

# GENERAL INFORMATION SHEET (GIS)

## NON-STOCK CORPORATION

FOR THE YEAR \_\_\_\_\_

**GENERAL INSTRUCTIONS:**

1. FOR USER CORPORATION: THIS GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE ANNUAL MEMBERS' MEETING AS STATED IN THE BY-LAWS. **DO NOT LEAVE ANY ITEM BLANK.** WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE TO THE CORPORATION OR "NONE" IF THE INFORMATION IS NON-EXISTENT.
2. IF THE ANNUAL MEMBERS' MEETING IS HELD ON A DATE OTHER THAT THAT STATED IN THE BY-LAWS, THE GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE ACTUAL DATE OF THE ANNUAL MEMBERS' MEETING.
3. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY OF THE CORPORATION.
4. ALL CHANGES ARISING BETWEEN ANNUAL MEETINGS AND AFFECTING THE INFORMATION STATED IN THE GIS, SUCH AS THE DEATH, RESIGNATION OR CESSATION OF HOLDING OF OFFICE OF A DIRECTOR, TRUSTEE, OR OFFICER, SHALL BE REFLECTED IN AN AMENDED GIS LABELED AS SUCH AND THE CHANGES CLEARLY HIGHLIGHTED. THE AMENDED GIS SHALL BE SUBMITTED WITHIN THIRTY [30] DAYS AFTER SUCH CHANGES OCCURRED OR BECAME EFFECTIVE.
5. SUBMIT FIVE (5) COPIES OF THE GIS TO THE CENTRAL RECEIVING SECTION, GROUND FLOOR, SEC BLDG., EDSA, MANDALUYONG CITY. ALL COPIES SHALL BE ON A4 OR LETTER-SIZE PAPER WITH THE STANDARD COVER SHEET. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE. CORPORATIONS SUBMITTING A SOFT COPY OF THEIR GIS SHALL SUBMIT FOUR (4) HARD COPIES OF THE GIS, TOGETHER WITH A CERTIFICATION UNDER OATH BY ITS PRESIDENT, CHIEF EXECUTIVE OFFICER, OR CORPORATE SECRETARY THAT THE SOFT COPY CONTAINS THE EXACT DATA IN THE HARD COPIES.
6. **ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS COMPLIANT WITH EXISTING RULES AND REGULATIONS.**
7. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE CORPORATION AND ITS RESPONSIBLE DIRECTORS/TRUSTEES/OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS

===== PLEASE PRINT LEGIBLY =====

<b>CORPORATE NAME:</b>		<b>DATE REGISTERED:</b>	
<b>BUSINESS/ TRADE NAME</b>		<b>FISCAL YEAR END:</b>	
<b>SEC REGISTRATION NUMBER:</b>		<b>CORPORATE TAX IDENTIFICATION NUMBER (TIN):</b>	
<b>DATE OF ANNUAL MEETING PER BY- LAWS:</b>		<b>WEBSITE/URL ADDRESS:</b>	
<b>DATE OF ACTUAL MEETING:</b>		<b>EMAIL ADDRESS:</b>	
<b>COMPLETE PRINCIPAL OFFICE ADDRESS:</b>		<b>TELEPHONE NUMBER(S):</b>	
<b>COMPLETE BUSINESS ADDRESS:</b>		<b>FAX NUMBER(S):</b>	
<b>PRIMARY PURPOSE ENGAGED IN:</b>			
<b>NAME OF EXTERNAL AUDITOR &amp; SIGNING PARTNER:</b>		<b>SEC ACCREDITATION NUMBER:</b>	<b>TELEPHONE NUMBER(S):</b>
<b>IF ENGAGED IN MICROFINANCE BUSINESS, CHECK SERVICES</b>		<b>TO BE FILLED UP BY SEC PERSONNEL:</b>	
<input type="checkbox"/> Deposits	<input type="checkbox"/> Insurance Products	<b>INDUSTRY CLASSIFICATION CODE:</b>	<b>NATIONAL GEOGRAPHICAL CODE (NGC):</b>
<input type="checkbox"/> Loans	<input type="checkbox"/> Payment Services	-----	-----
<input type="checkbox"/> Money Transfer	<input type="checkbox"/> Others		

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CORPORATE NAME:

### DIRECTORS / OFFICERS

<u>NAME</u> <u>CURRENT, COMPLETE RESIDENTIAL ADDRESS</u>	NATIONALITY	INCORPORATOR	BOARD	OFFICER	TAX IDENTIFICATION NO. (TIN) FOR FILIPINOS or PASSPORT NO. FOR FOREIGNERS
1. _____					
2. _____					
3. _____					
4. _____					
5. _____					
6. _____					
7. _____					
8. _____					
9. _____					
10. _____					
11. _____					
12. _____					
13. _____					
14. _____					
15. _____					

**INSTRUCTIONS:**

FOR INCORPORATOR COLUMN, PUT "Y" IF AN INCORPORATOR, "N" IF NOT.  
 FOR BOARD COLUMN, PUT "C" FOR CHAIRMAN, "M" FOR MEMBER.

