

**[ SEC MEMORANDUM CIRCULAR NO. 8, S. 2000,  
June 05, 2000 ]**

**RECORDS SERVICES FOR GOVERNMENT AGENCIES**

It has been the policy of the Commission to provide the public timely access to new and historical filings consisting of company registrations, licenses and reports received by the SEC through its Records Division. These filings are contained on paper, microfilm, computer programs and/or compact discs.

To help defray administrative and other costs, the Commission charges the following fees: Records Service Fee, Authentication (CTC) fee, Photocopying, Copying and Printing fee, and Certification fee, the rates of which are set and published by this Commission in a Records Service Fee bulletin. However, government researchers, **excluding those from government owned and controlled corporations**, shall be exempted from the Records Service fee, Authentication (CTC) fee and Certification fee provided they are able to present official endorsement from their agency. The endorsing official must not be lower than a Division Chief.

Because of the limited budget of the SEC, government entities shall be required to bear the costs for copying and printing except in the following cases:

- Subpoenas issued by the courts;
- Cases where the requesting government office is outside of Metro Manila and the request is limited to the company profile of not more than two (2) entities;
- Cases where the requesting government agency provides the supplies, materials and manpower for the reproduction/printing of documents for as long as those documents will not be certified as true copies or used in court proceedings; or
- Very urgent investigations as may be determined by the Commission.

To avoid competition with the general public, government researchers shall be served at the Primary Staff Research Unit room situated at the Basement, SEC Building on a first come-first served. However, requests involving more than five (5) corporations, or computer-based information (data and statistics) shall be on schedule basis.

This is for the guidance of all concerned and shall take effect immediately.

Adopted: 5 June 2000

(SGD.) LILIA R. BAUTISTA  
*Chairperson*

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