



Electronic Application for Modification of Entity Data (eAMEND)

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

USER GUIDE

Simple 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.

Simple Application is subject to issuance of digital certification for Amendment of the Articles of Incorporation and/or By-Laws filed by Domestic Stock or Non-stock corporations concerning the following provisions:

- a. Articles of Incorporation:
 - i. Change in the Principal Office Address;
 - ii. Increase or Decrease in the Number of the Board of Directors/Trustees;
 - iii. Fiscal Year for One Person Corporations (OPCs).

- b. By-Laws:
 - i. Date of Annual Meeting of the stockholders/members;
 - ii. Fiscal Year.

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 Credentiaing 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 Credentiaing 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 shows the SEC website interface. At the top, there is a navigation bar with 'GOVPH', 'Home', 'About Us', 'Online Services', 'Fees', 'Reportorial Requirements', 'Laws, Rules, Decisions and Resolutions', and 'FAQs'. A dropdown menu is open under 'Online Services', listing various services: eSECURE, SEC eSPARC, eSPAYSEC, eAMEND (highlighted with a blue circle '3'), 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. A blue circle '2' is placed over the 'Online Services' dropdown arrow. A blue circle '1' is placed over the 'GOVPH' link. Below the navigation bar is a banner for 'THE SEC HEADQUARTERS' with the address '7907 Makati Avenue, Salcedo Valley, Bel-Air, Makati City, 1209'. To the right of the banner is a large image of the SEC building with the text 'SECURITIES AND EXCHANGE COMMISSION'. Below the banner is a row of icons representing various SEC services: REIT, REVISY, 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 'Hi there! I'm CAROL, your SEC Customer Care Online assistant - Here to help with your SEC experience today. Click to see how I can help' is also present. Below the icons is a URL bar showing 'https://eamend.sec.gov.ph/login'. At the bottom of the page is a green bar with the 'eSECURE' logo. The main content area shows the eSECURE login page with the SEC logo and the text 'eSECURE Manage your accounts and security information for the SEC Online Services.' There are input fields for 'Username or Email Address' and 'Password', a 'Remember me' checkbox, a 'Sign In' button, and links for 'Forgot Password?' and 'No account yet?'. A 'Register with eSECURE' button is at the bottom. A blue circle '4' is placed over the 'Username or Email Address' input field. The footer contains the Republic of the Philippines logo and text: 'Republic of the Philippines All content is in the public domain unless otherwise stated.', 'About SEC Learn more about the Philippine government, its structure, how government works and the people behind it.', and 'Government Links Office of the President Office of the Vice President Senate of the Philippines'.

CREATION OF APPLICATION

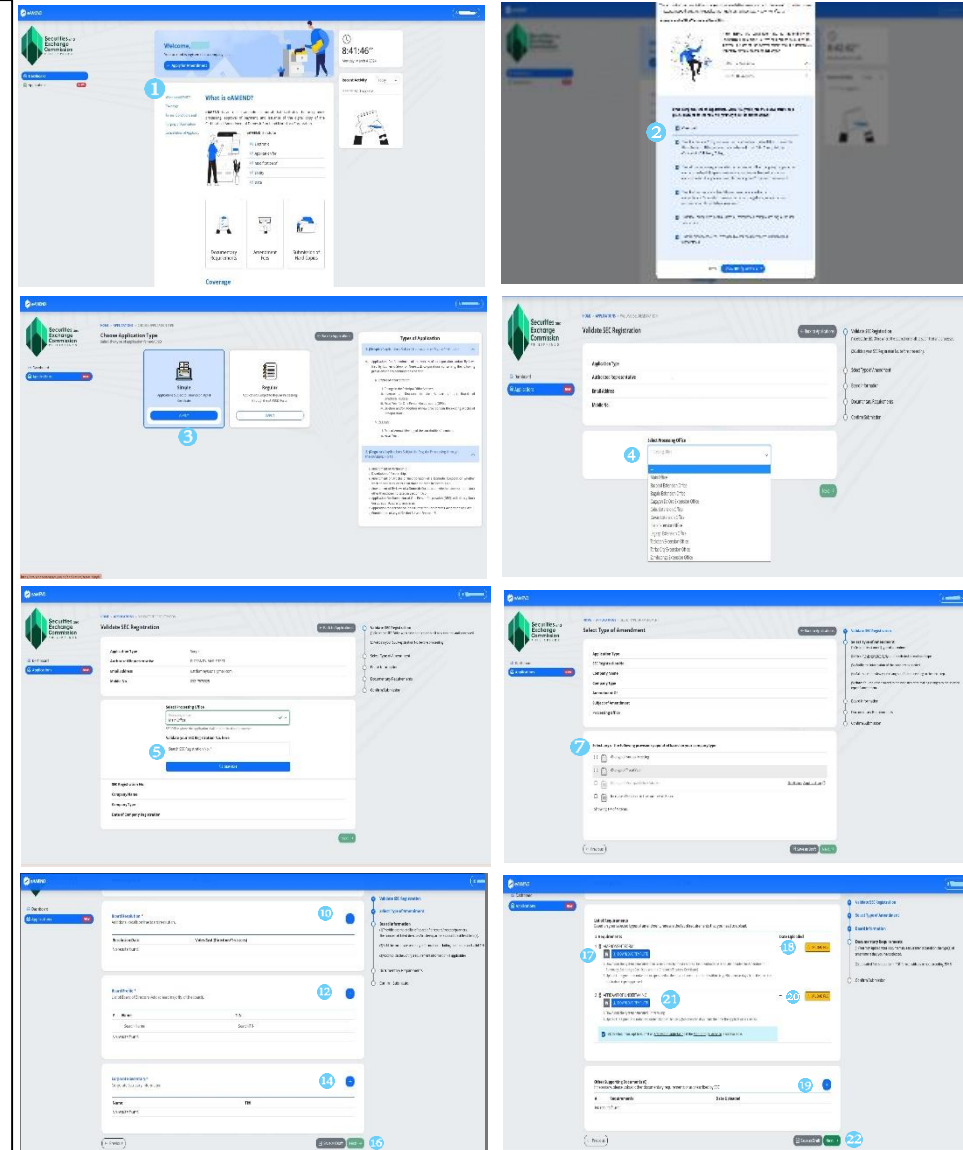
1. Click the **+Apply for Amendment** button
2. Read and tick the "Click All" for the Terms and Provisions and Click the **Proceed Application** button
3. Select **Simple** application type
4. Select Processing Office
5. Enter SEC Registration Number and Click the **Search** button
6. Once the company 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** and fill-out (From and To)
Repeat Steps 14-16 (if there is another type if amendment application)
9. Click the **Save Changes** button and the **Next** button
10. Click the **+Add Board Resolution** button and fill-out the necessary information
11. Click the **Add Board Resolution** button and **OK** button
12. Click the **+Add Director** button and fill-out the necessary information
13. Click the **Add Director** button and **OK** button

