



SEC MEMORANDUM CIRCULAR NO. 10
Series of 2024

TO : ALL CONCERNED CORPORATIONS

SUBJECT : ELECTRONIC SEC UNIVERSAL REGISTRATION ENVIRONMENT (ESECURE)

WHEREAS, the Commission endeavors to digitalize government processes in line with the objectives of Republic Act (RA) No. 11032, otherwise known as the Ease of Doing Business and Efficient Government Service Delivery Act of 2018;

WHEREAS, Section 179(a) of RA 11232, otherwise known as the Revised Corporation Code of the Philippines (RCC) provides that the Commission shall exercise supervision and jurisdiction over all corporations and persons acting on their behalf;

WHEREAS, Section 180 of the RCC mandates that the Commission shall develop and implement an electronic filing and monitoring system and shall promulgate rules to facilitate and expedite, among others, corporate name reservation and registration, incorporation, submission of reports, notices, and documents required under the Code and sharing of pertinent information with other government agencies;

WHEREAS, Section 179(o) of the RCC grants the Commission the power and authority to formulate and enforce standards, guidelines, policies, rules and regulations to carry out the provisions of the RCC;

WHEREAS, Section 13 of the RCC requires corporations to file with the Commission Articles of Incorporation duly signed and acknowledged or authenticated, in such form and manner as may be allowed by the Commission

WHEREAS, Section 175 of the RCC authorizes the Commission to collect, retain, and use fees, fines, and other charges pursuant to the RCC and its rules and regulations;

WHEREAS, it is imperative to develop and integrate an Electronic Know Your Customer (eKYC) process and credentialing system to strengthen identification, trustworthiness, reachability and veracity of persons that are part of or are representing corporations, as well as individuals transacting for the Commission's online services;

WHEREAS, the eKYC process is an important tool to curb money laundering and/or terrorist financing which can be committed through the use of the corporate vehicle;

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Business Mirror, 12 July 2024

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NOW, THEREFORE, the Commission, pursuant to its authority under the RCC, hereby issues and promulgates the following guidelines on the use of the Electronic SEC Universal Registration Environment (eSECURE):

Section 1. Electronic SEC Universal Registration Environment (eSECURE)

The Electronic SEC Universal Registration Environment (eSECURE) creates a digital passport of an individual which grants the user access to the different online services provided by the Commission. It allows users to manage their SEC accounts and online transactions in one place. It enables risk-based credentialing procedures. At the basic level, it implements repeatable Electronic Know Your Customer (eKYC) to determine authenticity of identity and establish reachability of persons transacting online with the Commission. At higher levels, other identity verification methods such as courier-based customer visit and remote retail on-customer-premise biometrics capture may be implemented. It allows credentialed users to digitally authenticate documents online and dispenses with the requirements for documents to have affixed wet signatures and to be notarized, as well as the need for hard copy submissions.

Section 2. Online Services in eSECURE

2.1 Creation of eSECURE Account. To enhance the security of online transactions with the Commission, all individuals who wish to use the online services of the Commission shall register and create an account on eSECURE. Once an account is successfully created, the individual shall have a simplified access to the following online services:

- SEC Electronic Simplified Processing of Application for Registration of Company (eSPARC)
- One-day Submission and E-registration of Companies (OneSEC)
- Automated Certification Examination System (ACES)
- Electronic SEC Education, Analysis, and Research Computing Hub (eSEARCH)
- SEC Application Program Interface (API) Marketplace
- SEC Electronic Registry Application for Market Participants (eRAMP)
- SEC eFAST Alternative Submission Environment (SEC EASE)
- SEC Electronic Application for Modification of Entity Data (eAMEND)
- SEC Appointment System
- SEC iMessage

2.2 Credentialing of eSECURE Account. For sensitive and critical online services where verification and establishment of identity of the user is necessary, the user shall undergo a credentialing (or an eKYC) process as described in Section 3. Sensitive and critical online services are as follows:

- SEC Electronic Submission Authentication Portal (eSAP)
- SEC Electronic Simplified Processing of Application for Registration of Company (eSPARC) – For Users Filing an Application
- One-day Submission and E-registration of Companies (OneSEC) – For Users Filing an Application

- Automated Certification Examination System (ACES)
- SEC Application Program Interface (API) Marketplace
- SEC Electronic Registry Application for Market Participants (eRAMP)
- SEC eFAST Alternative Submission Environment (EASE)
- SEC Electronic Application for Modification of ENTITY Data (eAMEND)
- SEC iMessage and other SEC Complaints Systems

Additionally, these sensitive and critical online services may require the designation of the user as the authorized representative to transact on behalf of a company.

2.3 Benefits of a Credentialed eSECURE Account. For online services not falling under sensitive and critical online services enumerated above, users may opt to undergo the credentialing process to have a secured, identified and simplified access. Users who opt not to undergo the credentialing process shall be required to establish their identity for each and every online SEC transaction.

2.4 Integration of Other SEC Systems with eSECURE. All users shall have access to the following online systems without an eSECURE account until such time that they are modified and integrated with the eSECURE:

- SEC Electronic Filing and Submission Tool (SEC eFAST)
- MC 28 Submission Portal
- Electronic System for Payment to SEC (eSPAYSEC)

Thereafter, and subject to the issuance of an appropriate circular from the Commission, the abovementioned online services shall be accessible only after the creation of an account on eSECURE.

Section 3. Registration and Credentialing Procedure and Requirements

3.1 Registration and Creation of an eSECURE Account. An individual shall need an email address and mobile number to create an account on eSECURE. An individual shall only have one registered eSECURE account.

3.2 Credentialing of an eSECURE Account. For the credentialing of an eSECURE account, the user shall be required to upload a copy of the PhilSys ID or any 2 government-issued IDs listed in Annex A, and go through a liveness check on the eSECURE system.

The following are the step-by-step procedures of the credentialing process:

- a. Login to eSECURE using the assigned user ID and password
- b. Click Credentialing menu (credential status: inactive)
- c. Click the "Verify credentialing" button
- d. Click the "Yes, I confirm" button
- e. Click "Proceed to Goodpay"
- f. Enter the mobile number
- g. Click the "Next" button

- h. Select your chosen payment method
- i. Click the "Next" button
- j. Perform the necessary steps/processes within the chosen payment method
- k. Click the "Personal Verification " button
- l. Click the "Begin verifying" button
- m. Select the country from the dropdown where the ID has been issued
- n. Click the "Select" button
- o. Select the government-issued ID to be used
- p. Choose to upload or take a picture of the front page of the ID
- q. Select from the options to "Proceed to this device" or "Proceed on different device"
- r. Perform the liveness check
- s. Once verification has been completed, click the "Back to SEC Philippines" button
- t. Credential status should be set to "Active"

The complete eSECURE User Guide is attached to this Circular as Annex B, for reference.

Section 4. Validity and Effectivity of Credentialing Process

Once an account is successfully credentialed, a QR code containing the eSECURE ID, complete name of the user, and validity period of the credentialed account shall be issued to the individual. The pertinent information of the individual can no longer be changed or modified without undergoing another credentialing process. Credentials shall be valid for two (2) years and may be renewed if the individual wishes to continue the credentialed eSECURE account for the online services of the Commission.

A credentialed account can be used by the account holder as many times and for as many companies as he/she needs to within the validity period.

Renewal of credentials require undergoing a new eKYC process as well as other verifications with associated costs, as prescribed by the SEC. Any change that directly affects the verified identity data on record such as name, ID/s, address, contact information, or image modifications will be considered a renewal and will merit the same process, requirements, and charges.

Section 5. Cancellation of eSECURE Account

Any user who has registered an account in the eSECURE may request to cancel such an account at any time by sending an email to isdmd@sec.gov.ph indicating his/her account details and the reason for the cancellation of the account.

The Commission reserves the right to cancel any account, without prior notice, which has been found to have violated any of the terms of service or to have engaged in the conduct of inappropriate activities using the eSECURE account.

A cancelled account shall no longer be allowed to log in and use the online services of the Commission. Furthermore, an account can no longer be reactivated once it is cancelled.

Section 6. Digital Authentication of Electronic Submissions using a Credentialed eSECURE Account

Any user with a credentialed eSECURE account may digitally authenticate documents, such as but not limited to Articles of Incorporation, By Laws, and General Information Sheets, that will be submitted to the Commission using the SEC Electronic Submission Authentication Portal (eSAP).

Electronic submissions digitally authenticated using the eSAP shall be accepted as duly authenticated paper documents for purposes of SEC transactions, in place of and removing the need for the document to be duly signed and acknowledged. The use of the eSAP on the electronic document shall be an accepted and equivalent alternative to the authentication of a person on a written document. Thus, the requirements for documents to have affixed wet signatures and to be notarized are removed.

The eSAP uses the Philippine National Public Key Infrastructure (PNPKI) Agency Certificate issued by the Department of Information and Communications Technology (DICT) to the SEC and the credentialed eSECURE account of the user to digitally authenticate documents. The implementation of the PNPKI digital signature and the eSECURE account bears the following characteristics:

- a. Authentication – linking the signatory to the information;
- b. Integrity – assuring that the document has not been altered during transmission; and
- c. Non-repudiation – ensuring that the signer of the electronic document cannot at a later time deny having signed it.

To ensure verifiability, documents digitally authenticated using the eSAP shall be maintained in its original form and must be submitted electronically through the concerned SEC online system or email address for validation. The Commission shall no longer require the submission of hard copies of the documents digitally signed using the eSAP. Printouts or paper reproductions of digitally authenticated documents are `considered duplicates or secondary copies and shall have a notation or disclosure that shall read, *“The original of this document is in digital format,”* or other similar language.

To initiate an electronic submission authentication request, a user with a credentialed eSECURE account shall upload the document on the eSAP in PDF format, enter the eSECURE ID of the signatory/ies, and send the request. The signatory/ies will receive a notification through the registered email address and mobile number that a document was uploaded for their signature.

To digitally authenticate a document, the user (signatory): (1) may click the link on the notification email or directly log in the eSAP using his/her credentialed eSECURE account; (2) open the document to be signed; (3) click the Affix

Authentication button; and (4) enter the One-Time Passcode (OTP) that will be sent to the registered email address and mobile number.

Once the authentication is completed, a document authentication completion page is appended at the end of the document to show the audit log of the authentication transaction. Each and every page of the document will be digitally signed using PNPKI Agency Certificate to protect and ensure that the digitally signed document cannot be altered thereafter. The standard format of the digital signature shall contain the following:

- a. QR code that contains the link to view and verify the document
- b. SEC logo
- c. Notation that the document was digitally signed in eSAP

The complete eSAP User Guide is attached to this Circular as Annex C, for reference.

In the future, an individual PKI or digital certificate may be provided by the SEC that will allow all eSECURE account holders to digitally cryptographically sign documents.

The guidelines on the use of the SEC Electronic Submission Authentication Portal shall be covered in a subsequent Memorandum Circular to be issued by the Commission.

Section 7. Documents Digitally Authenticated using a Credentialed eSECURE Account; Acceptance of Authentication

Subject to existing laws, rules and regulations, the Commission shall accept the submission of electronic documents without the required notarization, apostille or authentication when the documents are digitally authenticated by users using the eSAP. Digitally authenticated documents shall be accompanied by a Certificate of Authentication in the form prescribed in SEC Memorandum Circular No. 23, Series of 2023.

In order for authentication to be accepted, all signatories shall have undergone the credentialing procedure in eSECURE and shall have digitally authenticated the document through the eSAP.

The Commission reserves the right to deny recognition of any document as authenticated pursuant to applicable laws which specifically require notarization.

Section 8. eSECURE Operating Hours

Except for scheduled system maintenance, eSECURE shall be available and accessible 24 hours a day, seven days a week.

Section 9. Fees and Charges

The following fee/s shall be imposed upon the user that will undergo the credentialing process on the eSECURE platform:

Nature of Transaction	Description	Fee (inclusive of applicable taxes)
Initial credentialing procedure, inclusive of account creation and subscription fee valid for two (2) years with eKYC provider	To be paid upon initiating a credentialing process for the first time	Php 400.00
Additional credentialing process (as needed)	To be paid when user initiate another credentialing process because of changes on pertinent information	Php 100.00
Renewal of credentialing account	To be paid upon renewal of the credentialing account	Php 250.00

Additional charges may be included when individual digital certificates or PKIs are issued.

Section 10. Technical Support

For inquiries, clarifications and/or technical concerns on eSECURE, users may contact the Information Systems Development and Management Division (ISDMD) of the Information and Communications Technology Department at isdmd@sec.gov.ph. The ISDMD helpdesk shall be available from 8:00 a.m. to 5:00 p.m. during work days.

Section 11. Modification or Amendment

All other circulars, memoranda, notices and implementing rules and regulations that may be inconsistent with the foregoing provisions shall be deemed modified or amended accordingly.

Section 12. Transitory Provision

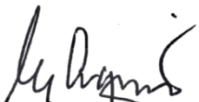
The provisions in this Circular providing for the option to create an account in the eSECURE and/or to digitally authenticate documents using the eSAP shall not preclude the Commission from requiring the mandatory implementation thereof in the future, through an appropriate issuance(s). To ease the transition to and adoption of the said full online application through the registration of an eSECURE account in order to digitally authenticate documents, the process will not be mandatory and filer/s will continue to have the option to avail of the prevailing and current accepted modes of filing for the appropriate and relevant system/s through the submission of manually signed and/or duly notarized hardcopies.

Section 13. Effectivity

This Memorandum Circular shall take effect upon its publication in a newspaper of general circulation in the Philippines.

Makati City, Philippines, 10 July, 2024.

