

Rosalinda Zuñiga <rzuniga@verafiles.org>

Acknowledgement Notice Re: GIS 2020- VERA Files INCORPORATED

1 message

Ma. Lorelei M. Liwanag <mlmliwanag@sec.gov.ph>
To: rzuniga@verafiles.org

Fri, Sep 25, 2020 at 4:30 PM

Dear Customer,

SUCCESSFULLY ACCEPTED

(subject to verification and review of form and content of the attached document)

This serves as acknowledgement confirmation. Please print and submit together with the hard copies of the document.

Note: If the email is received on a Saturday, Sunday or holiday (non-working day) the receipt date shall be on the next working day.

Thank you.
SEC ICTD

GENERAL INFORMATION SHEET (GIS)
NON-STOCK CORPORATION
FOR THE YEAR 2020

GENERAL INSTRUCTIONS:

1. FOR USER CORPORATION: THIS GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE ANNUAL MEMBERS' MEETING AS STATED IN THE BY-LAWS. DO NOT LEAVE ANY ITEM BLANK. WRITE "N.A." IF THE INFORMATION REQUIRED IS NOT APPLICABLE TO THE CORPORATION OR "NONE" IF THE INFORMATION IS NON-EXISTENT. IF THE ANNUAL MEMBERS' MEETING IS HELD ON A DATE OTHER THAN THAT STATED IN THE BY-LAWS, THE GIS SHALL BE SUBMITTED WITHIN THIRTY (30) CALENDAR DAYS AFTER THE ELECTION OF THE DIRECTORS, TRUSTEES AND OFFICERS OF THE CORPORATION AT THE ANNUAL MEMBERS' MEETING.
2. IF NO MEETING IS HELD, THE CORPORATION SHALL SUBMIT THE GIS NOT LATER THAN JANUARY 30 OF THE FOLLOWING YEAR. HOWEVER, SHOULD AN ANNUAL MEMBERS' MEETING BE HELD THEREAFTER, A NEW GIS SHALL BE SUBMITTED/FILED.
3. THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE ASSISTANT CORPORATE SECRETARY OF THE CORPORATION.
4. ALL CHANGES ARISING BETWEEN ANNUAL MEETINGS AND AFFECTING THE INFORMATION STATED IN THE GIS, SUCH AS THE DEATH, RESIGNATION OR CESSATION OF HOLDING OF OFFICE OF A DIRECTOR, TRUSTEE, OR OFFICER, SHALL BE REFLECTED IN AN AMENDED GIS LABELED AS SUCH AND THE CHANGES CLEARLY HIGHLIGHTED. THE AMENDED GIS SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS AFTER SUCH CHANGES OCCURRED OR BECAME EFFECTIVE.
5. SUBMIT FOUR (4) COPIES OF THE GIS TO THE RECEIVING SECTION AT THE SEC MAIN OFFICE, OR TO SEC SATELLITE OFFICES OR EXTENSION OFFICES. ALL COPIES SHALL UNIFORMLY BE ON A4 OR LETTER-SIZED PAPER. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE.
6. ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS COMPLIANT WITH EXISTING RULES AND REGULATIONS.
7. THIS GIS MAY BE USED AS EVIDENCE AGAINST THE CORPORATION AND ITS RESPONSIBLE DIRECTORS/TRUSTEES/OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS.

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

CORPORATE NAME:	VERAFILES INCORPORATED	DATE REGISTERED:	5/26/2008
BUSINESS/TRADE NAME	VERA FILES	FISCAL YEAR END:	Dec-20
SEC REGISTRATION NUMBER:	CN200808072	CORPORATE TAX IDENTIFICATION NUMBER (TIN):	007-042-949
DATE OF ANNUAL MEETING PER BY-LAWS:	JULY 29, 2020	WEBSITE/URL ADDRESS:	http://verafiles.org
DATE OF ACTUAL MEETING:	JULY 29, 2020	EMAIL ADDRESS:	newsroom@verafiles.org
COMPLETE PRINCIPAL OFFICE ADDRESS:	1402 B West Trade Center Bldg. 132 West Avenue, Q.C. 1104	TELEPHONE NUMBER(S):	72551271
COMPLETE BUSINESS ADDRESS:	1402 B West Trade Center Bldg. 132 West Avenue, Q.C. 1104	FAX NUMBER(S):	NONE
PRIMARY PURPOSE ENGAGED IN:	Journalism		
NAME OF EXTERNAL AUDITOR & SIGNING PARTNER:		SEC ACCREDITATION NUMBER:	TELEPHONE NUMBER(S):
IF ENGAGED IN MICROFINANCE BUSINESS, CHECK SERVICES		TO BE FILLED UP BY SEC PERSONNEL:	
..... Deposits Insurance Products	INDUSTRY	NATIONAL GEOGRAPHICAL
..... Loans Payment Services	CLASSIFICATION CODE:	CODE (NGC):
..... Money Transfer Others		

GENERAL INFORMATION SHEET

NON-STOCK CORPORATION

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

Corporate Name: _____

A. Is the Corporation a covered person under the Anti Money Laundering Act (AMLA), as amended? (Rep. Acts. 9160/9164/10167/10365) Yes No

Please check the appropriate box:

