

GENERAL INFORMATION SHEET

NON-STOCK CORPORATION

GENERAL INSTRUCTIONS ON THE USE OF THIS GENERAL INFORMATION SHEET (GIS)

- 1 THIS GIS IS TO BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FOLLOWING THE DATE OF THE ANNUAL MEMBERS MEETING. DO NOT LEAVE ANY ITEM BLANK. WRITE N.A. IF INFORMATION REQUIRED IS NOT APPLICABLE TO THE CORPORATION.
- 2 IF NO MEETING WAS HELD, THE CORPORATION SHALL SUBMIT THE GIS TOGETHER WITH AN AFFIDAVIT OF NON-HOLDING OF MEETING WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE SCHEDULED ANNUAL/SPECIAL MEETING (AS PROVIDED IN THE BY-LAWS).
- 3 THIS GIS SHOULD BE CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY, OR BY THE PRESIDENT OR ANY DULY AUTHORIZED OFFICER OF THE CORPORATION.
- 4 **SUBMIT SIX (6) COPIES TO THE CENTRAL RECEIVING SECTION, GROUND FLOOR, SEC BLDG., EDSA, MANDALUYONG CITY. THE ORIGINAL AND ALL CONFORMED COPIES UNIFORMLY SHOULD BE ON A4 OR LETTER-SIZED PAPER UNDER A STANDARD COVER PAGE. THE ORIGINAL AND ALL CONFORMED PAGES SHALL UTILIZE ONLY ONE SIDE. COMPANIES SUBMITTING A COPY ON A DISKETTE NEED ONLY TO SUBMIT FOUR (4) PAPER COPIES.**
- 5 ALL FILINGS MUST BE WRITTEN IN THE ENGLISH LANGUAGE.
- 6 ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THE HEREIN INSTRUCTIONS SHALL BE CONSIDERED AS HAVING BEEN FILED/SUBMITTED.

ACTUAL DATE OF ANNUAL/SPECIAL MEETING: _____

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

REG. NO:	DATE OF ANNUAL MEETING PER BY-LAWS:	FISCAL YEAR END:
CORPORATE NAME:		
ADDRESS/PRINCIPAL OFFICE BASED ON THE LATEST ARTICLES OF INCORPORATION:		DATE REGISTERED:
PRESENT ADDRESS:		AREA CODE:
TELEPHONE NO.:	FAX NO.:	CORPORATE T.I.N.
PRIMARY PURPOSE/ACTIVITY PRESENTLY ENGAGED IN:		INDUSTRY CLASSIFICATION:
		INDUSTRY CODE:
INTERCOMPANY AFFILIATIONS:		
PARENT COMPANY REG. NO.	COMPANY NAME AND ADDRESS	
SUBSIDIARY/AFFILIATE REG. NO.	COMPANY NAME AND ADDRESS	
TOTAL NO. OF EMPLOYEES	TOTAL NO. OF MANAGERS/OFFICERS	TOTAL ANNUAL COMPENSATION DURING THE PRECEDING FISCAL YEAR OF
		TRUSTEES MANAGERS/OFFICERS

NOTE: SHADED BOXES ARE FOR SEC PERSONNEL TO FILL UP. USE ADDITIONAL SHEET/ANNEX IF NECESSARY.