For the Commission:


EMILIO B. AQUINO
Chairperson

ANNEX A

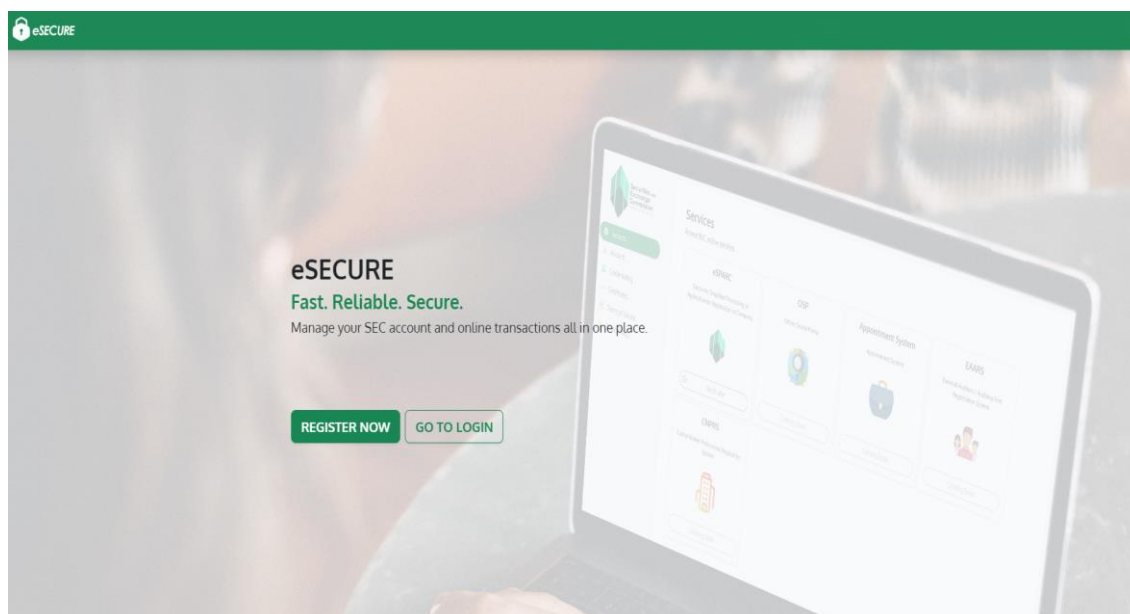
List of eSECURE Acceptable Government-Issued Identification Cards (IDs) aside from the PhilSys ID:

1. Driver's license
2. OFW ID
3. Philippine Passport
4. Postal ID
5. SSS ID
6. Unified Multi-Purpose ID (UMID)
7. Voter's ID

Annex B

eSECURE

Electronic SEC Universal Registration Environment

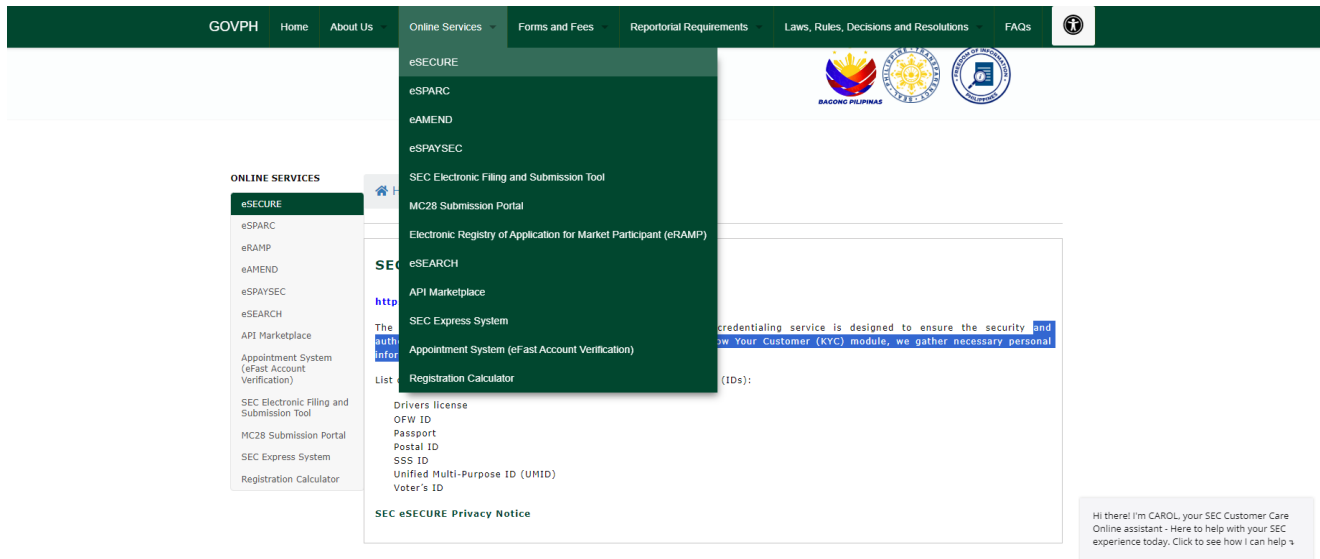


URL: <https://esecure.sec.gov.ph/>

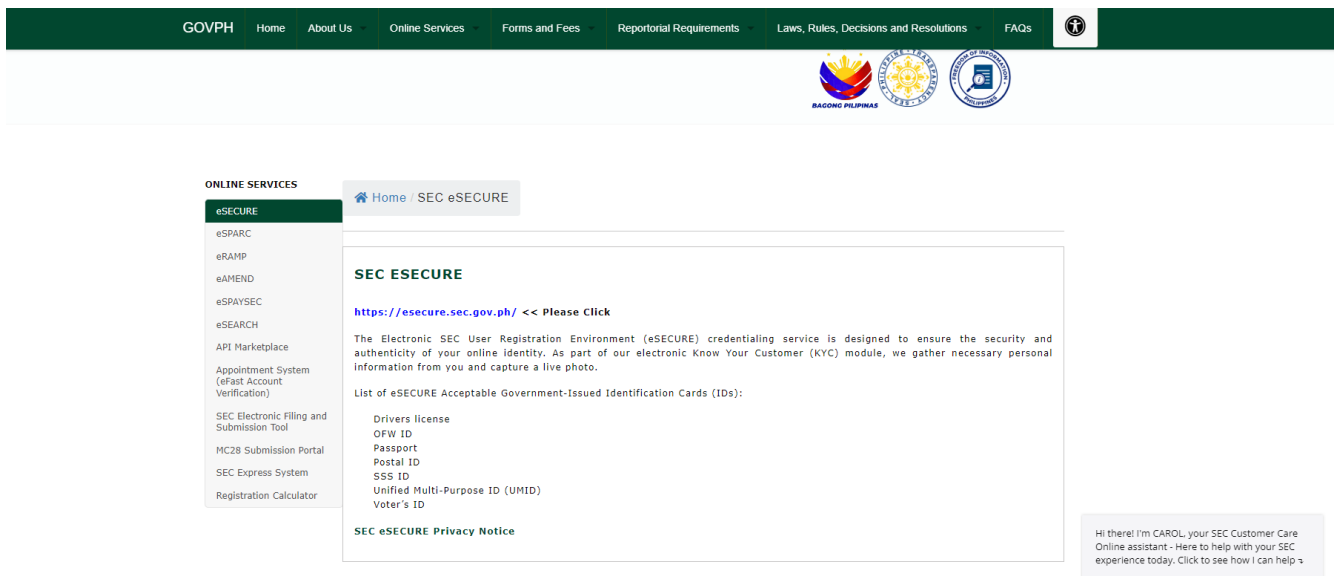
USER GUIDE

The eSECURE or the Electronic SEC Universal Registration Environment is a credentialing service that is designed to ensure the security and authenticity of your online identity. As part of our electronic Know Your Customer (eKYC) module, we collect and process personal information from you and capture a live photo.

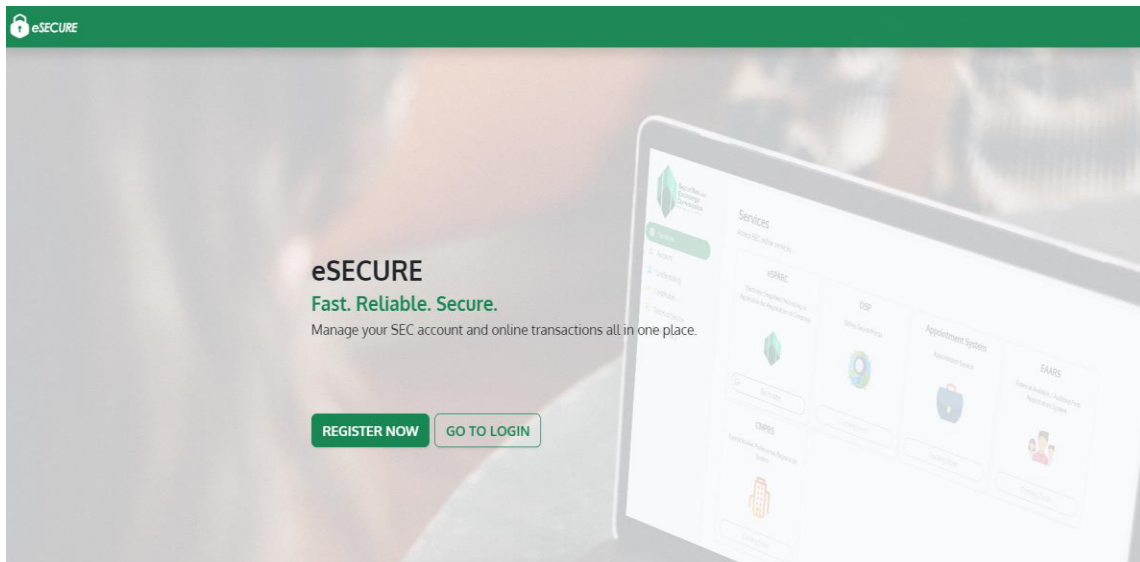
1. eSECURE can be easily accessed through the SEC website www.sec.gov.ph under the category “Online Services”.



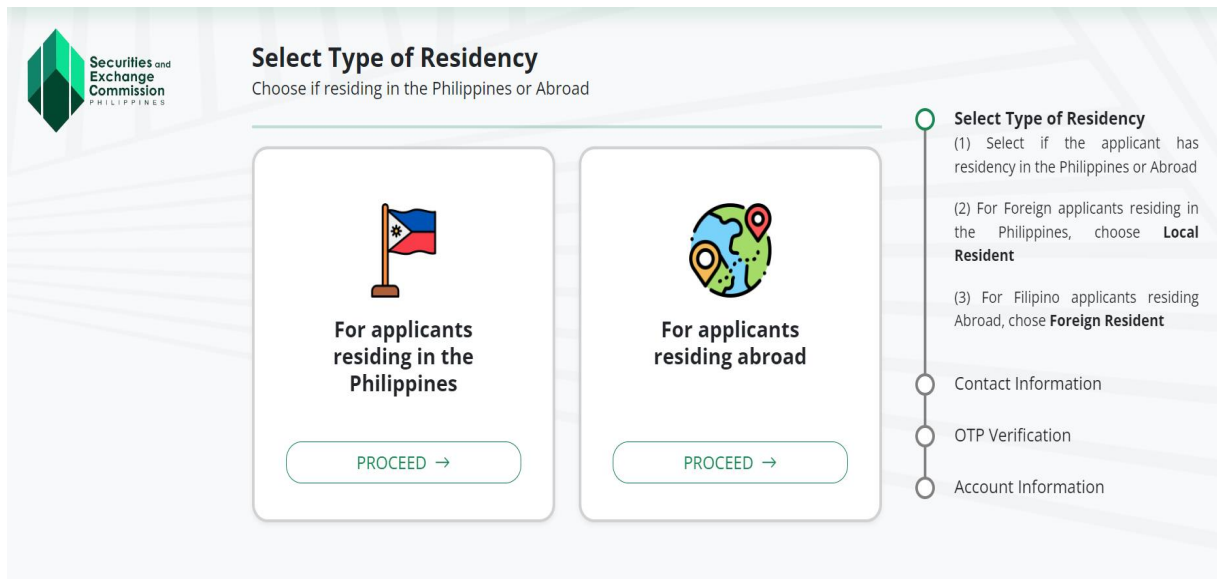
2. Click the link <https://esecure.sec.gov.ph> to be redirected to the eSECURE portal.



3. Once redirected to the eSECURE log in page, click the “Register Now” button.



4. Click the “Proceed ” button (for Filipino citizen)



Select Type of Residency
Choose if residing in the Philippines or Abroad

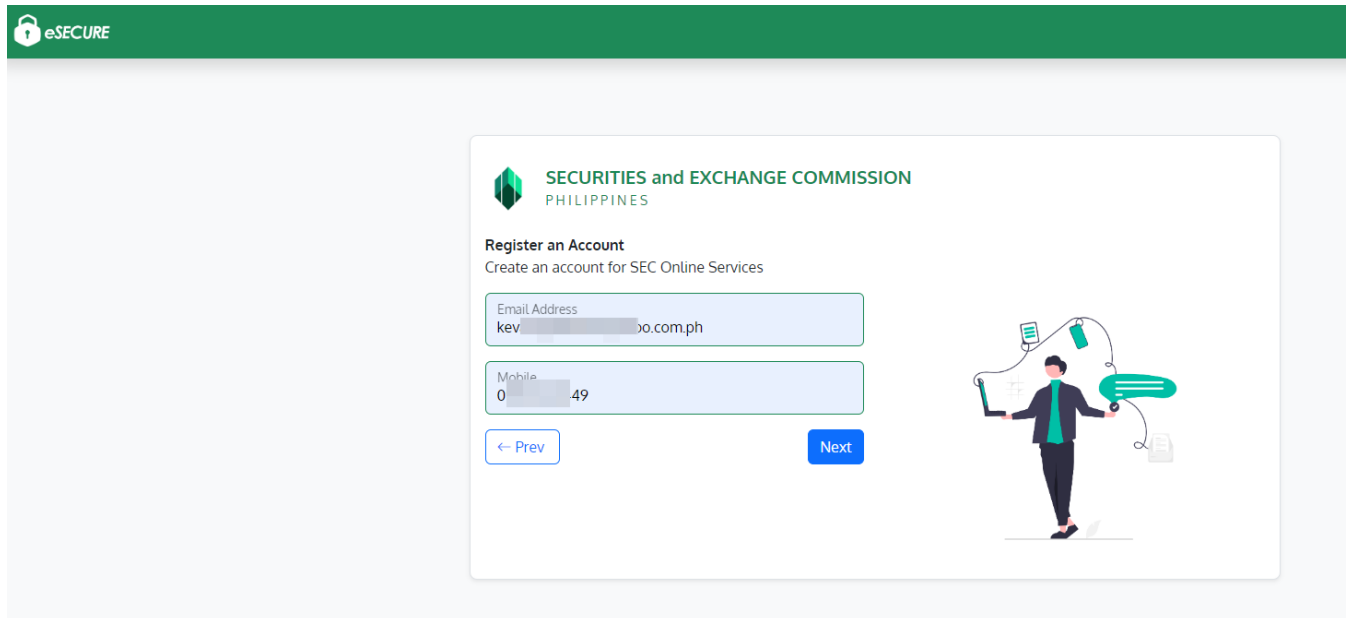
For applicants residing in the Philippines
PROCEED →

For applicants residing abroad
PROCEED →

Select Type of Residency
(1) Select if the applicant has residency in the Philippines or Abroad
(2) For Foreign applicants residing in the Philippines, choose **Local Resident**
(3) For Filipino applicants residing Abroad, chose **Foreign Resident**

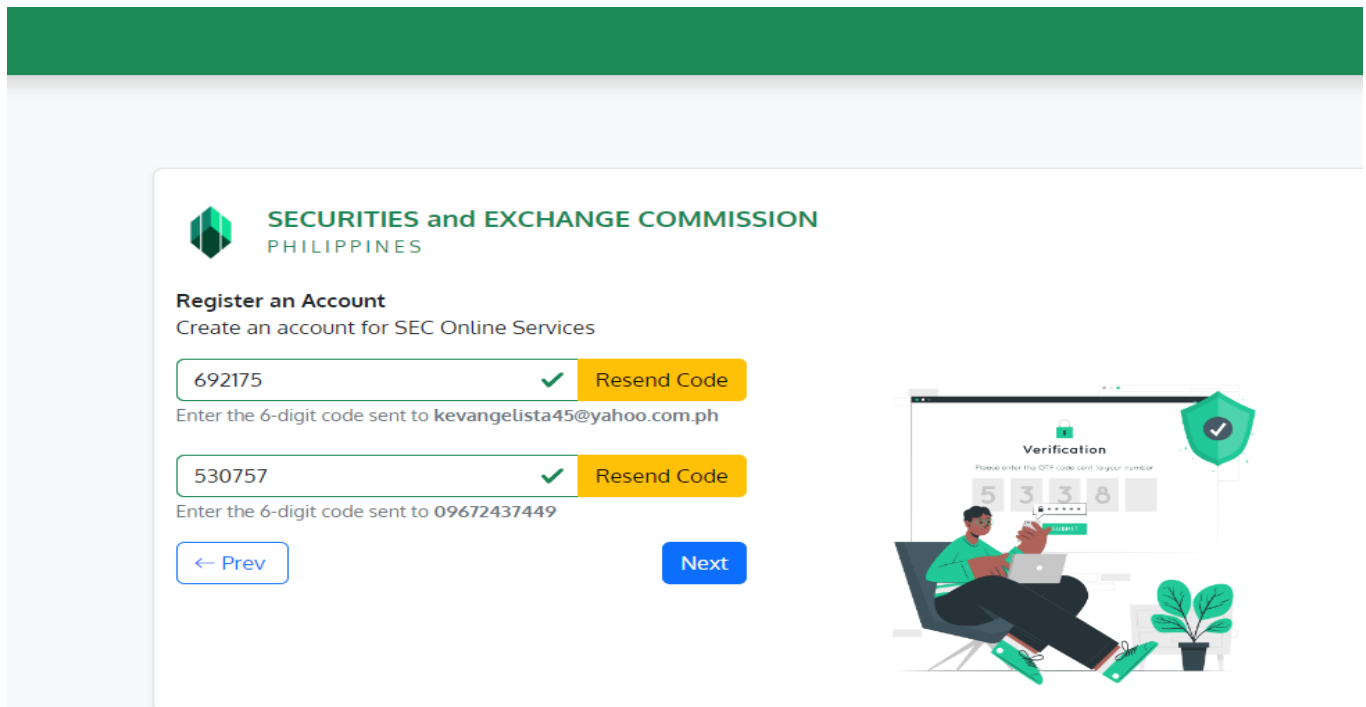
Contact Information
OTP Verification
Account Information