FOR OFFICER COLUMN, INDICATE PARTICULAR POSITION IF AN OFFICER, SUCH AS:

PRE-PRESIDENT	CEO - CHIEF EXEC. OFFICER	CFO - TREASURER
COO - CHIEF OPERATING OFFICER	COS - CORPORATE SECRETARY	LEG - LEGAL COUNSEL
AUD - EXTERNAL AUDITOR	GOV - GOVERNMENT REPRESENTATIVE	OTR - OTHERS
		N - NONE

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### NON-STOCK CORPORATION

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**CORPORATE NAME:**

**1. INTERCOMPANY AFFILIATIONS**

PARENT COMPANY	SEC REG. NO.	ADDRESS
AFFILIATE	SEC REG. NO.	ADDRESS

NOTE: USE ADDITIONAL SHEET IF NECESSARY

2. INVESTMENT OF CORPORATE FUNDS IN ANOTHER CORPORATION	AMOUNT ( <i>in PhP</i> )	DATE OF BOARD RESOLUTION
2.1 STOCKS		
2.2 BONDS/COMMERCIAL PAPER (issued by private corporations)		
2.3 LOANS/ CREDITS/ ADVANCES		
2.4 GOVERNMENT TREASURY BILLS		
2.5 OTHERS		

3. INVESTMENT OF CORPORATE FUNDS IN ACTIVITIES UNDER ITS SECONDARY PURPOSES (PLEASE SPECIFY:)	DATE OF BOARD RESOLUTION	DATE OF MEMBERS' RATIFICATION
3.1		
3.2		
3.3		
3.4		
3.5		

4. FUND BALANCE ( <i>in PhP</i> ):	
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**5. SECONDARY LICENSE/REGISTRATION/AUTHORITY/ACCREDITATION OTHER GOVERNMENT AGENCY:**

5.1 NAME OF AGENCY:	BANGKO SENTRAL NG PILIPINAS	INSURANCE COMMISSION	DEPARTMENT OF EDUCATION	COMMISSION ON HIGHER EDUCATION	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
5.2 DATE ISSUED:						
5.3 DATE STARTED OPERATIONS:						

6. TOTAL ANNUAL COMPENSATION OF DIRECTORS/TRUSTEES DURING THE PRECEDING FISCAL YEAR ( <i>in PhP</i> )	7. TOTAL NO. OF OFFICERS	8. TOTAL NO. OF RANK & FILE EMPLOYEES	9. TOTAL MANPOWER COMPLEMENT

NOTE: USE ADDITIONAL SHEET IF NECESSARY

**GENERAL INFORMATION SHEET  
NON-STOCK CORPORATION**

I, \_\_\_\_\_ CORPORATE SECRETARY OF \_\_\_\_\_  
*(Name)* *(Position)* *(Corporation)*

DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL MATTERS SET FORTH IN THIS GENERAL INFORMATION SHEET WHICH CONSISTS OF \_\_\_\_\_ ( ) PAGES HAVE BEEN MADE IN GOOD FAITH, DULY VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, ARE TRUE AND CORRECT.

I UNDERSTAND THAT THE FAILURE OF THE CORPORATION TO FILE THIS GIS FOR FIVE (5) CONSECUTIVE YEARS SHALL BE CONSTRUED AS NON-OPERATION OF THE CORPORATION AND A GROUND FOR THE REVOCATION OF THE CORPORATION'S CERTIFICATE OF INCORPORATION. IN THIS EVENTUALITY, THE CORPORATION HEREBY WAIVES ITS RIGHT TO A HEARING FOR THE SAID REVOCATION.

DONE THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_\_ IN \_\_\_\_\_.

\_\_\_\_\_  
(SIGNATURE)

SUBSCRIBED AND SWORN TO BEFORE ME IN \_\_\_\_\_  
PHILIPPINES ON \_\_\_\_\_ AFFIANT PERSONALLY APPEARED  
BEFORE ME AND EXHIBITED TO ME HIS/HER COMMUNITY TAX CERTIFICATE NO. \_\_\_\_\_  
ISSUED AT \_\_\_\_\_ ON \_\_\_\_\_

DOC. NO:	<b>NOTARY PUBLIC FOR</b>	_____
PAGE NO.	Notarial Commission No.	_____
BOOK NO.	Commission expires on December 31,	_____
SERIES OF	Roll of Attorney Number	_____
	PTR No.	_____
	IBP No.	_____
	Office Address:	_____
		_____
		_____