



Electronic Application for Modification of Entity Data (eAMEND)

<https://eamend.sec.gov.ph>

USER GUIDE

Regular Application

The eAMEND is a cutting-edge online platform designed to simplify and expedite the process of filing and managing amendments with SEC. This user-friendly portal redefines the way amendments are submitted and processed. By harnessing advanced technology, eAMEND ensures efficiency, accuracy, and security, allowing business entities to focus on their core operations while meeting regulatory obligations seamlessly. It facilitates the acceptance, processing, approval of payment, and issuance of the digital and original Certificate for amendment applications filed through it.

Regular Application for Amendment of the Articles of Incorporation and/or By-Laws filed by Domestic Stock or Non-stock corporations concerning the following provisions:

- a. Amendment of Partnership.
- b. Dissolution of Partnership.
- c. Amendment of Articles of Incorporation of a Domestic Corporation whether stock or non-stock other than those indicated in Section 1.A.a. of SEC Memorandum Circular No. 03, series of 2024
- d. Amendment of By-Laws of a Domestic Corporation whether stock or non-stock other than those indicated in Section 1.A.b. of SEC Memorandum Circular No. 03, series of 2024
- e. Application for Conversion of One Person Corporation (OPC) to Ordinary Stock Corporation (OSC) and vice versa.
- f. Application for Increase of Capital Stock for One Person Corporation via Cash.
- g. Combination of any of Section 1.A and Section 1.B. of SEC Memorandum Circular No. 03, series of 2024

To enhance the security of eAMEND transaction, all individuals who wish to use eAMEND portal shall register and create an account on SEC Universal Registration Environment (eSECURE).

Registration and Credentialing an Account to eSECURE

1. Access the eSECURE portal <https://esecure.sec.gov.ph/>
2. Register an account
3. Pay the registration fee
4. Proceed with Credentialing an account



 user guide

Please click this button to be redirected to the step by step procedures of the eSECURE

Accessing the eAMEND Portal

1. Access the SEC website (www.sec.gov.ph)
2. Click the Online Services
3. Click eAMEND or access this URL <https://eamend.sec.gov.ph/login>
4. Enter the username and password of your eSECURE account

The screenshot displays the SEC website interface. At the top, the navigation menu includes 'GOVPH', 'Home', 'About Us', 'Online Services', 'Fees', 'Reportorial Requirements', 'Laws, Rules, Decisions and Resolutions', and 'FAQs'. The 'Online Services' dropdown menu is open, showing options like 'eSECURE', 'SEC eSPARC', 'eSPAYSEC', 'eAMEND', 'SEC Electronic Filing and Submission Tool', 'MC28 Submission Portal', 'Electronic Registry of Application for Market Participant (eRAMP)', 'eSEARCH', 'API Marketplace', 'SEC Express System', 'Appointment System (eFast Account Verification)', and 'Registration Calculator'. The 'eAMEND' option is highlighted with a blue circle labeled '3'. Below the navigation, the main banner features the SEC logo and the text 'THE SEC HEADQUARTERS' with the address '7907 Makati Avenue, Salcedo Valley, Bel-Air, Makati City, 1209'. A secondary banner shows the SEC building with the text 'SECURITIES AND EXCHANGE COMMISSION'. At the bottom, there is a row of icons representing various SEC services: REIT, Revised Corporation Code, Anti-Money Laundering/Combating the Financing of Terrorism, Lending and Financing Companies, Microfinance NGO Regulatory Council, Investment Companies, Financial Institutions Strategic Transfer, and Foundations. A chatbot icon for 'CAROL' is also present. Below the banner, the URL 'https://eamend.sec.gov.ph/login' is displayed. The eSECURE login form is shown, with the 'Username or Email Address' field highlighted by a blue circle labeled '4'. The form includes fields for 'Username or Email Address', 'Password', a 'Remember me' checkbox, a 'Sign In' button, and links for 'Forgot Password?' and 'No account yet?'. A 'Register with eSECURE' button is also visible.