5. Enter the required information in the fields provided and click the “Next” button.



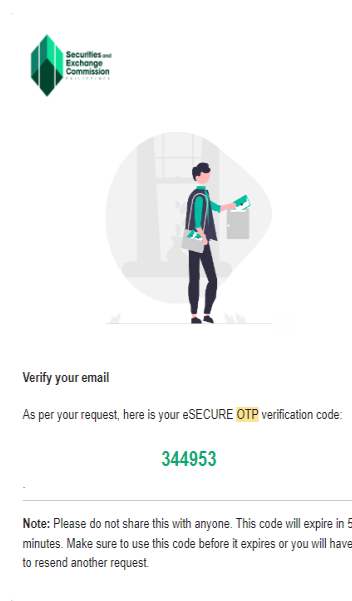
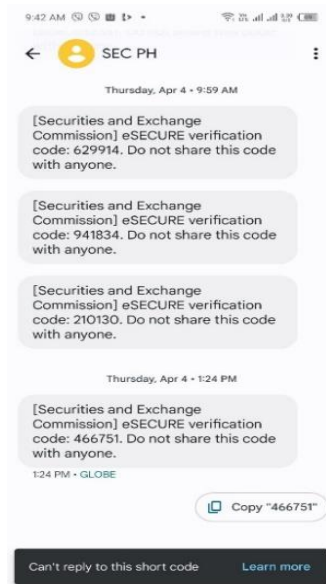
The screenshot shows the eSECURE registration interface. At the top left is the SEC logo and the text "eSECURE". The main content area has the SEC logo and "SECURITIES and EXCHANGE COMMISSION PHILIPPINES". Below this is the heading "Register an Account" and the subtext "Create an account for SEC Online Services". There are two input fields: "Email Address" with the value "kevangelista45@yahoo.com.ph" and "Mobile" with the value "09672437449". Below the fields are two buttons: "← Prev" and "Next". To the right of the form is an illustration of a person in a suit holding a tablet, with a speech bubble and a document icon nearby.

6. Enter the One-time Password (OTP) sent to your email and mobile No. and click the “Next” button.



The screenshot shows the eSECURE verification interface. At the top left is the SEC logo and the text "eSECURE". The main content area has the SEC logo and "SECURITIES and EXCHANGE COMMISSION PHILIPPINES". Below this is the heading "Register an Account" and the subtext "Create an account for SEC Online Services". There are two input fields for OTPs. The first field contains "692175" and has a green checkmark and a "Resend Code" button. Below it is the text "Enter the 6-digit code sent to kevangelista45@yahoo.com.ph". The second field contains "530757" and has a green checkmark and a "Resend Code" button. Below it is the text "Enter the 6-digit code sent to 09672437449". At the bottom are two buttons: "← Prev" and "Next". To the right of the form is an illustration of a person sitting at a desk with a laptop, with a speech bubble and a document icon nearby.

- See attached sample of mobile and email notification



7. Fill out the eSECURE form, tick the “I am not a robot” box and click the “Agree and Create Account” button.



SECURITIES and EXCHANGE COMMISSION
PHILIPPINES

Register an Account
Create an account for SEC Online Services

Account Information Username Password  Confirm Password  Email Address meriemadarna@gmail.com Mobile No. 09295620818 Birthdate mm/dd/yyyy  Day/Month/Year Note: Please use the correct format above to avoid unnecessary date mismatching.	Personal Information Firstname Include suffix in the first name (ex. DAVID JR., JOHN III). ☐ Middlename Tick the checkbox if not applicable (N.A.). Lastname Personal TIN Gender Select Gender 
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Location Information Region Select Region  Province Select Province  Cities and Municipalities Select City/Municipality  ☐ Town/District Tick the checkbox if not applicable (N.A.). Barangay Select Barangay 	Zip Code ☐ Street Name Tick the checkbox if not applicable (N.A.). ☐ Building Name Tick the checkbox if not applicable (N.A.). ☐ Subdivision/Village/Zone Tick the checkbox if not applicable (N.A.). ☐ Unit/Room/Floor/Building Tick the checkbox if not applicable (N.A.). ☐ Lot/Block/Phase/House No. Tick the checkbox if not applicable (N.A.).
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We know you're not a robot, but we just need to ask, are you a robot?




I'm not a robot


By clicking "Agree and create account" you agree to the [terms of service](#) and [privacy policy](#) agreement.

← Prev
Agree and create account

8. A notification message will appear once registration is successfully completed, click the “Ok” button.



Registration Success

Welcome K[REDACTED]02!

OK

REGISTERING AN ACCOUNT TO eSECURE (For Non-Filipino)

1. Enter an active Email address and mobile number (email address only for Non-Filipino) and click the next button.



Securities and
Exchange
Commission
PHILIPPINES

Select Type of Residency

Choose if residing in the Philippines or Abroad



**For applicants
residing in the
Philippines**

PROCEED →



**For applicants
residing abroad**

PROCEED →

Select Type of Residency

(1) Select if the applicant has residency in the Philippines or Abroad

(2) For Foreign applicants residing in the Philippines, choose **Local Resident**

(3) For Filipino applicants residing Abroad, chose **Foreign Resident**

Contact Information

OTP Verification

Account Information



SECURITIES and EXCHANGE COMMISSION
PHILIPPINES

Register an Account

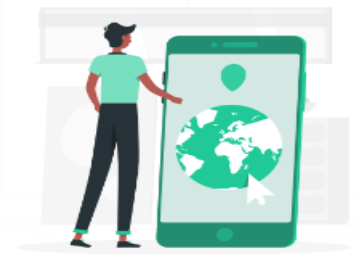
Create an account for SEC Online Services

Email Address

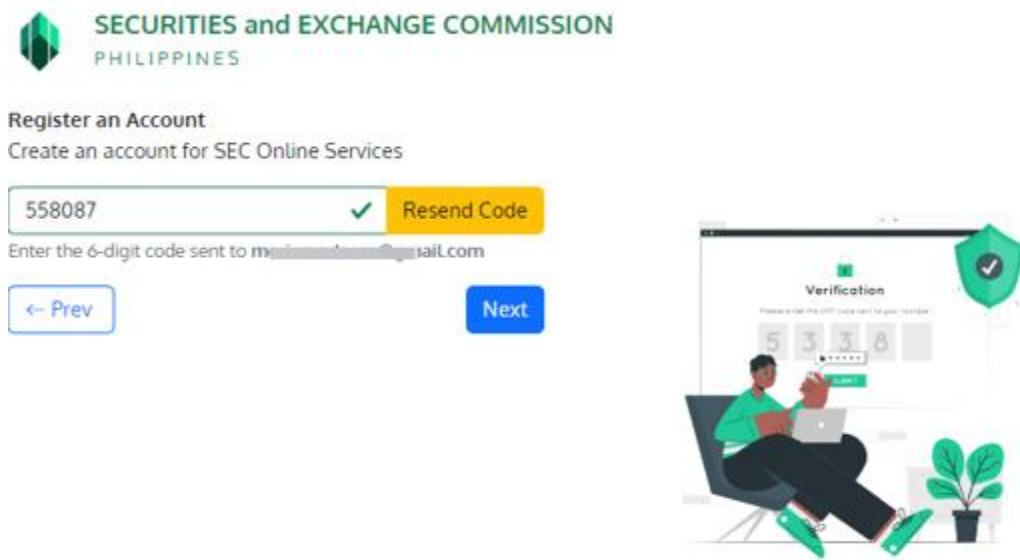
me@gmail.com

← Prev

Next

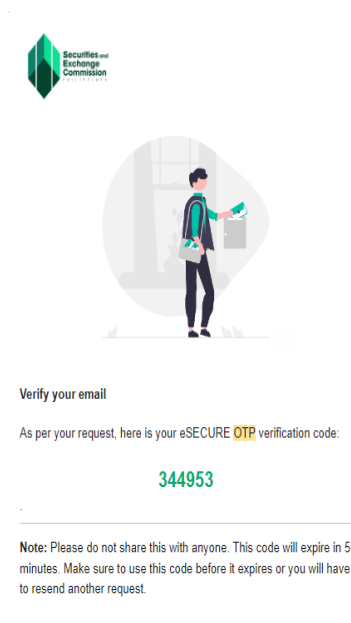


2. Enter the One Time Password (OTP) sent via email



- Please see the sample email confirmation as One Time Password (OTP)

Sample email confirmation



3. Fill out the eSECURE form, tick the “I am not a Robot” box and click the “Agree and Create Account” button.


SECURITIES and EXCHANGE COMMISSION
 PHILIPPINES

Register an Account
Create an account for SEC Online Services

Account Information

K2!@2!

.....

.....

meriemadana@gmail.com

mm/dd/yyyy

Personal Information

Include suffix in the first name (ex. DAVID JR., JOHN III).

☐

Tick the checkbox if not applicable (N.A.).

Select Gender

Select Nationality

Location Information

Select Region

Select Province

Select City/Municipality

☐
Tick the checkbox if not applicable (N.A.).

Select Barangay

☐
Tick the checkbox if not applicable (N.A.).

☐
Tick the checkbox if not applicable (N.A.).

☐
Tick the checkbox if not applicable (N.A.).

☐
Tick the checkbox if not applicable (N.A.).

☐
Tick the checkbox if not applicable (N.A.).

Foreign Location Information

Select Country



Verification expired. Check the checkbox again.

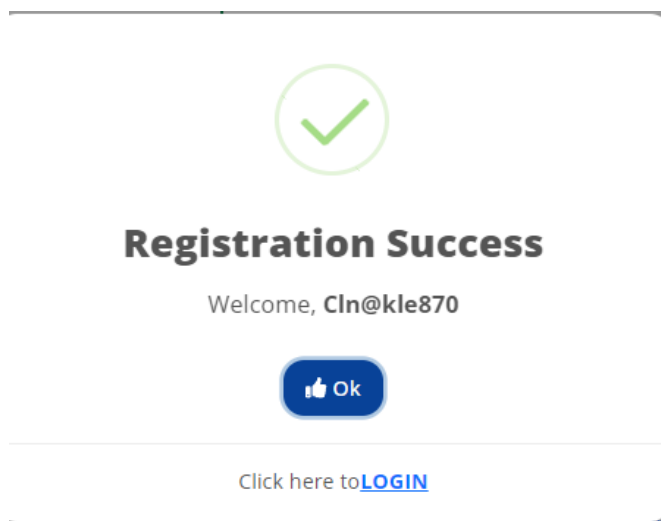
☐ I'm not a robot



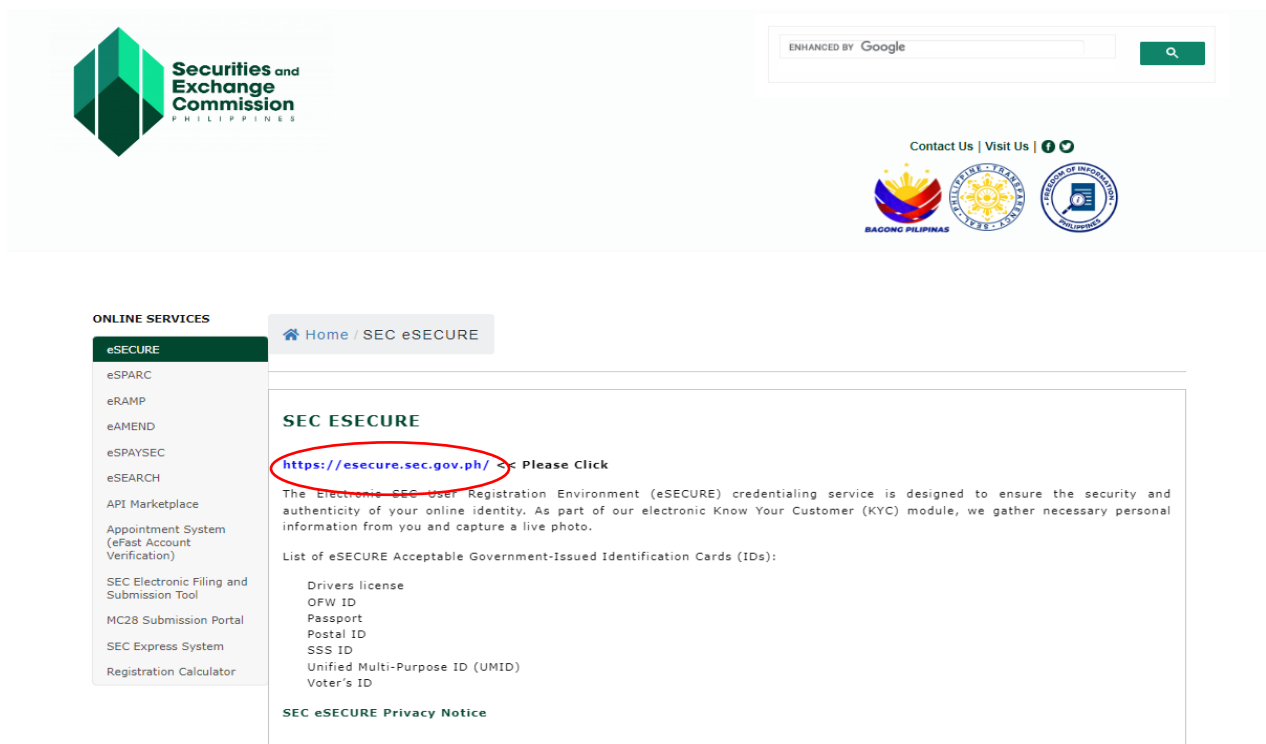
← Prev

Agree and create account

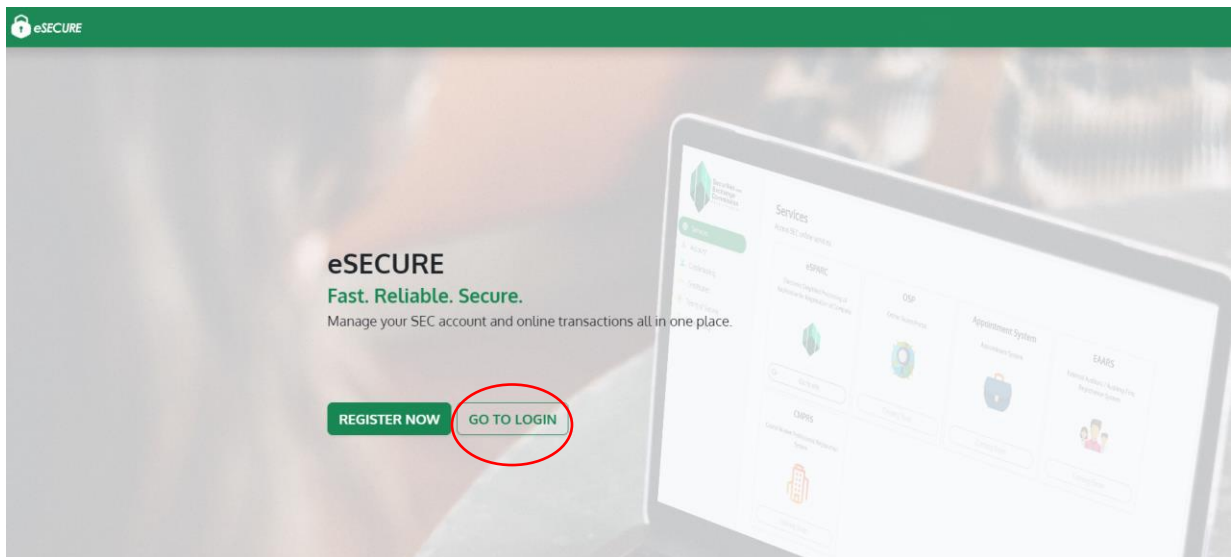
4. A notification message will appear once registration is successfully completed, click the “Ok” button.