Note: Add at least majority of the board

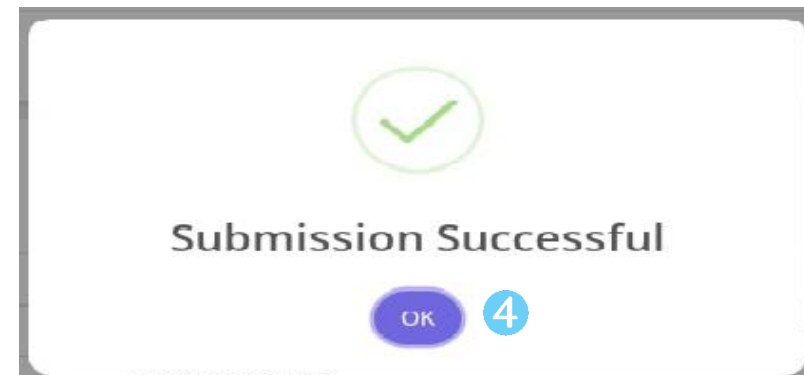
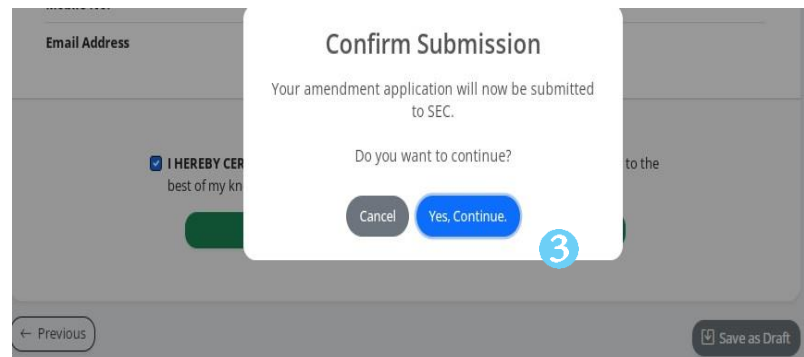
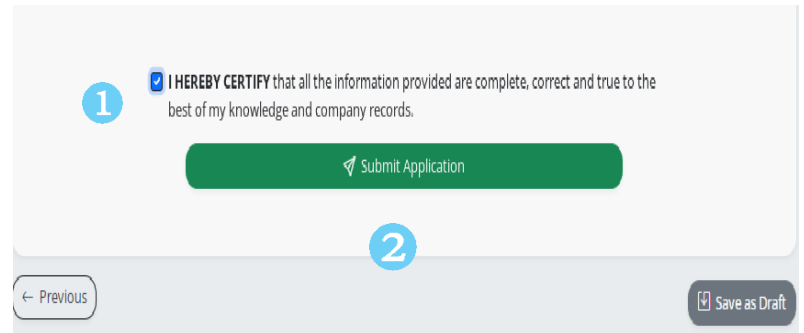
14. Click the **+Add Corporate Secretary** button and fill-out the necessary information
15. Click the **Add Corporate Secretary** button and **OK** button
16. Click the **Next** button
17. For the Amendment Form, Click the **Preview Template** and **Download Template**
18. Click the **Upload File** button to upload the necessary requirements
19. For Other Supporting Documents, Click the **+Add Document** button
20. Upload the latest monitoring clearance issued by SEC or Tick the box for Affidavit of Undertaking if the monitoring clearance is not available
21. Click the **Preview Template** and **Download Template** of Affidavit of Undertaking and Upload
22. 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.