CREATION OF APPLICATION

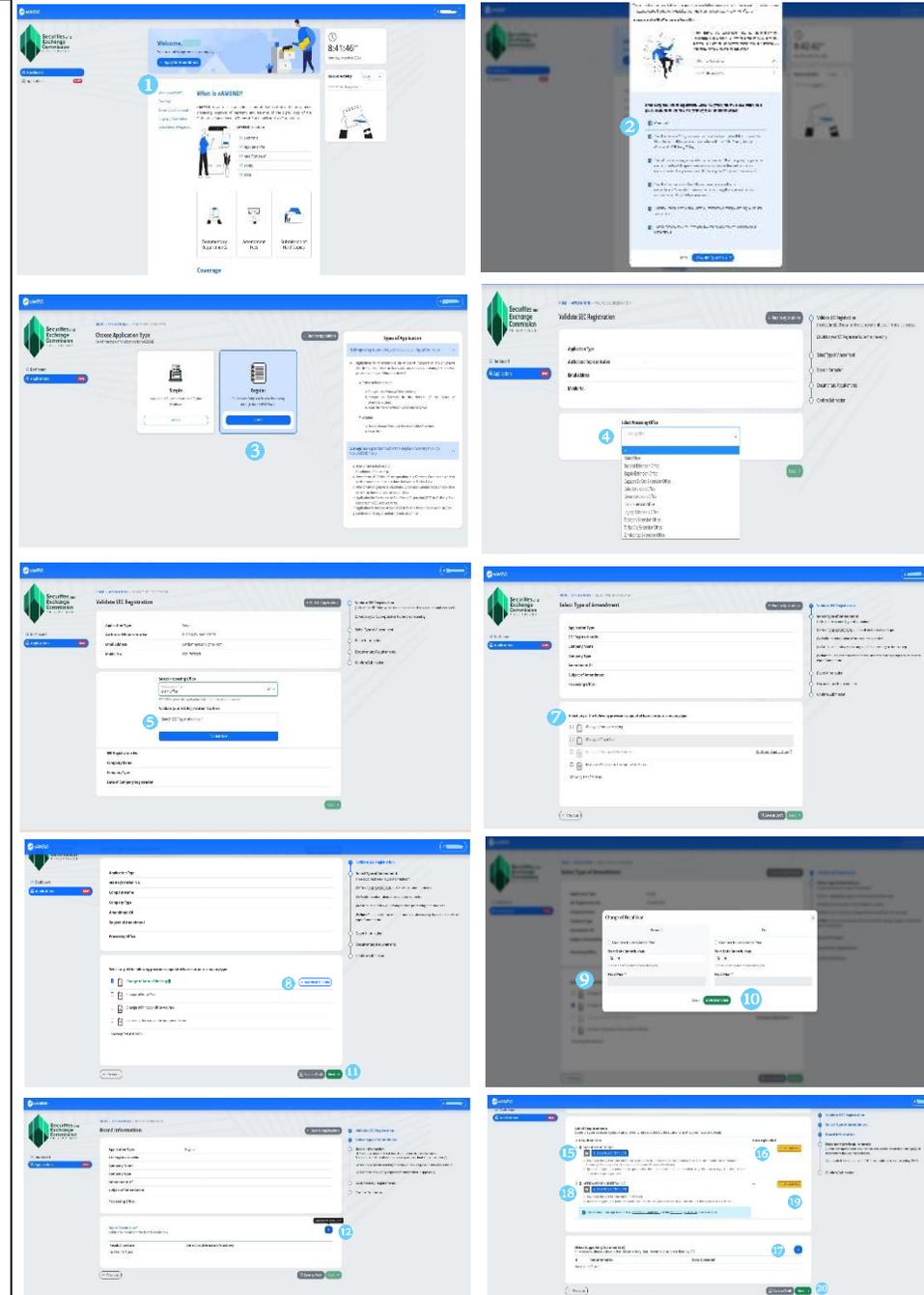
1. Click the **" +Apply for Amendment"** button
2. Read and tick the "Click All" for the Terms and Provisions and Click the **"Proceed Application"** button
3. Select **"Regular"** application type
4. Select Processing Office
5. Enter SEC Registration Number and Click the **"Search"** button
6. Once the company has been FOUND, Click the **"OK"** and **"Next"** (if **NOT FOUND** the system will prompt "what to do" instructions)

An email notification of "Draft" status will be sent to the email address of the applicant.