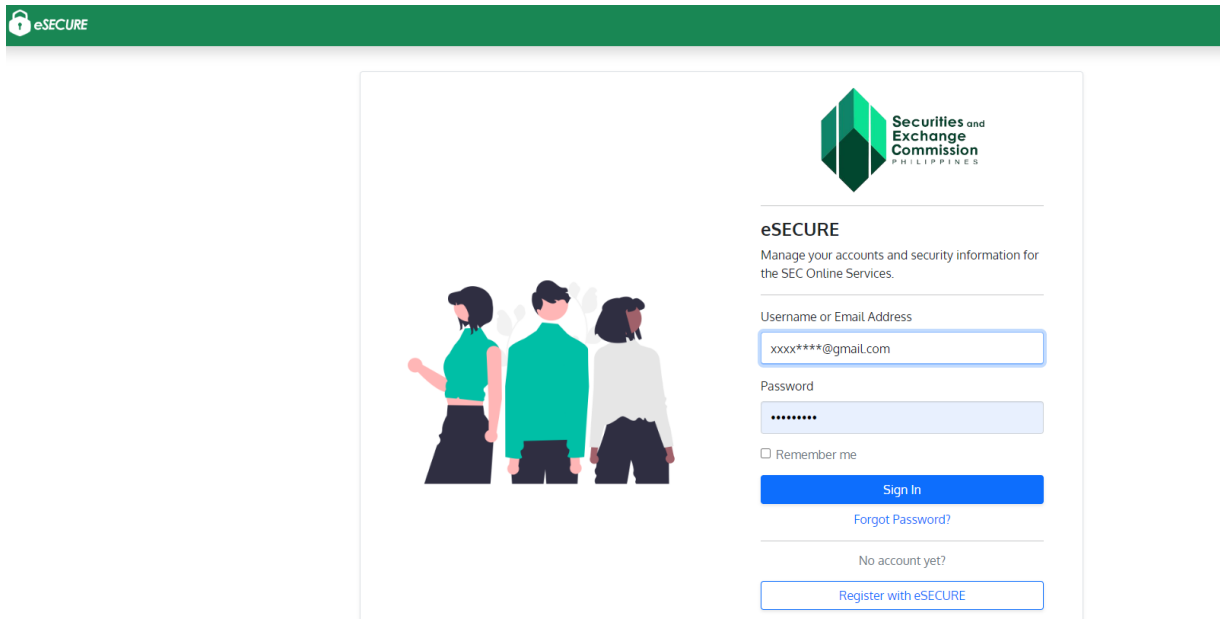
CREDENTIALING AN ACCOUNT IN eSECURE



1. Click the “Go to login” button.



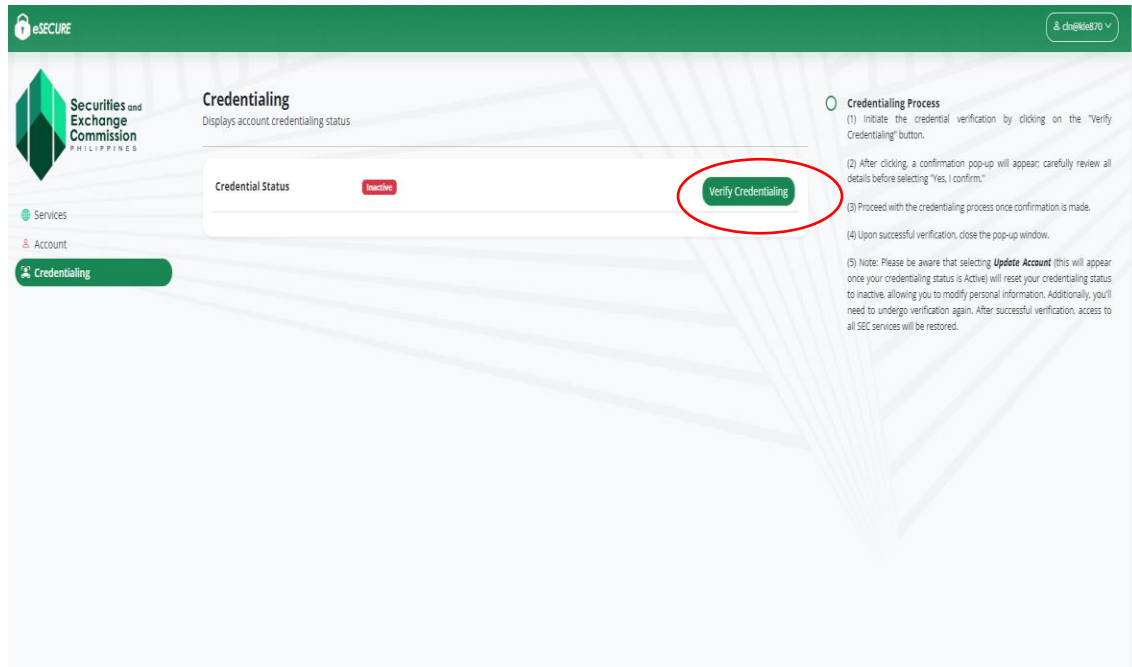
2. Enter Username and Password and click the “Sign In” button.



The screenshot shows the eSECURE login page. At the top left is the SEC Philippines logo and the eSECURE label. The main content area features an illustration of three people on the left and a login form on the right. The form includes fields for 'Username or Email Address' (containing 'xxxxx***@gmail.com') and 'Password' (masked with dots). Below the password field is a 'Remember me' checkbox. A blue 'Sign In' button is prominently displayed, with a 'Forgot Password?' link below it. At the bottom of the form is a 'No account yet?' link and a 'Register with eSECURE' button.

3. Click the “Credentialing” menu (Credential status is Inactive).

4. Click the “Verify Credentialing” button.



The screenshot shows the eSECURE Credentialing page. The left sidebar contains a menu with 'Services', 'Account', and 'Credentialing' (highlighted in green). The main content area is titled 'Credentialing' and shows the 'Credential Status' as 'Inactive'. A green 'Verify Credentialing' button is circled in red. To the right, the 'Credentialing Process' is detailed in five steps: (1) Initiate verification by clicking 'Verify Credentialing'; (2) Review a confirmation pop-up; (3) Proceed with the process; (4) Close the pop-up upon success; (5) Note that selecting 'Update Account' resets the status to inactive, requiring re-verification.

5. Click the “Yes, I confirm” button.



Confirm Credentialing

Please make sure all information stated below is true and correct.

First name: M;
Middle name: go
Last name: ad
Birthday: December 25, 1998

By clicking confirm you will proceed to the credentialing process. Once successfully credentialed, you will not be able to update your personal information.

Do you confirm?

6. Goodpay payment gateway will be displayed, check if the details are correct and click the “Proceed to Payment” button.

Verify Credentialing ✕



powered by

Amount
1

First name
t

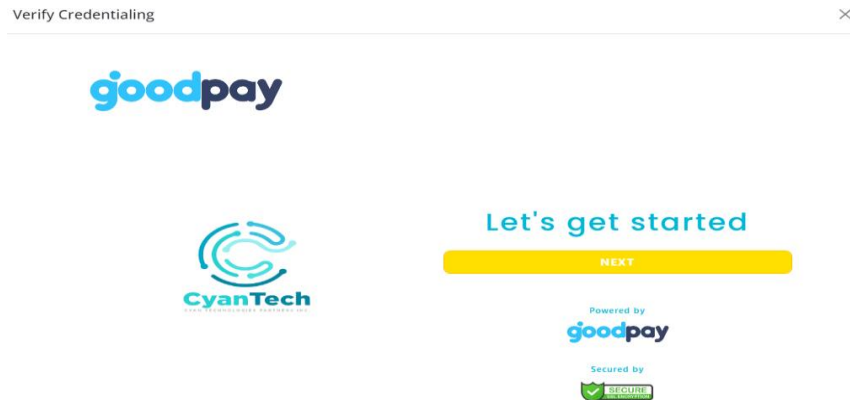
Last name
Ev

Mobile number
+63 Ex. 912-345-678

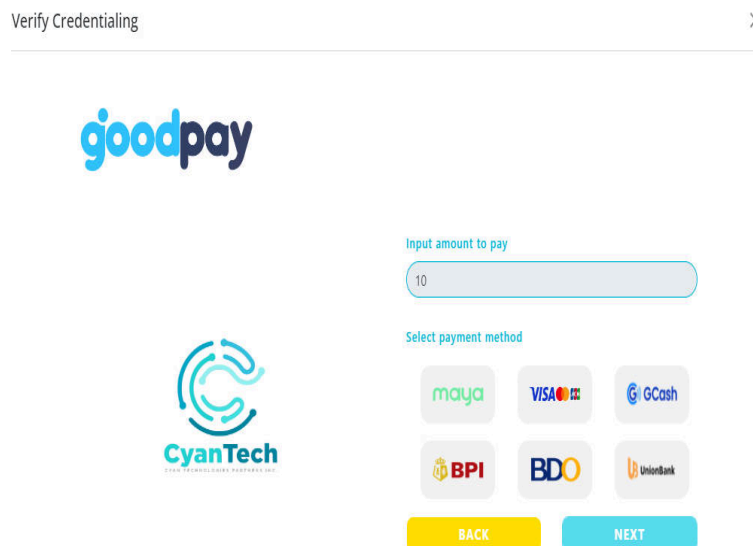
Email
ka.123456789@123.com

[Input Optional](#)

7. Click the “Next” button.



8. Select your preferred payment method and click the “Next” button.



9. A summary of the payment details will be displayed; click the “Confirm” button to proceed to the next step.

Verify Credentialing ×



Just a recap

Total amount to be paid	₱ 10.00
Convenience Fee	₱ 0.18
Total amount to be paid with convenience fee	₱ 10.18

BACK CONFIRM

10. Check the details and tick the “I agree” box and click the “Submit” button.

Verify Credentialing ×



Almost there!

Share your info with us

First Name

**This is a required field

Email Address

**Please type in the correct email address

Last Name

**This is a required field

Notes (Optional)

Mobile

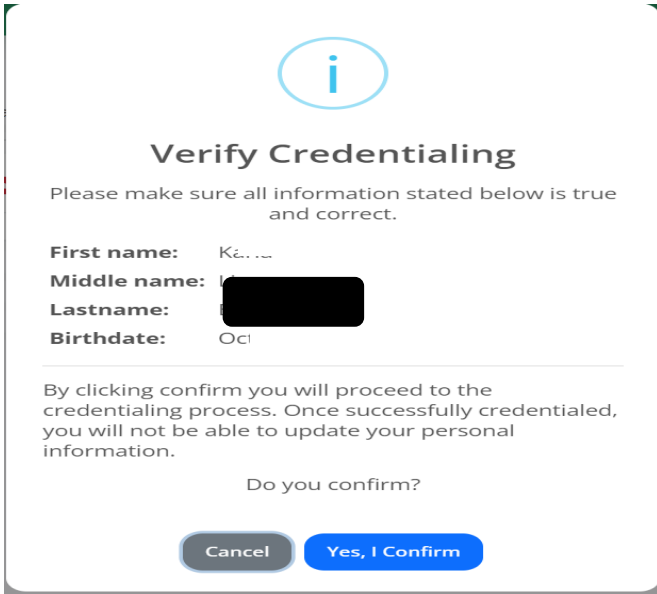
+63

☒ I agree to the [Terms and Conditions](#)

BACK SUBMIT

You will be redirected to our payment partner page

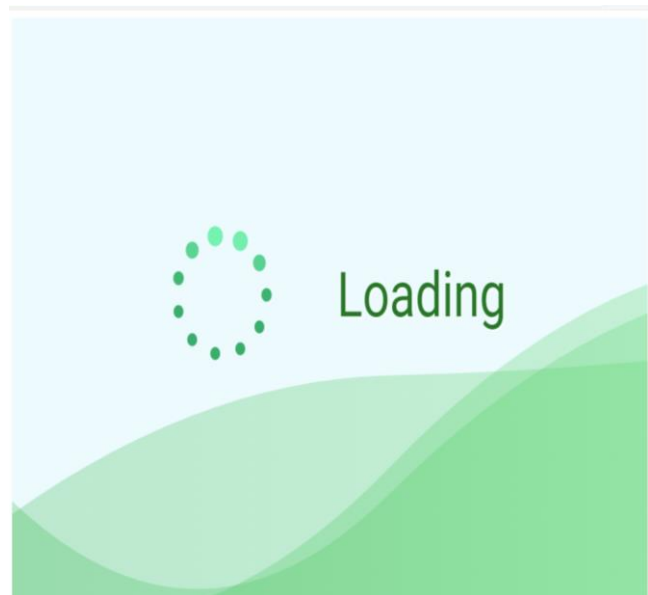
11. A confirmation message will be displayed to verify that the details are correct, and click the "Yes, I Confirm" button.



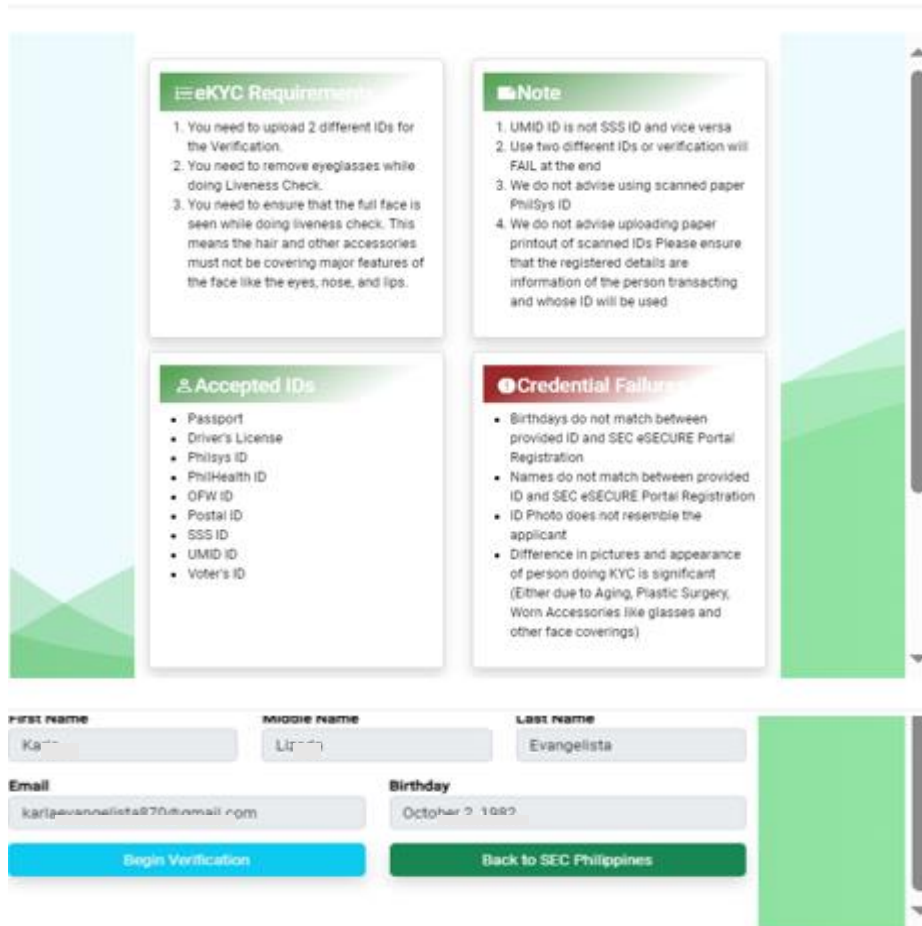
The screen displays a confirmation message for credentialing. At the top, there is an information icon (i) inside a circle. Below it, the title "Verify Credentialing" is centered. A message states: "Please make sure all information stated below is true and correct." The form contains the following fields:

- First name:** K...
- Middle name:** [Redacted]
- Lastname:** [Redacted]
- Birthdate:** Oct...

