDING
	Filter Documents		
	Q Search Reference No.		Document Type View All
	Note: Click the document below you wa	ant to view.	
	# Document Reference No.	Document Type	Date Uploaded
	1 DOC-17193856670156	Articles of Incorporation - Stock Corporation.pdf	26-Jun-2024 SIGNED
	Showing 1-1 of 1 item.		1

**27.** Ensure that all the corporate officers authenticate the system-generated forms. Click the "Check/Update Status" button in the eSPARC portal and click the "Exit and Cancel" button.

,	ZERO Processing Prerequisite				
	All signatories of documents must be enrolled and credentialed in the eSECURE system.	COMPANY NAME: 1010 AAA S	SANTOS ADVERTISING CORPORATION		
2	Fill-up Form	STATUS: Draft			
	Note: editCURE ID of all signatories are required in encoding the application.	ESAP Authentication Status: Complete			
	Authoritizate Decomposition Remotestances of a PAR	ESAP Reference No.: TRN-072024-S0000	31		
	An email/SMS notification will be sent to all signatories for		Document/Signatory	%Complete	
	the authentication of documents.		1. Articles of Incorporation - Stock Corporation.pdf	100%	
0	Pay Registration Fees		grizis/veasd@predicers space		
	Payment can be conveniently made online via SEC eSPAYSEC.				
			2. By-laws.pdf ustdowny0021@prest.com : Nove1	100%	
2	Download Digitally Signed Certificate of Incorporation		gnzki/veaad@pnait.com : Reveal		
	Digitally signed Certificate of Incorporation bears the same legal weigh as the original. The submission of hard copies of documentary requirements is no longer required.		3. Certificate of Authentication.pdf ustowny0021@preit.com	100%	
5	Continue to Philippine Business Hub		geth/eesed@pret.cov .		
	For registration with the BIR, Social Agencies, LGUs, and FDA.		For digital document signing of the signatory. Ptease advise the signatory to Authentication Doubal (cDAP) and encoded with vicence.	log-in to Electronic Submission	
			Check/Update Statu	5	
		2			
					G Exit and Cano

**28.** Click the "Click here to pay via SEC eSPAYSEC" button to automatically redirected to eSPAYSEC portal to proceed with the online payment.

١	SEC-ESPARC		Login to eSECURE
		Your application is now for Payment.	×
0	ZERO Processing Prerequisite All signatories of documents must be enrolled and credentialed in the eSECURE system.	COMPANY NAME: CHILDRENS CHOICE TOYS SHOP MERCHANDISING INC.	
0	Fill-up Form Note: eSECURE ID of all signatories are required in encoding the application.	✓ Click here to pay via SEC eSPAYSEC	
0	Authenticate Documentary Requirements via eSAP An email/SMS notification will be sent to all signatories for the authentication of documents.	Note: You only have until today (June 28, 2024) to complete payment otherwise application will be expired.	CExit and Cancel

**29.** A detailed summary of payment will be shown once redirected to eSPAYSEC. Select your preferred payment gateway and enter the verification code. Click the "Proceed to Payment" button and follow the necessary steps/process of our chosen payment gateway.

esparsec	-			
- 10 Harris Page				
Reg 194		Payment Assessment Form Details		
		Payer: OHLDRENS CHOICE TOYS SHOP MERCHANDISING INC. GUIDDI DTV, SECOLD DISTRICT, MERCHANDISING INC.		-
		# Nature of Collection	Account Code	Amount
		1. By Level	4020102000(606)	1,000.00
		2 Registration of Corporation	4020102000(s04)	2,000.00
		3 Registration of Stock and Transfer Rook	4020102000(808)	150.00
		4 Name Verification	4020199099(678)	100.00
		5 Legal Research Fire (A0823)	2020105000(131)	30.00
		6 Documentary Stamp Tax	4010401000(4010401)	30.00
		7 Missellaneous Income - Handling Fee	4020199099(678)	20.00
		TOTAL AMOUNT TO BE PAID		3,330.00
		Payment Options:	Select Payment Method	
		mous Credit / Debit Cred etwater	Oracia Moto Annuel Laboration     Oracia Lineada Annuel Laboration     Oracia Lineada Annuel Laboration     Oracia Lineada Annuel Laboration	onhey
			Enabli Address *  Anteriorginitation and the out by each  and and the out by each and	

Payment confirmation and Electronic Official receipt will be sent to the email address of the authorized representative.

**30.** Once payment is successfully paid, click the "Go back to eSPARC" button.



**31.** The applicant will be redirected to eSPARC portal. Click the "download" button to view the authenticated system-generated documents and digital certificate of incorporation. An email notification with the subject "Registration Complete" has also been sent to the authorized representative's email address.

All signatories of documents must be enrolled and crediestilated in the eSECURE system	COMPANY NAME: 1010 AAA SANTOS ADVERTISING CORPORATION STATUS: Approved by SEC
Fillop Form     Hote: editCURE ID of all signatories are required in     encoding the application	SEC Registration Number: 2024070015868-65
Authenticate Documentary Requirements via 6.5AP     An immiDSM exclusions will be sent to all upsatements     the authentication of documents.     Pay Registration France     Payment can be conversionly made innine via SEC      e2/PVIDEC.	Lournaid 1 Application Summary Form     Lournaid 2 Core Intel     Lournaid 3 Antoin of Interportation - Stack Corporation pdf     Lournaid 4 Bylams pdf     Lournaid 5 Centricate of Authentication pdf
Download Digitally Signed Certificate of Incorporation Digitally signed Certificate of Incorporation bears the same legal weigh as the original. The submission of hord capies of documentary requirements in to longer equival.	Click the butten below to download your SEC Digitally lagsed Certificate of Incorporation
Continue to Philippine Datisets Mub Pre-regimetors with the BR, Social Agencies, LOUx, and FDA.	Plase contract you agree to shore your personal information with the BR, social Agencies, LGUs and FDA.     By clocing continue, you agree to shore your personal information with Philippine Business Hub
	To further improve our frontiline services, we would like to seek your oprioritionmentation by giving your headback on our services driftwend to your. Kindly answer our outrie survey by disking the task below CRIVENT_CEVENT_Self-Self-Self-Self-Self-Self-Self-Self-

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**32.** To continue your application to the Philippine Business Hub (PBH) for registration with the BIR, Social Agencies, LGUs and FDA, click the "Continue to Philippine Business Hub" button.