7. Select from the list of the amendment provisions
8. Click the **"Amendment Form"**
9. Fill-out the amendment form (From and To)
10. Click the **"Save Changes"** button

Repeat Steps 7-10 (if there is another type of amendment application)

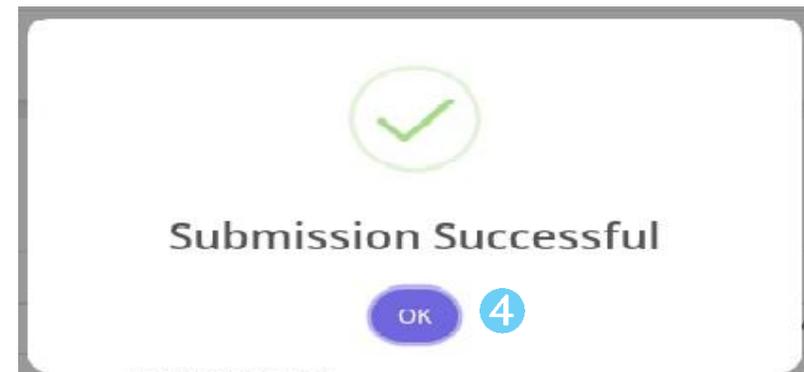
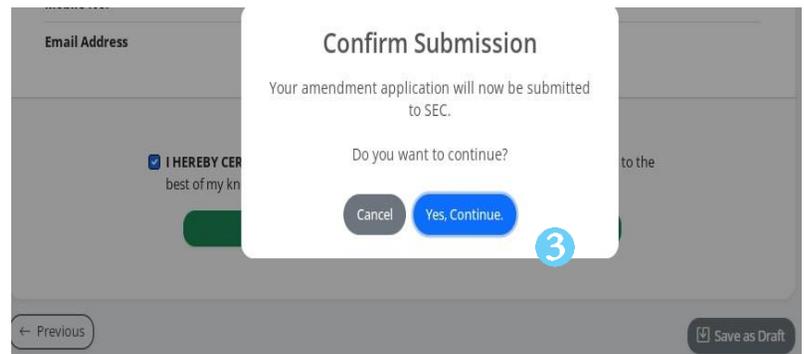
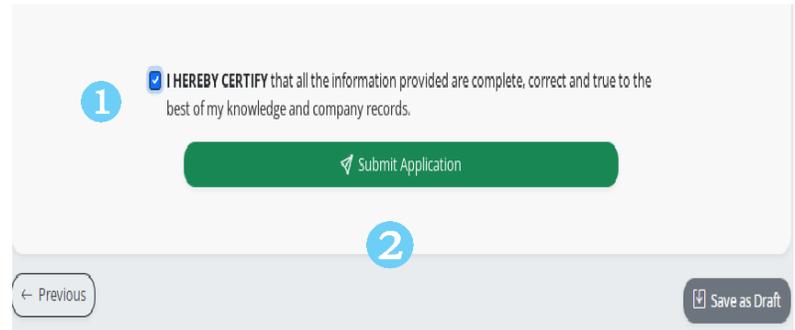
11. Click the **"Next"** button
12. Click the **" +Add Board Resolution"** button and fill-out the necessary information
13. Click the **"Add Board Resolution"** button and **"OK"** button
14. Click the **"Next"** button
15. For the Amendment Form, Click the **"Preview Template"** and **"Download Template"**
16. Click the **"Upload File"** button to upload the necessary requirements
17. For Other Supporting Documents, Click the **" +Add Document"** button
18. Upload the latest monitoring clearance issued by SEC or Tick the box for Affidavit of Undertaking if the monitoring clearance is not available
19. Click the **"Preview Template"** and **"Download Template"** of Affidavit of Undertaking and Upload
20. Click the **"Next"** button



SUBMISSION OF APPLICATION

1. Tick the "I HEREBY CERTIFY" statement
2. Click the "Submit Application" button
3. Click the "Yes, Continue" button
4. Click the "OK" button

An email notification of "Pending Review" status will be sent to the email address of the applicant.

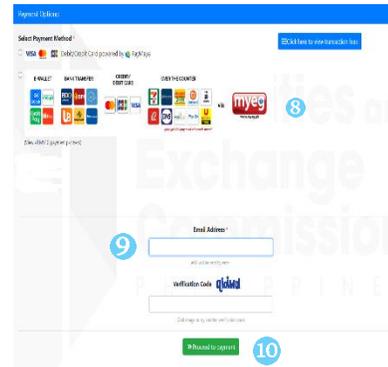
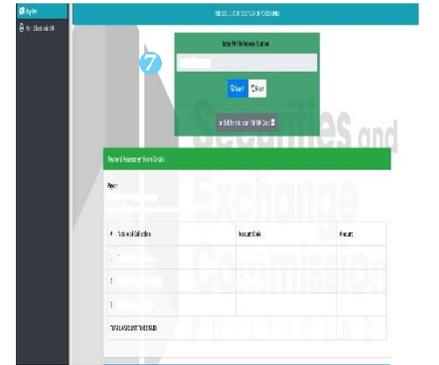
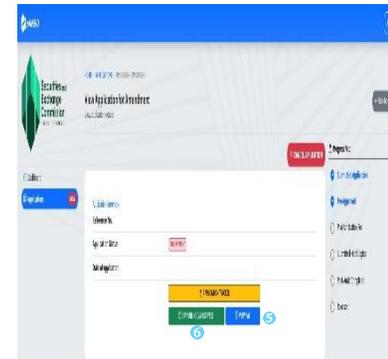
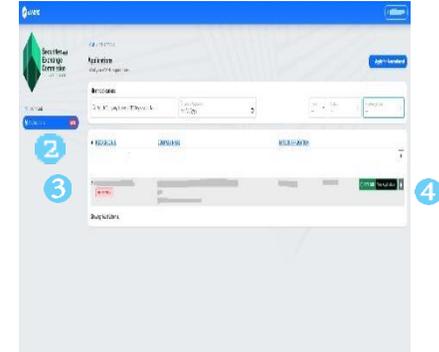