Below the form, a warning message reads: "By clicking confirm you will proceed to the credentialing process. Once successfully credentialed, you will not be able to update your personal information." A confirmation question "Do you confirm?" is followed by two buttons: "Cancel" and "Yes, I Confirm".



12. After the successful payment, you will be redirected to the Verify Credentialing Page and Click the “Begin Verification” button.



The screenshot displays the 'Verify Credentialing Page' with a light blue header and a green gradient footer. The main content area is divided into four panels: 'eKYC Requirements', 'Note', 'Accepted IDs', and 'Credential Failure'. Below these panels is a form with input fields for 'First Name', 'Middle Name', 'Last Name', 'Email', and 'Birthday'. At the bottom are two buttons: 'Begin Verification' (blue) and 'Back to SEC Philippines' (green).

eKYC Requirements

1. You need to upload 2 different IDs for the Verification.
2. You need to remove eyeglasses while doing Liveness Check.
3. You need to ensure that the full face is seen while doing liveness check. This means the hair and other accessories must not be covering major features of the face like the eyes, nose, and lips.

Note

1. UMID ID is not SSS ID and vice versa
2. Use two different IDs or verification will FAIL at the end
3. We do not advise using scanned paper PhilSys ID
4. We do not advise uploading paper printout of scanned IDs Please ensure that the registered details are information of the person transacting and whose ID will be used

Accepted IDs

- Passport
- Driver's License
- PhilSys ID
- PhilHealth ID
- OFW ID
- Postal ID
- SSS ID
- UMID ID
- Voter's ID

Credential Failure

- Birthdays do not match between provided ID and SEC eSECURE Portal Registration
- Names do not match between provided ID and SEC eSECURE Portal Registration
- ID Photo does not resemble the applicant
- Difference in pictures and appearance of person doing KYC is significant (Either due to Aging, Plastic Surgery, Worn Accessories like glasses and other face coverings)

Form Fields:

First Name: Karlo
Middle Name: Lirio
Last Name: Evangelista
Email: karloevangelista27@hotmail.com
Birthday: October 2, 1982

Buttons:

Begin Verification | Back to SEC Philippines

13. Select from the dropdown the country where the government ID was issued and click the “Select” button.

Getting started

We need some information to help us confirm your identity.



By clicking the button below, you consent to Persona, our vendor, collecting, using, and utilizing their service providers to process your biometric information to verify your identity, identify fraud, and improve Persona's platform in accordance with its [Privacy Policy](#). Your biometric information will be stored for no more than 3 years.

Begin verifying

What country is your government ID from?

This helps us determine the best way to verify your identity.

Philippines

Select

English

SECURED WITH persona

**14. Select the first ID to upload then select the second ID to upload.
IMPORTANT: For Philsys ID no need to upload 2nd ID**

Upload a photo ID

We require a photo of a government ID to verify your identity.

Choose 1 of the following options

	Driver License	>
	PhilHealth ID	>
	Philsys ID	>
	OFW ID	>
	Postal ID	>
	Passport	>
	SSS ID	>
	UMID	>
	Voter ID	>

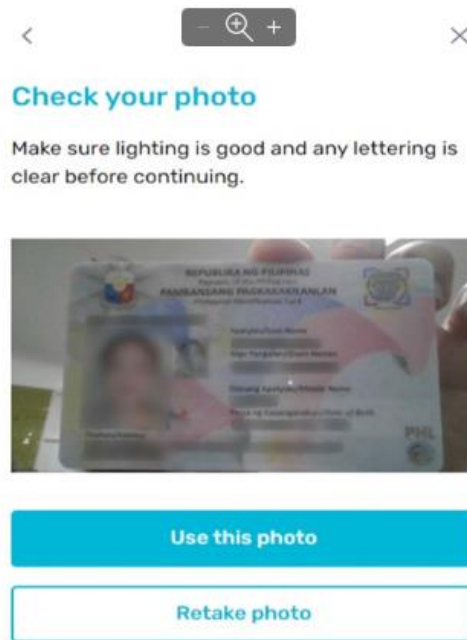
Philsys ID

Take a clear photo of the front of your government ID.



Upload a photo

15. After successfully uploading the IDs, the Processed ID will be displayed to confirm that your uploaded ID was successfully accepted.

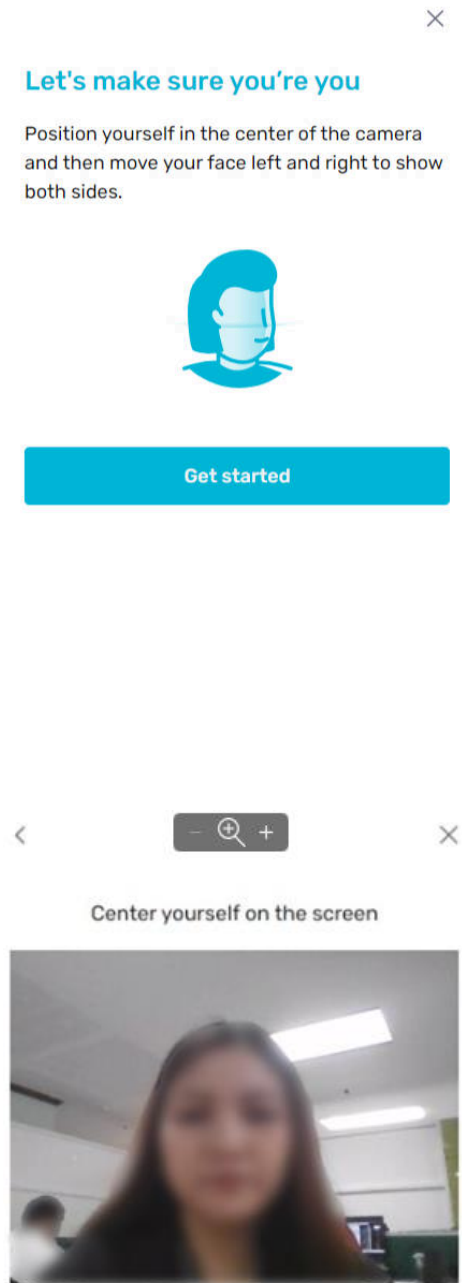


Processing ID

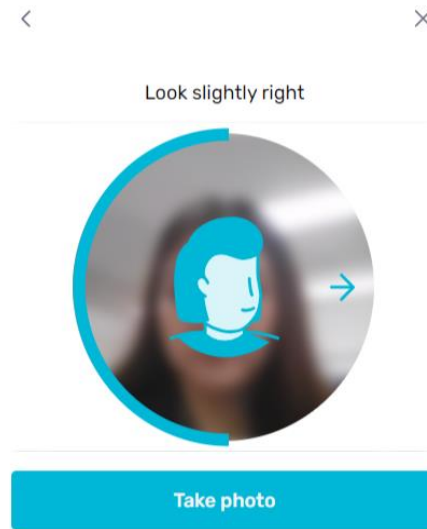
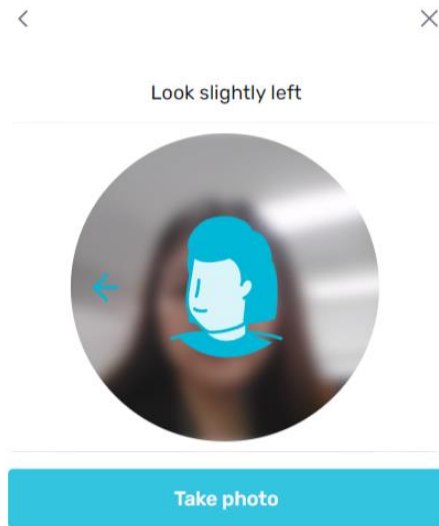
Please wait as we process your uploads. This may take a few seconds.



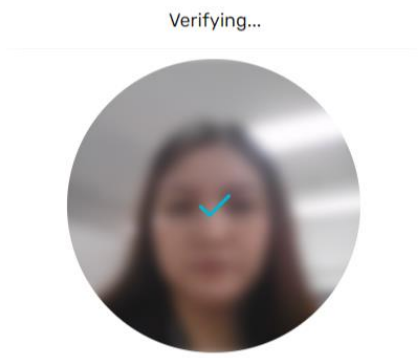
16. Once the uploaded ID has been successfully validated, the applicant will be instructed to take a selfie photo (please follow the instructions while taking the photo) and click the "Get Started" button.



17. Follow the directions while taking the photograph.

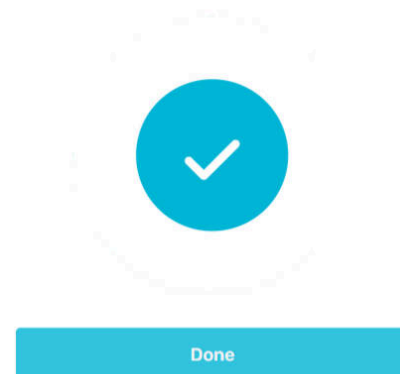


18. Wait for photo to be verified then click the “Done” button.

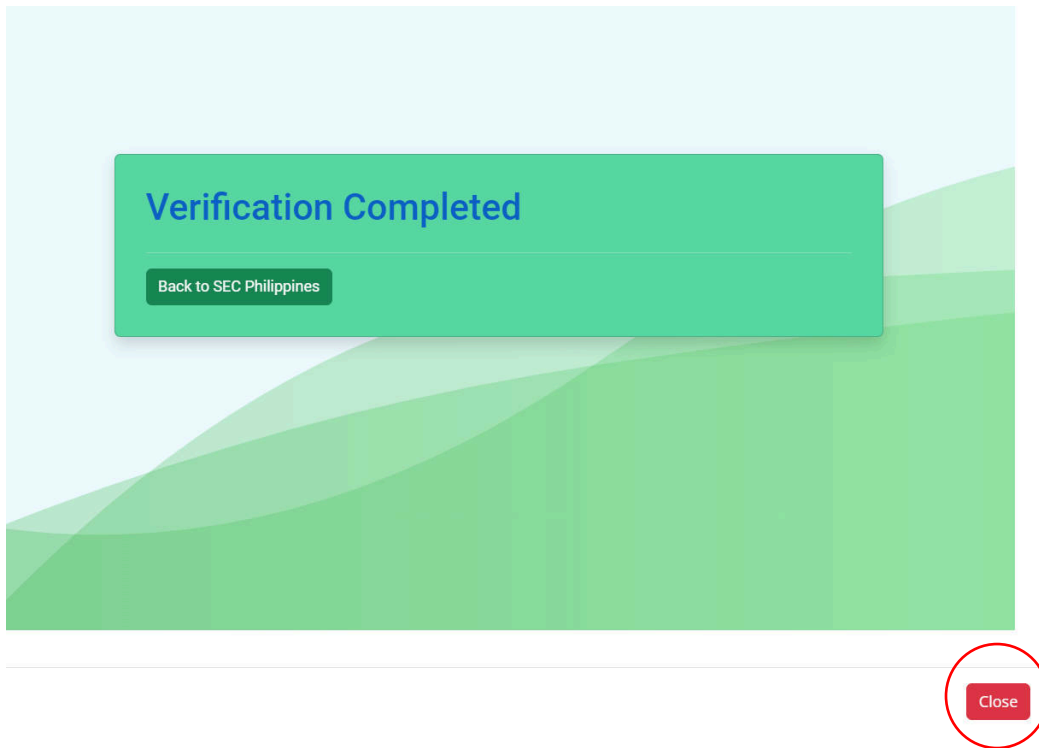


Please click **Done** as part of
Credentialing

Thanks for verifying your identity. For issues
and follow up please email:
support@cyantech.io



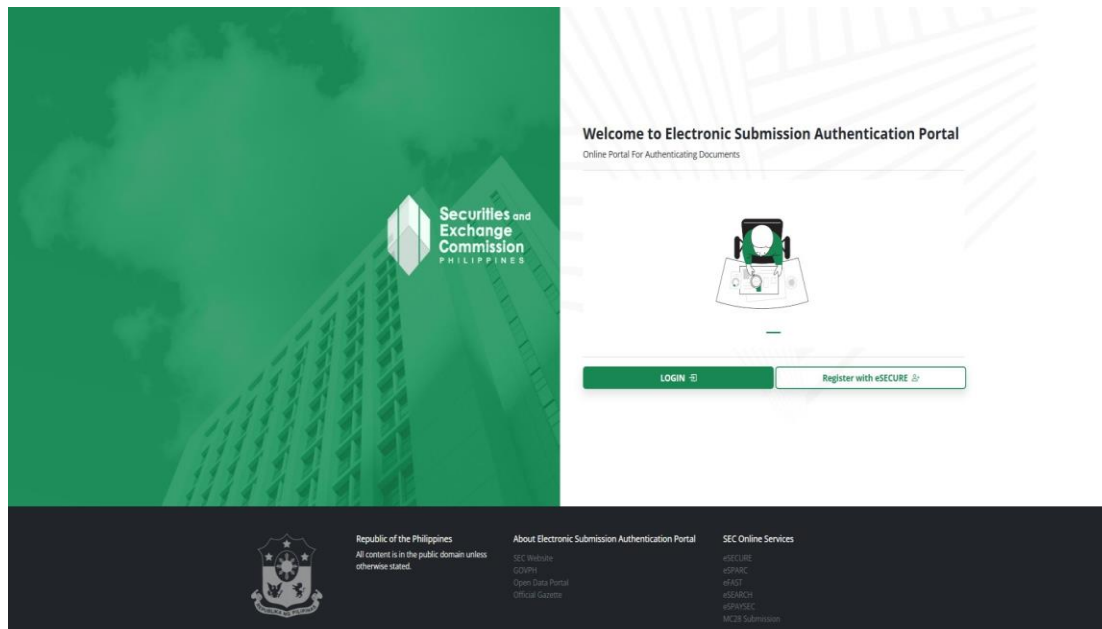
19. A verification message will notify you of a successful credentialing process then click the “Close” button.



Annex C

eSAP

**SEC Electronic Submission
Authentication Portal User Guide**



URL: <https://esap.sec.gov.ph/>

USER GUIDE

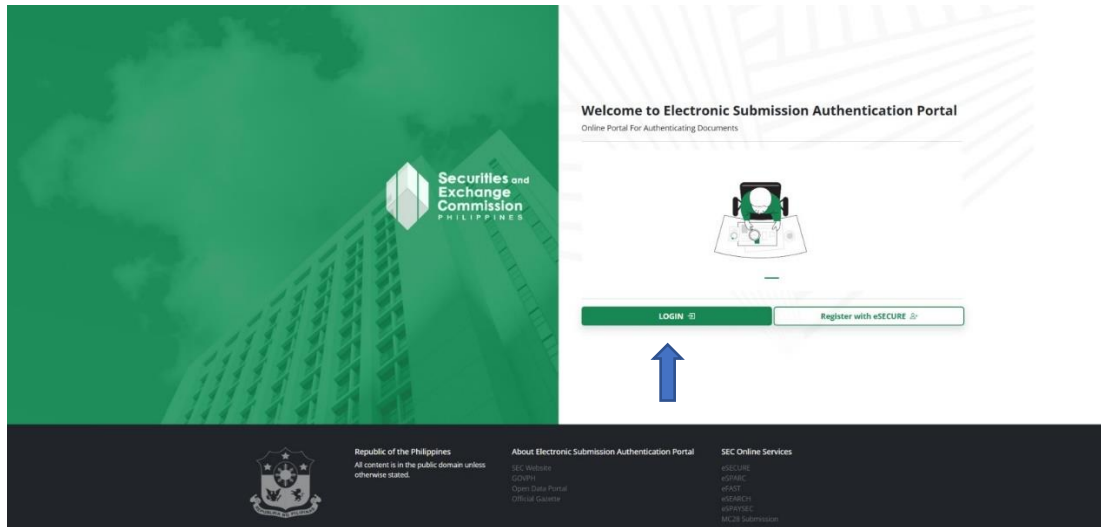
The Electronic Submission Authentication Portal (eSAP) is an online service designed to digitally authenticate SEC documents, eliminating the need for affixed wet signatures, notarization, and hard copy submissions. In place of conventional paper-based signatures, this platform utilizes One Time Passwords (OTPs) to electronically authenticate SEC required documents. It enhances the efficiency and convenience of the authentication process, facilitating easier submission of documents for SEC online services.

