



# Your Guide to Filing of Reports to Avoid Reversion

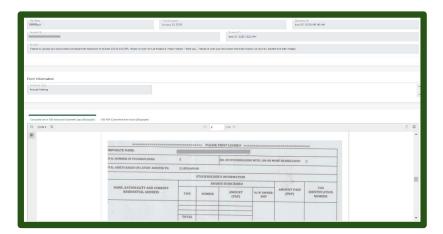
Please be informed that the Reports will be reverted due to the following reasons:

# 1. Poor Image Quality (e.g., blurred and unreadable)



#### Revert Reason:

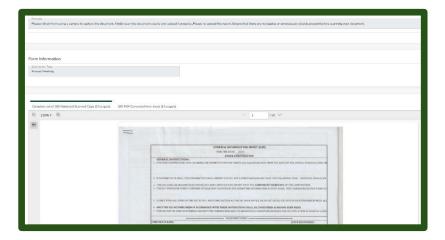
Please re-upload your documents and ensure the resolution of at least 100 to 150 dpi. Please re-scan for cut images & proper margin. Please re-scan your document and avoid folded, cut, blurred, slanted, and dark images.





#### **Revert Reason:**

Please refrain from using a camera to capture the document. Kindly scan the document clearly and upload it properly. Ensure that there are no staples or unnecessary objects present before scanning your document.

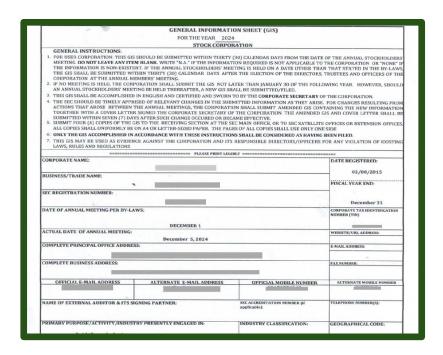








File Name				
- Lodf		- Period Covered August 19, 2024		Submitted On December 18, 2024   07: 42 AM
Accepted By			- Accepted On December 18, 2024   9:44 AM	
Remarks				
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Form Information				
Submission Type				
Amendment				
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	Committee copy (see pregning)			
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	CORPORATE NAME: BUSINESS/TRADE NAME: SEC REGISTRATION NUMBER: DATE OF ANNUAL MEETING PER BY-LAWS:	=	130 ∨	6/15/2007 FISCAL YEAR END: December 31
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## Remarks:

• The quality of the scanned image should be at least 100 to 150 dpi. When scanning the document, ensure the resolution is set to the prescribed dpi.





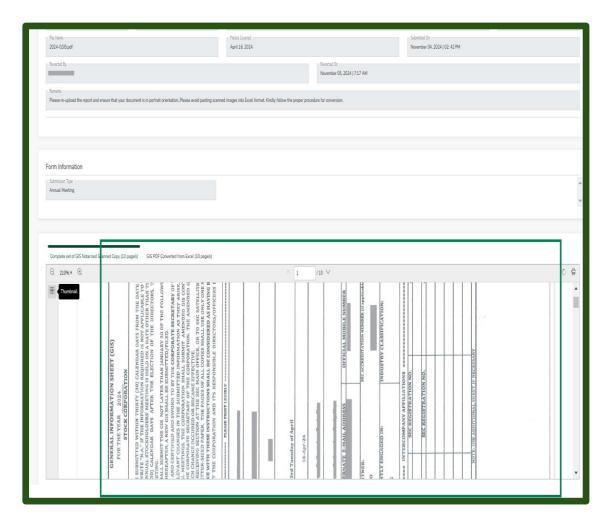
- Make sure that the scanner settings are configured to the specified resolution, and the color setting is set to black and white (bitonal).
- Do not paste scanned images into the Excel format.

# 2. Horizontal Image Orientation



## **Revert Reason:**

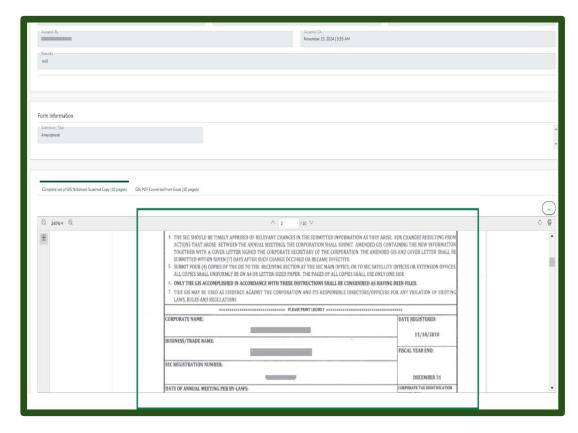
Please re-upload the report and ensure that your document is in portrait orientation. Please avoid pasting scanned images into excel format. Kindly follow the proper procedure for conversion.











#### Remarks:

- The uploaded document should be in Portrait Orientation or Layout (as a reference, in most PDF readers, the width should be less than the height when viewing the document properties).
- The pdf copy of the GIS converted from Excel shall be uploaded in eFAST.