PAYMENT OF APPLICATION

Once the application has been reviewed and pre-approved by the Assigned Processor, an email notification of "For Payment" status will be sent to the email address of the applicant.

1. Open the email Notice and login to the eAMEND portal
2. Click the "Applications" menu
3. Search for the application with "For Payment" status
4. Click the "View Application" button
5. Click the "View" button to view the Payment Assessment Form (PAF)
6. Click the "Pay Online via eSPAYSEC" button
7. The system will be redirected to eSPAYSEC Portal
8. Select from any of the Payment Methods
9. Enter the Verification Code
10. Click the "Proceed to Payment" button
 The system will be redirected to the chosen Payment Gateway Portal
11. Proceed with the Payment steps
12. Once the payment has been successful Click the "Go back to eAMEND" button

Payment Confirmation will be sent to the email address of the applicant.



SUBMISSION OF HARD COPIES

1. Open the email Notice with **"For Submission of hard copies"** or login to eAMEND portal
2. Click the **"Applications"** menu
3. Search for the application with **"For Submission of hard copies"** status
4. Click the **"View Application"** button to view the application tracker and list of uploaded requirements
5. Submit the proof of payment of the required fees together with the originally signed and notarized hard copies to the selected SEC Processing Office anytime within thirty (30) calendar days stated from the date indicated in the digital copy of the Certificate of Amendment

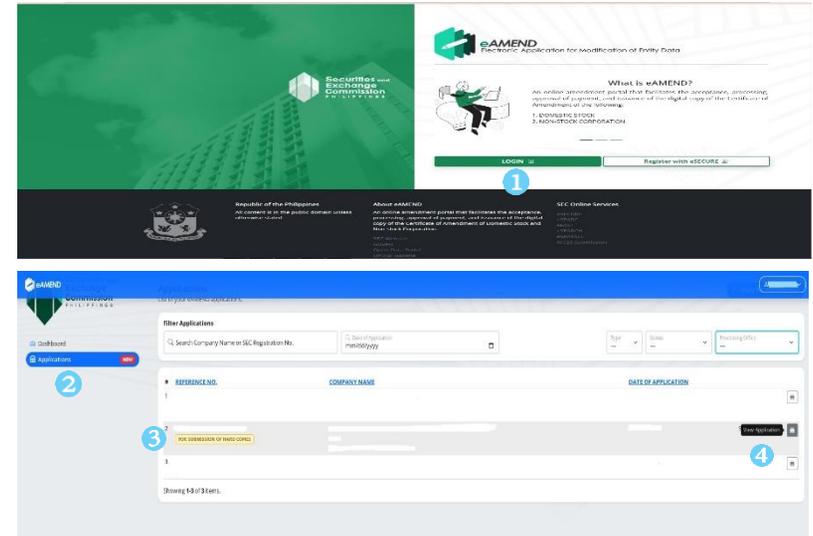
RECEIVING OF ORIGINAL CERTIFICATE OF AMENDMENT

1. Open the email Notice with "For Releasing of Certificate"
2. Proceed to the selected SEC Processing Office on the scheduled date indicated in the email notice to receive the original certificate of amendment.

CANCELLATION OF APPLICATION (Only applicable with unpaid application)

1. Click the **"Applications"** menu
2. Click the **"View Application"** button
3. Click the **"Cancel Application"** button
4. Enter the reason for cancellation
5. Click the **"Cancel Application"**, the system will send an email notice of **"Cancelled"** application to the applicant.

SUBMISSION OF HARD COPIES



CANCELLATION OF APPLICATION