Key Features and Functionalities:

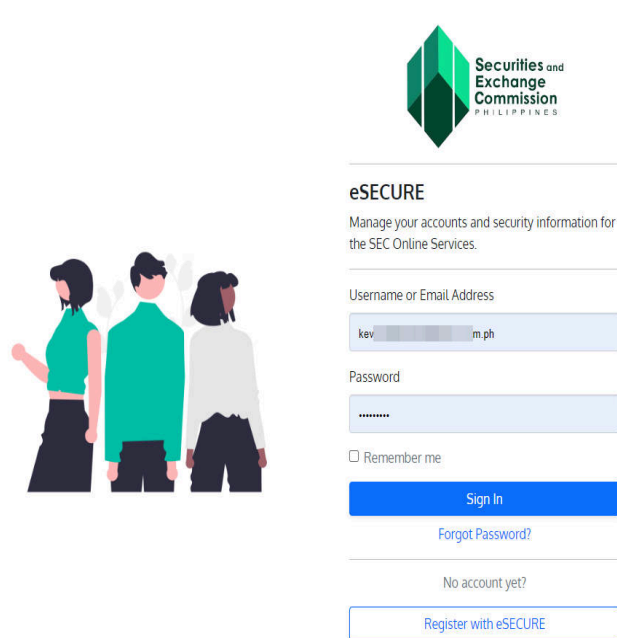
- ❖ User authentication
- ❖ Document management
- ❖ Email notifications
- ❖ Available 24/7
- ❖ Security
- ❖ User-friendly interface
- ❖ Mobile accessibility
- ❖ System integrated QR Code
- ❖ SEC Digital Signature on each page

Accessing eSAP

1. Login to <https://esap.sec.gvo.ph>. Click the “Login” button.



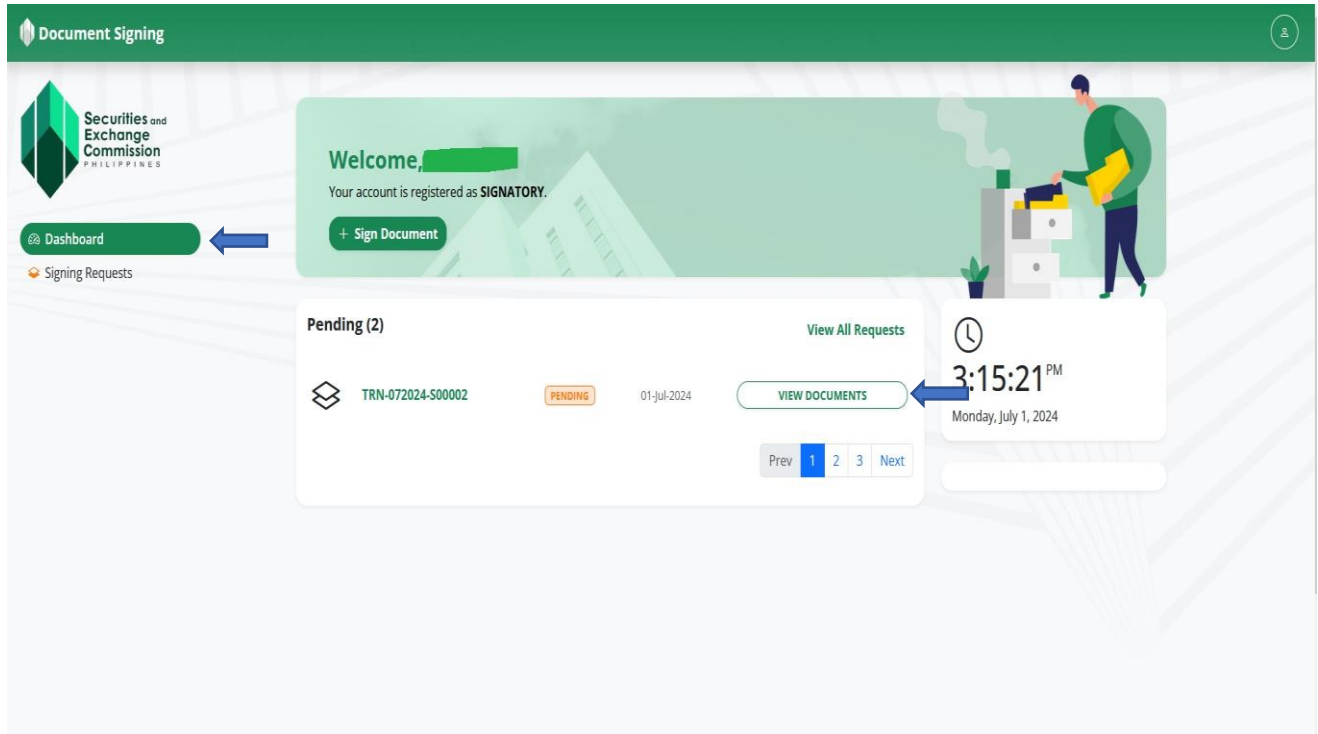
2. The user must have a credentialed eSECURE account. Log in the eSECURE account and click the “Sign-In” button.



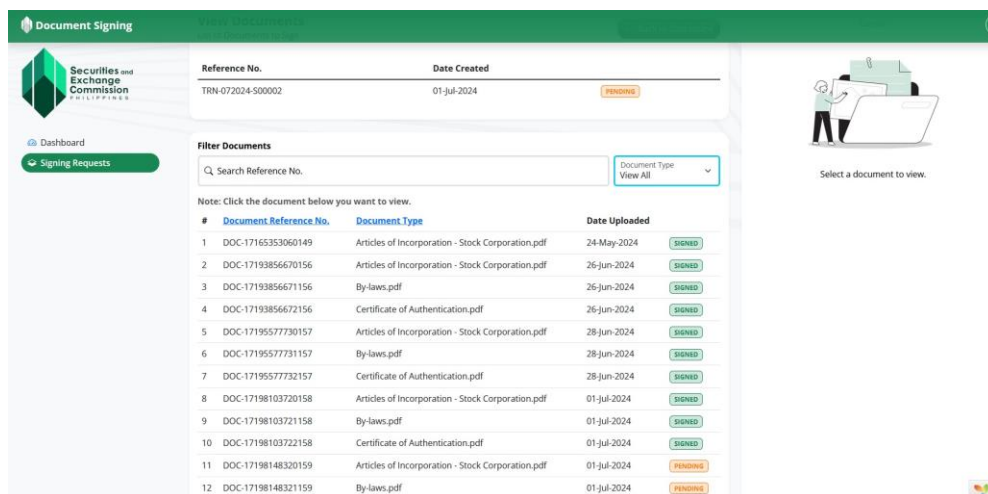
❖ *If user has no account with eSECURE, he/she may proceed on creating an account. To register with eSECURE kindly proceed to this link: <https://esecure.sec.gov.ph/>*

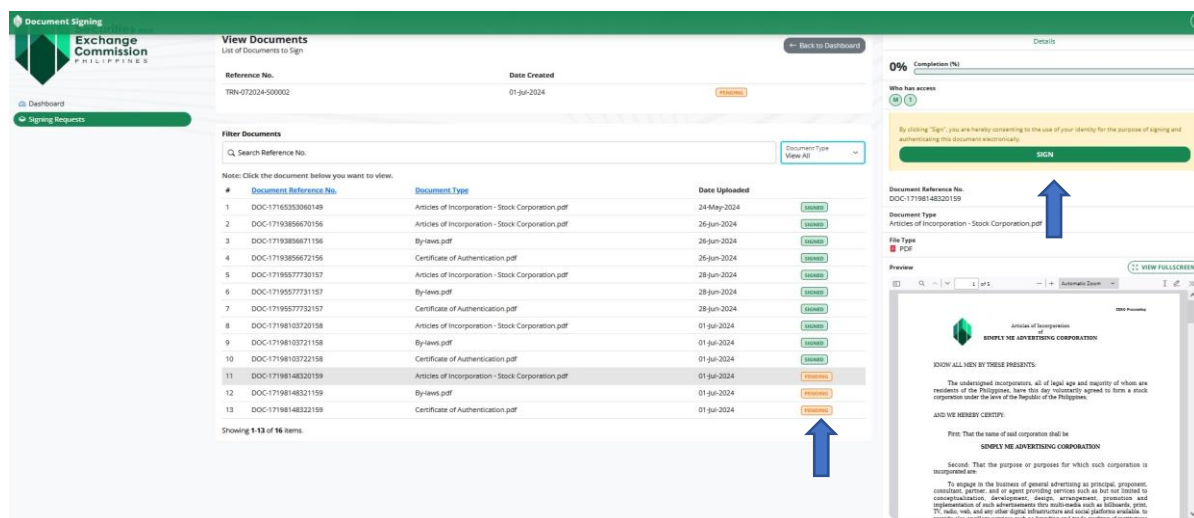
Authentication of SEC Documents from SEC Online Services

- The user will be redirected to the eSAP portal. Click the “Dashboard” and “View Documents” button.

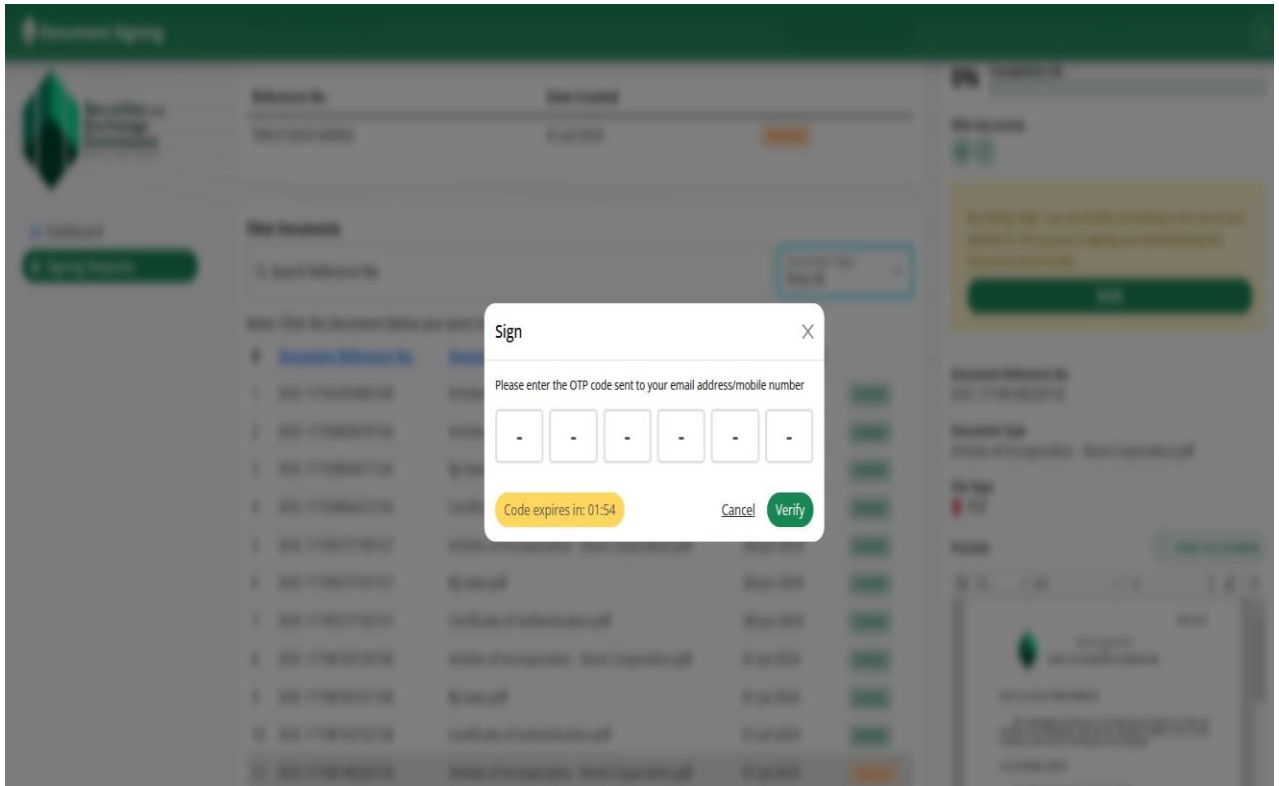


A list of all authenticated and pending documents will be displayed.

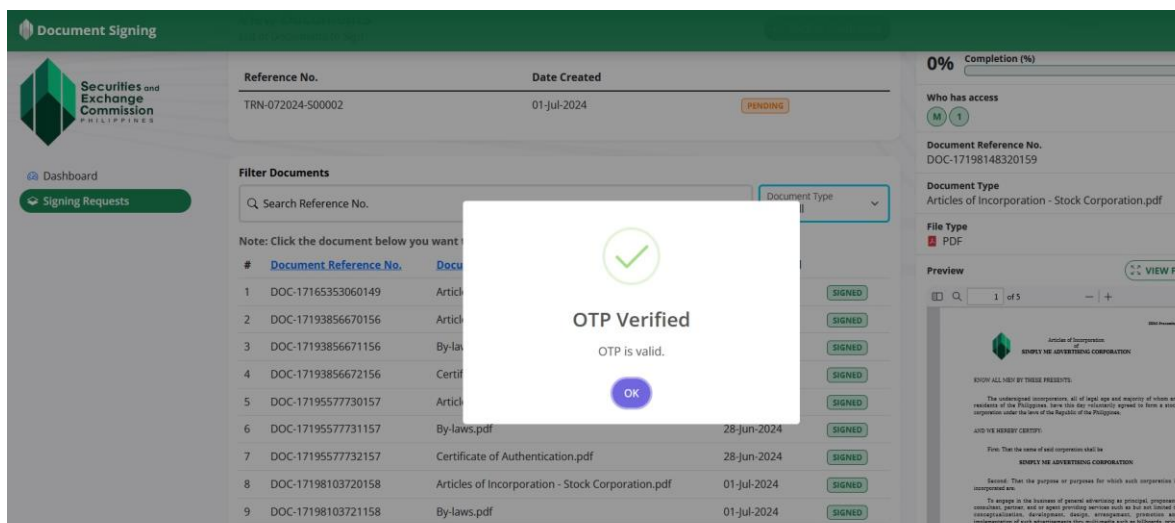




6. Enter the One Time Password (OTP) sent through the email and mobile number of the authenticating corporate officer and click the “Verify” button.