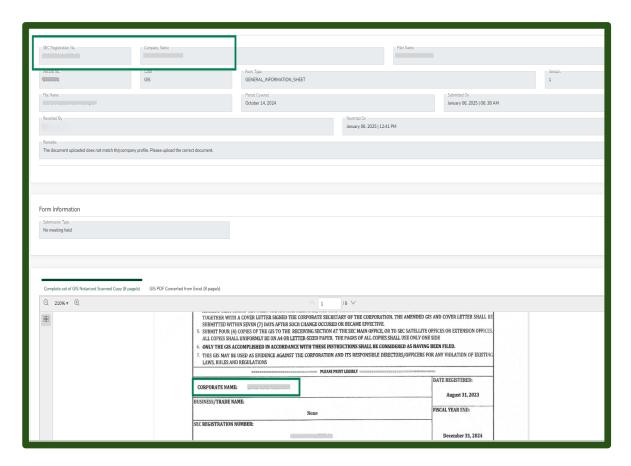


# 3. Wrong Company Profile



#### **Revert Reason:**

The document uploaded does not match the company profile. Please upload the correct document.



## Remarks:

- Ensure that the uploaded report matches the company name being filed.
- The Receiving Officer will cross-check the company profile based on the SEC Registration Number and Company Name in eFAST against the Corporate Name indicated in the uploaded report. e.g. AFS, GIS.



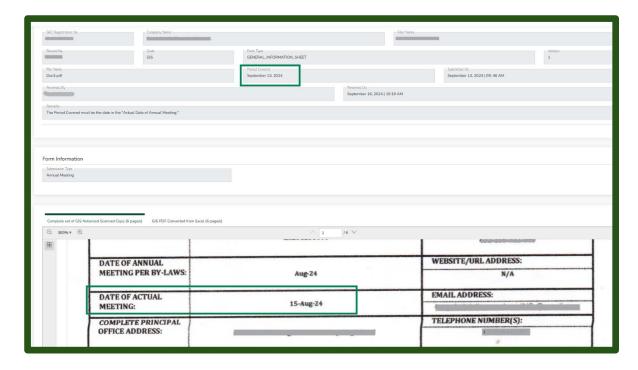


# 4. Wrong Period Covered and Submission Type



## **Revert Reason:**

The Period Covered must be the date in the "Actual Date of Annual Meeting".



# Remarks:

Please be guided on the following references when determining the Period Covered and Submission Type.

Reportorial Requirement	Period Covered	Submission Type			
The FS shall be submitted within 120 calendar days after the end of the fiscal year, as indicated in the Financial Statements.					
Financial Statements (FS)	The Period Covered should be the <b>Fiscal Year End</b> of the report indicated in the "Auditor's Report".	<ul><li>i. Annual</li><li>For regular filing of FS</li><li>ii. Amendment</li><li>If the FS is resubmitted due to</li></ul>			





		from	ections/revisions the original nission
		iii.	AFS with Affidavit of Non-Operation
		Affida	rith attached avit of No ration
		iv.	AFS with NSPO Form 1, 2 and 3
		corpo partion Found annu contr of les P500	ibutions/donations ss than ),000.00. (Source: Revised SRC
		V.	AFS with NSPO 1, 2, 3 and 4, 5, 6
		corpo partion Found annu contr of P5 more	all non-stock orations, cularly dations with all industries of the state of the sta
Amended FS	The Period Covered should be the <b>Fiscal Year End</b> of the report indicated in the "Auditor's Report".	i.	AFS with Amended NSPO 1, 2 and 3
		due t	FS is re-submitted o ctions/revisions of





NSPO and mark as Amended in form from the original submission ii. **AFS** with **Amended NSPO** 1, 2, 3 and 4, 5, 6 If the FS is re-submitted due to corrections/revisions of NSPO and mark as Amended in form from the original submission The GIS shall be submitted within 30 calendar days from the date of the annual stockholder's meeting. 1. Stock/Non-stock **General Information** i. Annual Sheet (GIS) Corporation Meeting (Regular Submission) Actual Date of Annual If the GIS is submitted Meeting as Regular submission 2. If No Meeting Held **GIS** with ii. Affidavit of Date of Annual Meeting as stated in **Non-Operation** the By-Laws and the year covered If the GIS submitted with attached Affidavit 3. Foreign Corporation of No Operation i. Regional Operating iii. **GIS** with Headquarters and Regional Affidavit of Headquarters Non-Holding of Annual Within thirty (30) days Meeting after the issuance of SEC Certificate If the GIS is submitted of Registration without meeting held and License with attached ANHAM Within thirty (30) days from the Anniversary date of issuance





	ii. Branch Office & Representative Office  - Within thirty (30) days from the Anniversary date of issuance of SEC License	
For changes resulting from submit Amended GIS.  Amended GIS  Note:  "Amended" GIS shall be reflected in the Form	Stock/Non-stock Corporation  Iote:  - Actual Date of Annual Meeting e reflected in the	
GIS submitted as "Special Meeting"	Special Meeting  - Actual date of the special meeting	Special Meeting  If the GIS is submitted as Special Meeting

### Other Instructions:

- The Financial Statements (FS) submitted through eFAST are automatically received and issued a QR Code. If the submission falls under any of the reasons mentioned above, the report will be reverted after quality assurance review.
- FS shall be submitted as a single PDF file containing the complete set of FS and necessary attachments.
- GIS must be submitted as a single PDF file including both the GIS with notary and the GIS converted from Excel to PDF.
- Ensure that all information and uploaded documents are correct before submitting.

Reports reverted for the abovementioned reasons shall be deemed as not filed.