

**SECRETARY'S CERTIFICATE**

I, \_\_\_\_\_, of legal age, Filipino, single/married, with office address at \_\_\_\_\_, after having been sworn according to law, hereby depose and state that:

1. I am the duly elected and incumbent Corporate Secretary of \_\_\_\_\_, a corporation duly organized and existing under and by virtue of the laws of the Republic of the Philippines, with principal office address at \_\_\_\_\_.

2. As such Corporate Secretary, I am the custodian of the corporate records of the Corporation, including the minutes of the meetings of its stockholders and Board of Directors.

3. On [Insert date of meeting], at a [regular/special] meeting of the Board of Directors held at its principal office, the following resolutions were approved and adopted:

[Here quote the resolution/s of the Board of Directors]

4. The above resolution/s have not been altered, modified, or revoked, and as of this date of certification, is in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_\_ at \_\_\_\_\_.

\_\_\_\_\_  
Corporate Secretary

SUBSCRIBED AND SWORN to before me this \_\_\_\_\_ at \_\_\_\_\_, affiant exhibiting to me his Competent Evidence of Identity by way of \_\_\_\_\_ issued at \_\_\_\_\_ on \_\_\_\_\_.

Doc. No. \_\_\_\_\_;  
Page No. \_\_\_\_\_;  
Book No. \_\_\_\_\_;  
Series of \_\_\_\_\_.