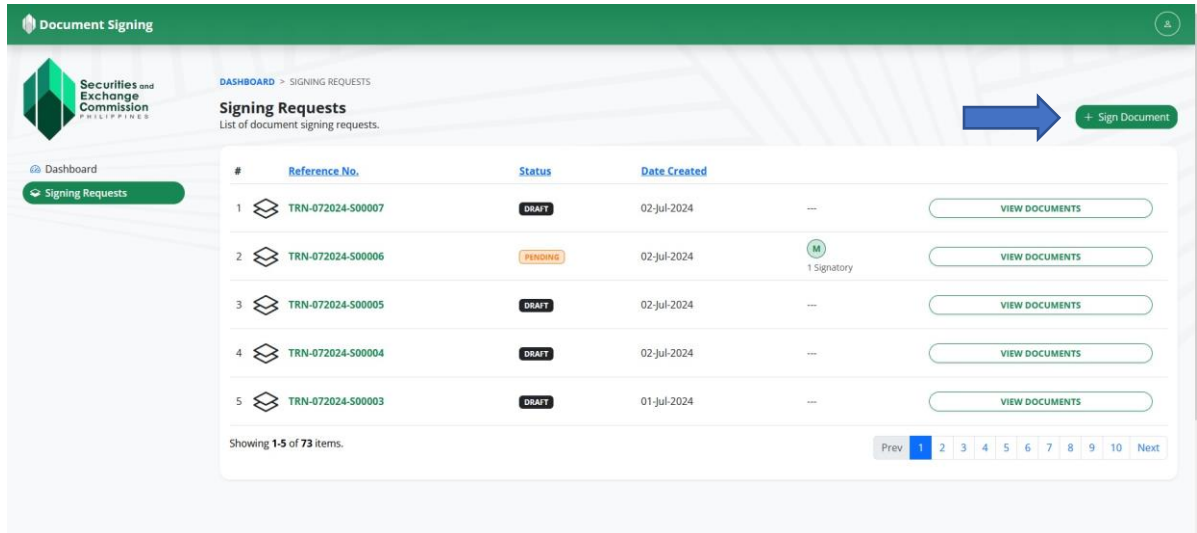
7. A notification message that OTP has been successfully verified will be displayed. Click the “Ok” button to proceed.



8. Repeat steps 6-8 to authenticate all the documents with “Pending” status.

Manual Uploading of SEC Document for Authentication

1. To upload SEC documents for authentication click the “+Sign Document” button.



Document Signing

Securities and Exchange Commission PHILIPPINES

DASHBOARD > SIGNING REQUESTS

Signing Requests
List of document signing requests.

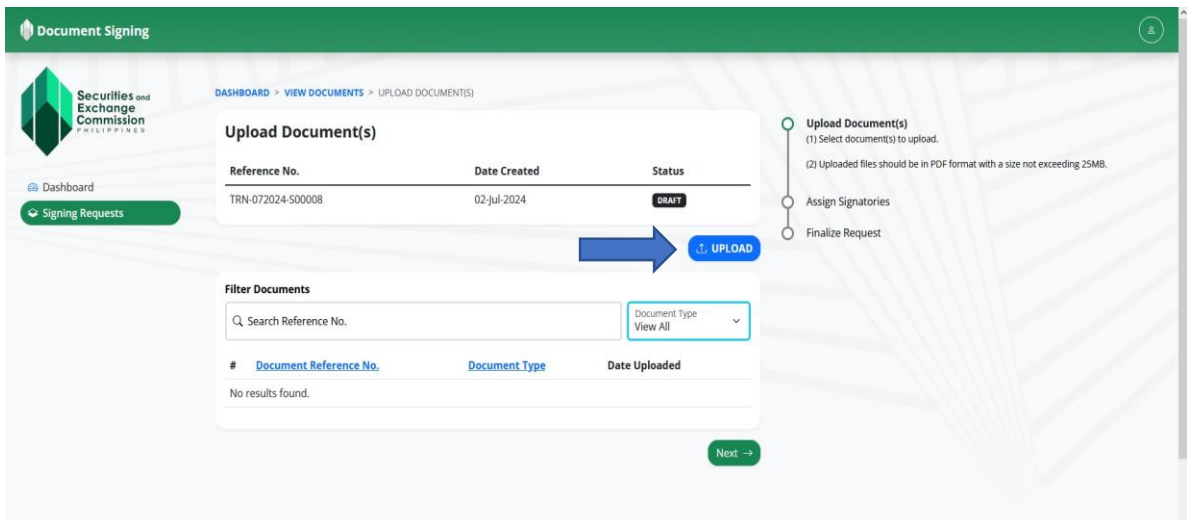
[Dashboard](#)
[Signing Requests](#)

#	Reference No.	Status	Date Created		VIEW DOCUMENTS
1	TRN-072024-S00007	DRAFT	02-Jul-2024	---	VIEW DOCUMENTS
2	TRN-072024-S00006	PENDING	02-Jul-2024	M 1 Signatory	VIEW DOCUMENTS
3	TRN-072024-S00005	DRAFT	02-Jul-2024	---	VIEW DOCUMENTS
4	TRN-072024-S00004	DRAFT	02-Jul-2024	---	VIEW DOCUMENTS
5	TRN-072024-S00003	DRAFT	01-Jul-2024	---	VIEW DOCUMENTS

Showing 1-5 of 73 items.

Prev 1 2 3 4 5 6 7 8 9 10 Next

2. Click the “Upload” button.



Document Signing

Securities and Exchange Commission PHILIPPINES

DASHBOARD > VIEW DOCUMENTS > UPLOAD DOCUMENT(S)

Upload Document(s)

Reference No.	Date Created	Status
TRN-072024-S00008	02-Jul-2024	DRAFT

[Dashboard](#)
[Signing Requests](#)

[Upload](#)

Filter Documents

Search Reference No. Document Type

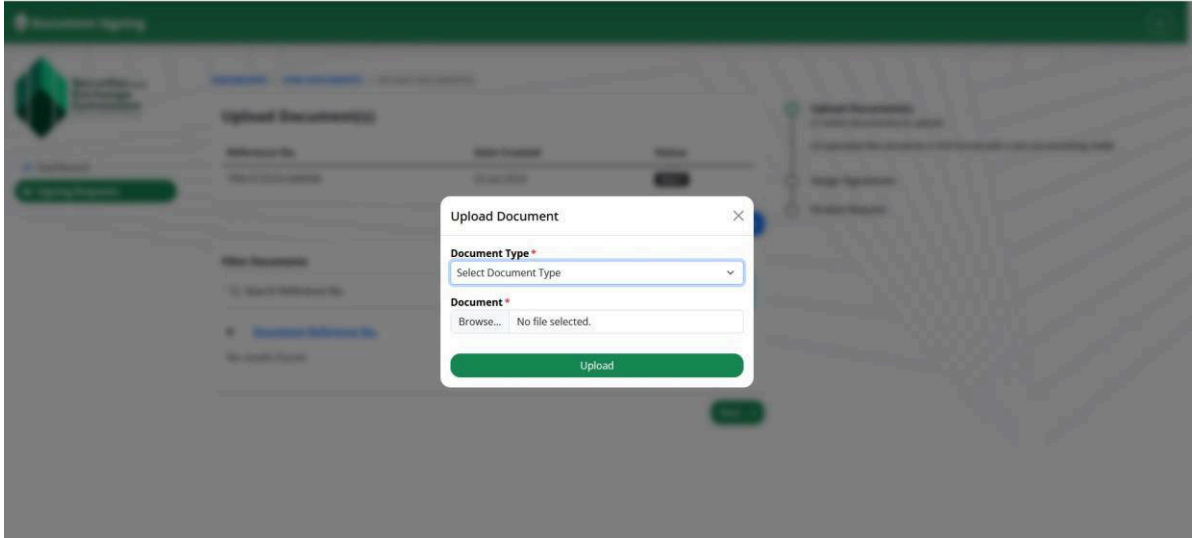
#	Document Reference No.	Document Type	Date Uploaded
No results found.			

Next →

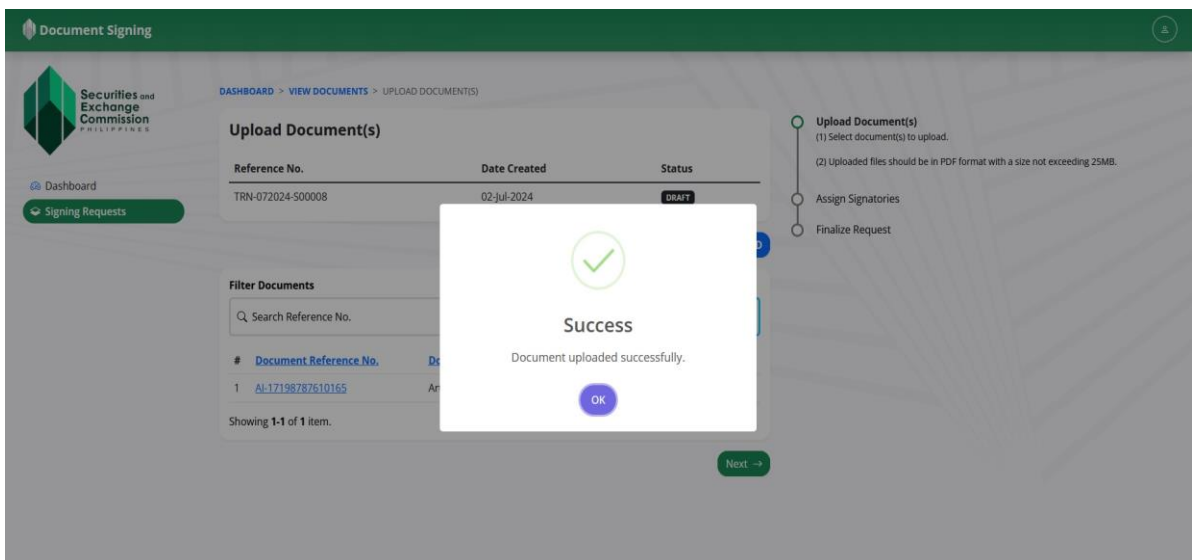
Upload Document(s)
(1) Select document(s) to upload.
(2) Uploaded files should be in PDF format with a size not exceeding 25MB.

Assign Signatories
Finalize Request

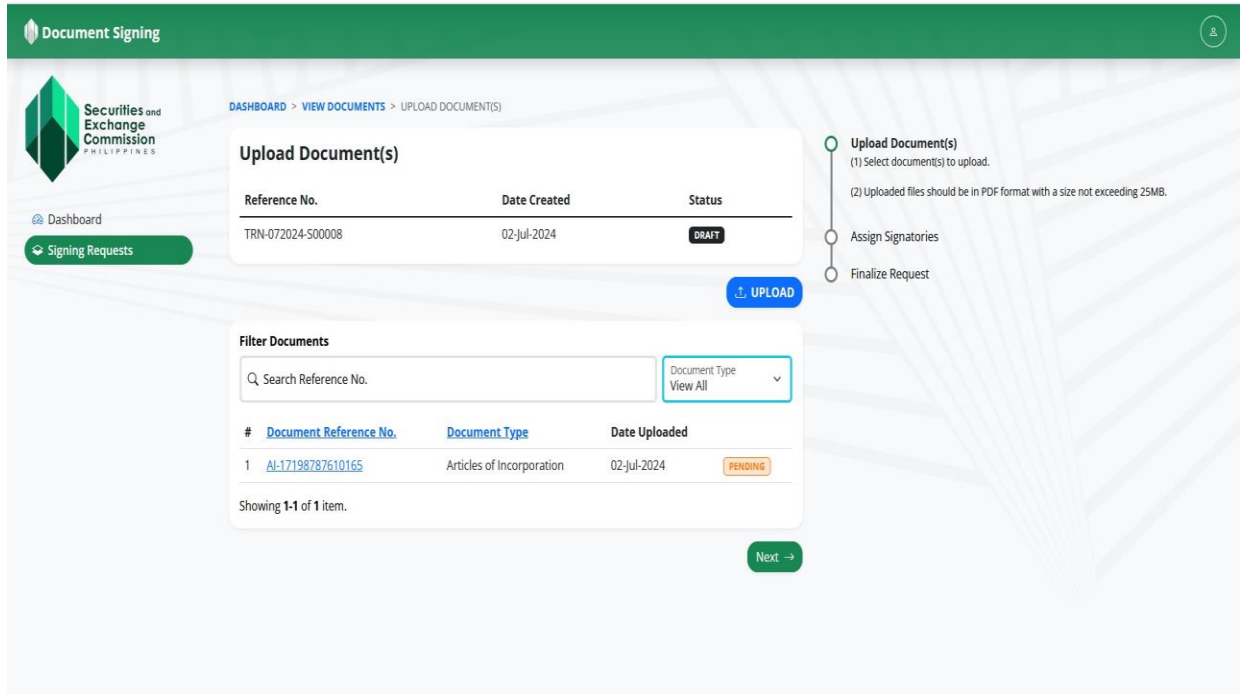
3. Select the document type, attach the document to be uploaded and click the “Upload” button.



4. A notification message that the document has been successfully uploaded will be displayed. Click the “Ok” button to proceed.



5. The status of the uploaded document is “Pending”. Click the “Next” button.



The screenshot shows the 'Document Signing' interface. The breadcrumb trail is 'DASHBOARD > VIEW DOCUMENTS > UPLOAD DOCUMENT(S)'. The main heading is 'Upload Document(s)'. Below it, a table shows a document with Reference No. TRN-072024-S00008, Date Created 02-Jul-2024, and Status DRAFT. A blue 'UPLOAD' button is next to the table. To the right, a progress bar shows three steps: 'Upload Document(s)' (completed), 'Assign Signatories' (current), and 'Finalize Request'. Below the table, a 'Filter Documents' section includes a search bar and a dropdown for 'Document Type' set to 'View All'. A table below shows one document with Reference No. AL-17198787610165, Document Type Articles of Incorporation, Date Uploaded 02-Jul-2024, and Status PENDING. A green 'Next →' button is at the bottom right.

Reference No.	Date Created	Status
TRN-072024-S00008	02-Jul-2024	DRAFT

Filter Documents

Search Reference No.

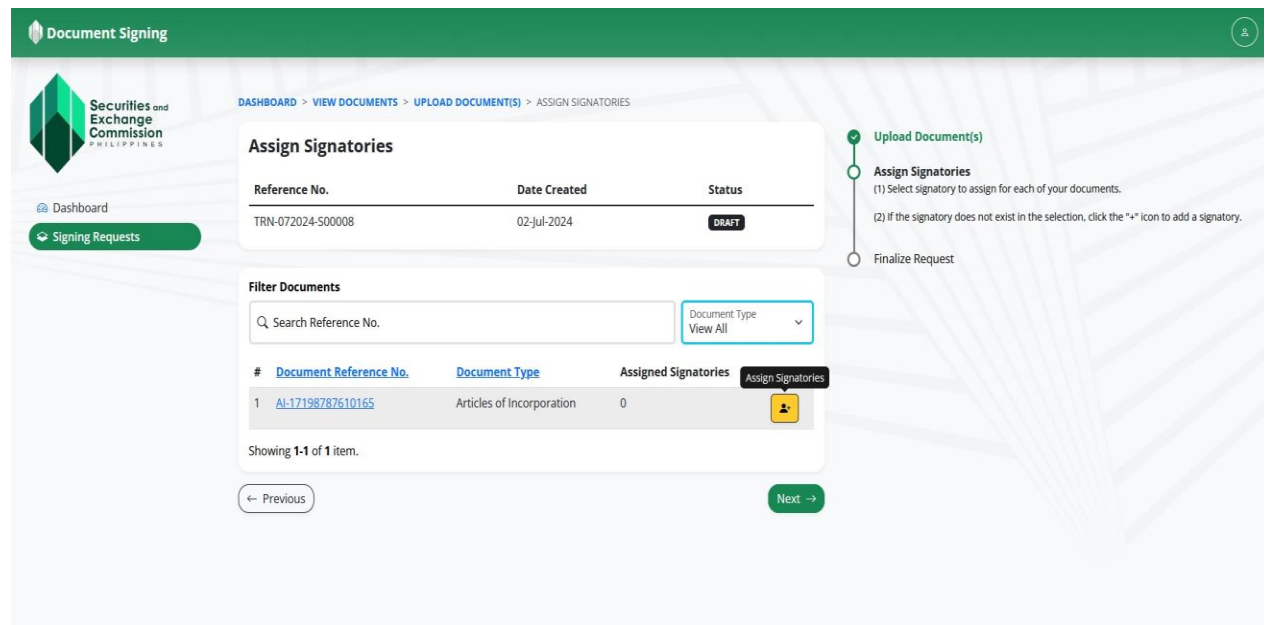
Document Type View All

#	Document Reference No.	Document Type	Date Uploaded	Status
1	AL-17198787610165	Articles of Incorporation	02-Jul-2024	PENDING

Showing 1-1 of 1 item.