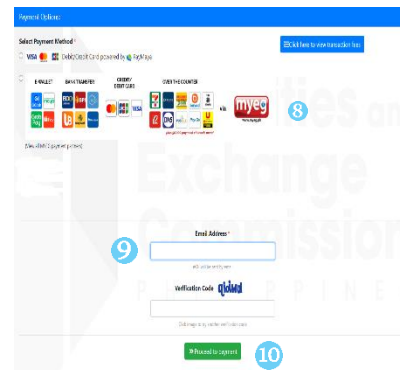
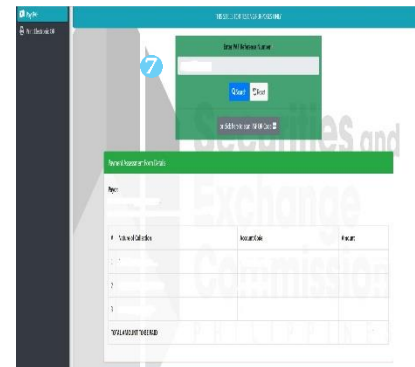
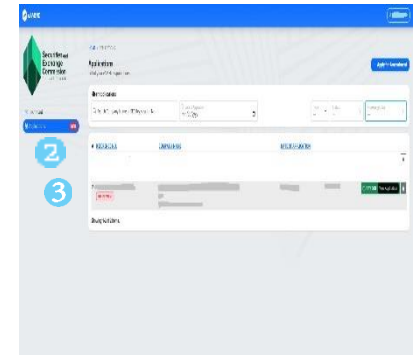
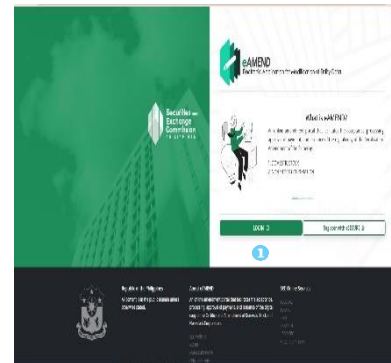


PAYMENT OF APPLICATION

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. Open the Email Notice and login to the eAMEND portal

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.



DOWNLOADING OF DIGITAL CERTIFICATE OF AMENDMENT AND SUBMISSION OF HARD COPIES

Once the application has been paid, an email notification of "For Submission" Status will be sent to the email address of the applicant.

1. Open the Email Notice and download the digital Certificate of Amendment or login to the eAMEND portal
2. Click the **"Applications"** menu
3. Search for the application with **"For Submission of hard copies"**
4. Click the **"View Application"** button
5. Click the **"Download"** button

The digital Certificate of Amendment will be downloaded

SUBMISSION OF HARD COPIES

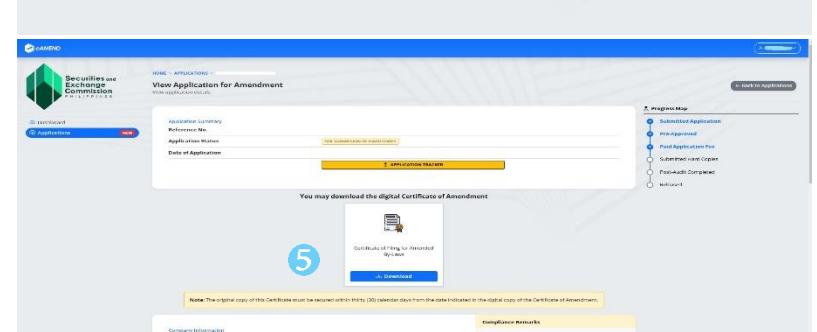
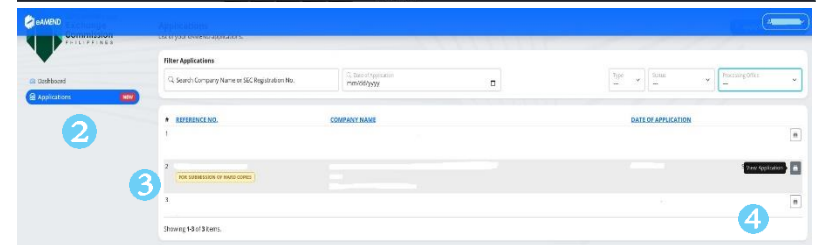
1. Open the Email Notice with "For Submission of hard copies"
2. Submit the digital certificate of amendment and any proof of payment of the required fees together with the originally signed and notarized hard copies to the selected SEC Processing Office anytime within thirty (30) calendar days stated 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"** and open the email notice of **"Cancelled"** application



CANCELLATION OF APPLICATION