Next →

6. To assign the document for authentication, click the “Assign Signatory” button



The screenshot shows the 'Assign Signatories' page. The breadcrumb trail is 'DASHBOARD > VIEW DOCUMENTS > UPLOAD DOCUMENT(S) > ASSIGN SIGNATORIES'. The main heading is 'Assign Signatories'. Below it, a table shows a document with Reference No. TRN-072024-S00008, Date Created 02-Jul-2024, and Status DRAFT. A blue 'ASSIGN SIGNATORIES' button is next to the table. To the right, a progress bar shows three steps: 'Upload Document(s)' (completed), 'Assign Signatories' (current), and 'Finalize Request'. Below the table, a 'Filter Documents' section includes a search bar and a dropdown for 'Document Type' set to 'View All'. A table below shows one document with Reference No. AL-17198787610165, Document Type Articles of Incorporation, Assigned Signatories 0, and a yellow 'Assign Signatories' button. A green 'Next →' button is at the bottom right.

Reference No.	Date Created	Status
TRN-072024-S00008	02-Jul-2024	DRAFT

Filter Documents

Search Reference No.

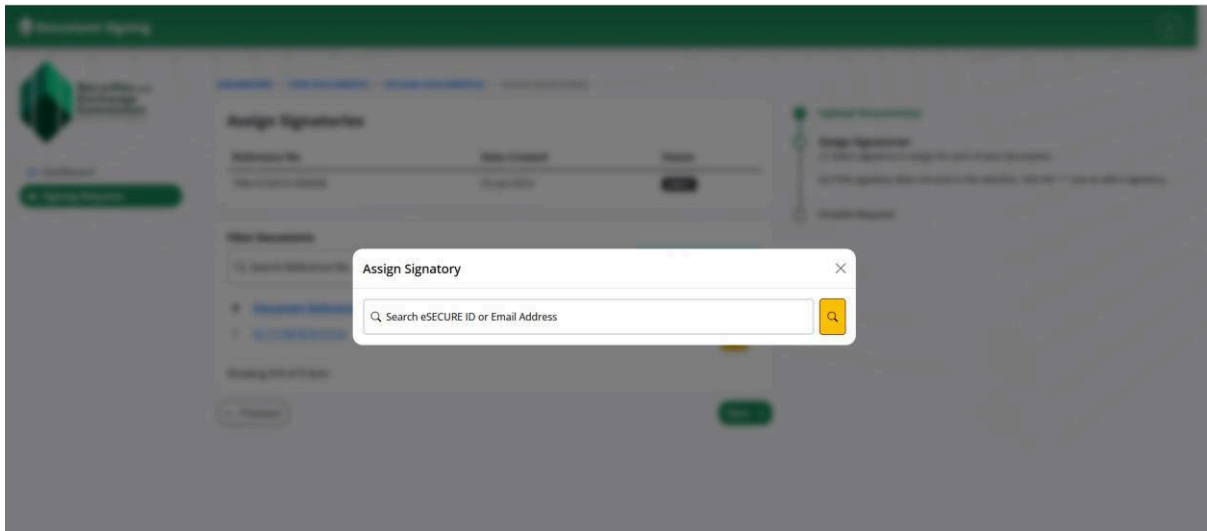
Document Type View All

#	Document Reference No.	Document Type	Assigned Signatories	Assign Signatories
1	AL-17198787610165	Articles of Incorporation	0	

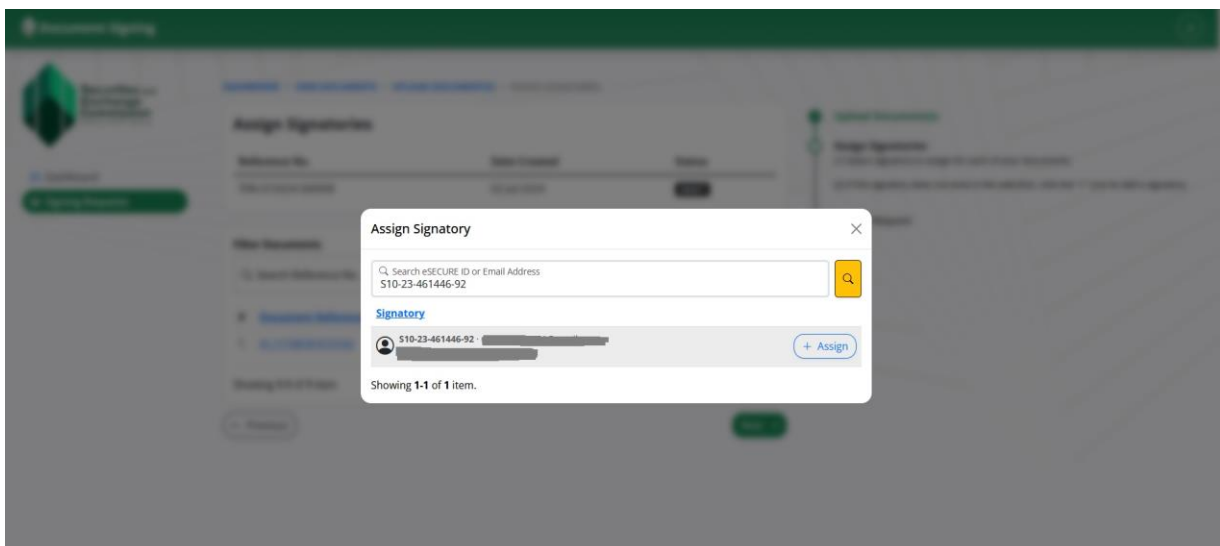
Showing 1-1 of 1 item.

Next →

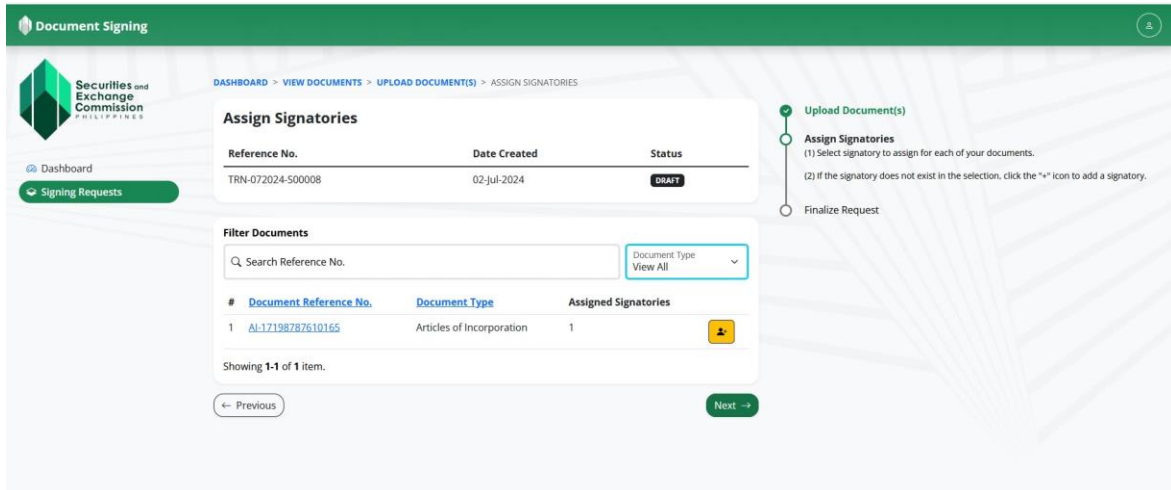
7. Enter the eSECURE ID or the eSECURE registered email address of the person who will authenticate the SEC document.



8. The system will display the name of the holder of the eSECURE ID, click the "+Assign" button.



9. The system will display that the document has been assigned, click the “Next” button.

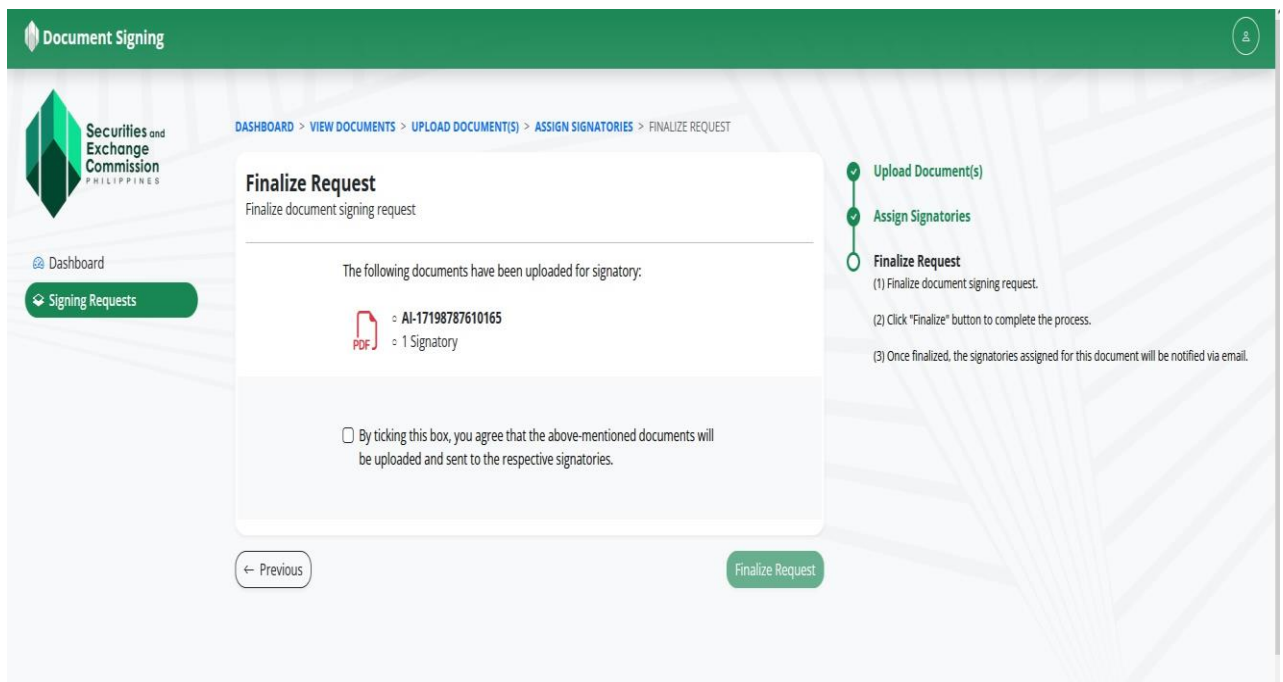


The screenshot shows the 'Assign Signatories' page in the eSAP system. The page has a green header with the 'Document Signing' title and a user profile icon. The left sidebar contains the 'Securities and Exchange Commission PHILIPPINES' logo and navigation links for 'Dashboard' and 'Signing Requests'. The main content area has a breadcrumb trail: 'DASHBOARD > VIEW DOCUMENTS > UPLOAD DOCUMENT(S) > ASSIGN SIGNATORIES'. Below this is a table titled 'Assign Signatories' with columns for 'Reference No.', 'Date Created', and 'Status'. The table contains one row with 'TRN-072024-500008', '02-Jul-2024', and a 'DRAFT' status. Below the table is a 'Filter Documents' section with a search bar and a dropdown for 'Document Type' (set to 'View All'). A table below shows one document: 'AI-17198787610165' of type 'Articles of Incorporation' with 1 assigned signatory. At the bottom are 'Previous' and 'Next' buttons. On the right, a progress bar shows three steps: 'Upload Document(s)' (completed), 'Assign Signatories' (current step), and 'Finalize Request' (pending). Instructions for the current step are provided.

Reference No.	Date Created	Status
TRN-072024-500008	02-Jul-2024	DRAFT

#	Document Reference No.	Document Type	Assigned Signatories
1	AI-17198787610165	Articles of Incorporation	1

10. Tick the box and click the “Finalize Request” button.



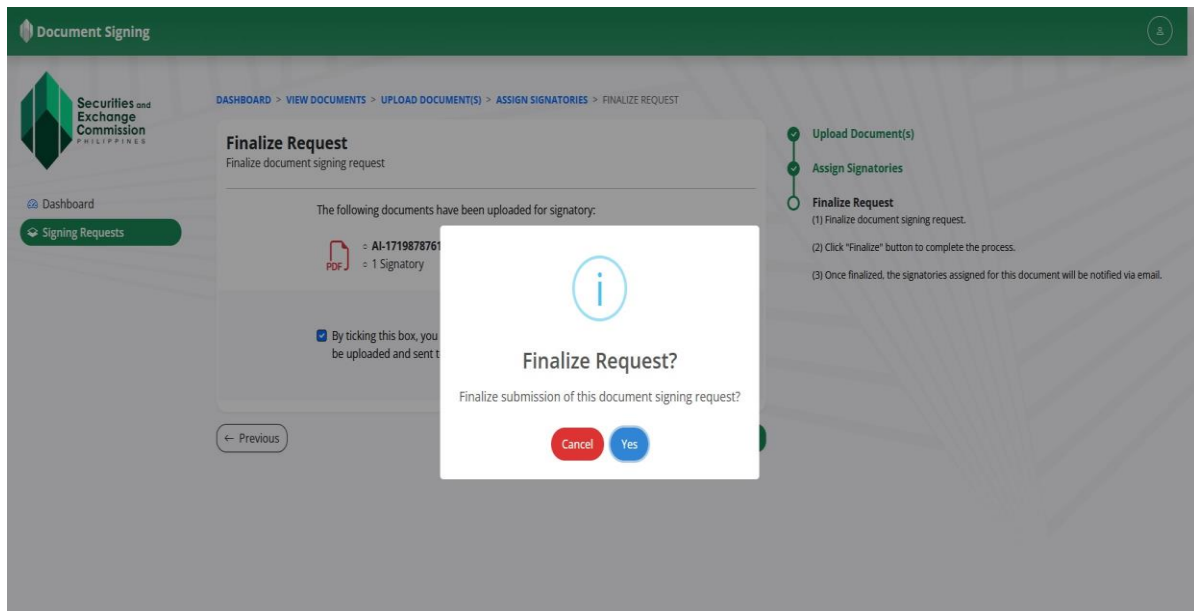
The screenshot shows the 'Finalize Request' page in the eSAP system. The page has a green header with the 'Document Signing' title and a user profile icon. The left sidebar contains the 'Securities and Exchange Commission PHILIPPINES' logo and navigation links for 'Dashboard' and 'Signing Requests'. The main content area has a breadcrumb trail: 'DASHBOARD > VIEW DOCUMENTS > UPLOAD DOCUMENT(S) > ASSIGN SIGNATORIES > FINALIZE REQUEST'. Below this is a section titled 'Finalize Request' with the subtitle 'Finalize document signing request'. It states 'The following documents have been uploaded for signatory:' and lists 'AI-17198787610165' and '1 Signatory'. Below this is a checkbox with the text: 'By ticking this box, you agree that the above-mentioned documents will be uploaded and sent to the respective signatories.' At the bottom are 'Previous' and 'Finalize Request' buttons. On the right, a progress bar shows three steps: 'Upload Document(s)' (completed), 'Assign Signatories' (completed), and 'Finalize Request' (current step). Instructions for the current step are provided.

The following documents have been uploaded for signatory:

- AI-17198787610165
- 1 Signatory

☐ By ticking this box, you agree that the above-mentioned documents will be uploaded and sent to the respective signatories.

- 11. A confirmation message to finalize the request for document authentication will be displayed. Click the “Yes” button to proceed.**



- 12. A confirmation message that the document for authentication has been assigned will be displayed. Click the “Ok” button.**