<p>1.</p> <p><input type="checkbox"/> a. Banks</p> <p><input type="checkbox"/> b. Offshore Banking Units</p> <p><input type="checkbox"/> c. Quasi-Banks</p> <p><input type="checkbox"/> d. Trust Entities</p> <p><input type="checkbox"/> e. Non-Stock Savings and Loan Associations</p> <p><input type="checkbox"/> f. Pawnshops</p> <p><input type="checkbox"/> g. Foreign Exchange Dealers</p> <p><input type="checkbox"/> h. Money Changers</p> <p><input type="checkbox"/> i. Remittance Agents</p> <p><input type="checkbox"/> j. Electronic Money Issuers</p> <p><input type="checkbox"/> k. Financial Institutions which Under Special Laws are subject to Bangko Sentral ng Pilipinas' (BSP) supervision and/or regulation, including their subsidiaries and affiliates.</p>	<p>4. <input type="checkbox"/> Jewelry dealers in precious metals, who, as a business, trade in precious metals</p>
<p>2.</p> <p><input type="checkbox"/> a. Insurance Companies</p> <p><input type="checkbox"/> b. Insurance Agents</p> <p><input type="checkbox"/> c. Insurance Brokers</p> <p><input type="checkbox"/> d. Professional Reinsurers</p> <p><input type="checkbox"/> e. Reinsurance Brokers</p> <p><input type="checkbox"/> f. Holding Companies</p> <p><input type="checkbox"/> g. Holding Company Systems</p> <p><input type="checkbox"/> h. Pre-need Companies</p> <p><input type="checkbox"/> i. Mutual Benefit Association</p> <p><input type="checkbox"/> j. All Other Persons and entities supervised and/or regulated by the Insurance Commission (IC)</p>	<p>5. <input type="checkbox"/> Jewelry dealers in precious stones, who, as a business, trade in precious stone</p> <p>6. Company service providers which, as a business, provide any of the following services to third parties:</p> <p><input type="checkbox"/> a. acting as a formation agent of juridical persons</p> <p><input type="checkbox"/> b. acting as (or arranging for another person to act as) a director or corporate secretary of a company, a partner of a partnership, or a similar position in relation to other juridical persons</p> <p><input type="checkbox"/> c. providing a registered office, business address or accommodation, correspondence or administrative address for a company, a partnership or any other legal person or arrangement</p> <p><input type="checkbox"/> d. acting as (or arranging for another person to act as) a nominee shareholder for another person</p>
<p>3.</p> <p><input type="checkbox"/> a. Securities Dealers</p> <p><input type="checkbox"/> b. Securities Brokers</p> <p><input type="checkbox"/> c. Securities Salesman</p> <p><input type="checkbox"/> d. Investment Houses</p> <p><input type="checkbox"/> e. Investment Agents and Consultants</p> <p><input type="checkbox"/> f. Trading Advisors</p> <p><input type="checkbox"/> g. Other entities managing Securities or rendering similar services</p> <p><input type="checkbox"/> h. Mutual Funds or Open-end Investment Companies</p> <p><input type="checkbox"/> i. Close-end Investment Companies</p> <p><input type="checkbox"/> j. Common Trust Funds or Issuers and other similar entities</p> <p><input type="checkbox"/> k. Transfer Companies and other similar entities</p> <p><input type="checkbox"/> l. Other entities administering or otherwise dealing in currency, commodities or financial derivatives based there on</p> <p><input type="checkbox"/> m. Entities administering of otherwise dealing in valuable objects</p> <p><input type="checkbox"/> n. Entities administering or otherwise dealing in cash Substitutes and other similar monetary instruments or property supervised and/or regulated by the Securities and Exchange Commission (SEC)</p>	<p>7. Persons who provide any of the following services:</p> <p><input type="checkbox"/> a. managing of client money, securities or other assets</p> <p><input type="checkbox"/> b. management of bank, savings or securities accounts</p> <p><input type="checkbox"/> c. organization of contributions for the creation, operation or management of companies</p> <p><input type="checkbox"/> d. creation, operation or management of juridical persons or arrangements, and buying and selling business entities</p> <p>8. <input type="checkbox"/> None of the above</p>
<p>B. Has the Corporation complied with the requirements on Customer Due Diligence (CDD) or Know Your Customer (KYC), record-keeping, and submission of reports under the AMLA, as amended, since the last filing of its GIS?</p>	<p><input type="radio"/> Yes <input type="radio"/> No</p>
<p>Describe nature of business: _____</p>	

GENERAL INFORMATION SHEET

NON-STOCK CORPORATION

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

CORPORATE NAME: VERAFILES INCORPORATED

DIRECTORS / OFFICERS

NAME AND CURRENT RESIDENTIAL ADDRESS	NATIONALITY	INCORPORATOR	BOARD	SEX	OFFICER	TAX IDENTIFICATION NUMBER
1. ELLEN T. TORDESILLAS 58 IRIS ST., MOONWAL,K LAS PINAS	FIL.	Y	C	F	PRES	102-883-680
2. MA. CONCEPCION CRUZ 0506 ST., JAMES DRIVE, PALMERA 4, TAYTAY	FIL.	Y	M	F	CFO	104-567-887
3. JOEL R. BUTUYAN 1904-ANTEL CORP.CENTER 121 VALERO ST.SALCEDO VILLAGE, MAKATI CITY	FIL.	Y	M	M	COS	123-176-038
4. ROSARIO LIQUICIA 524 APRICOT, LA MAREA, SAN PEDRO, LAGUNA	FIL.	Y	M	F	M	101-880-252
5. ROSALIA REVALDO 10-A KALIRAYA ST., BRGY. TATALON, QUEZON CITY	FIL.	Y	M	F	M	158-453-818
6. SHAWN DUSTIN B. COSCOLLUELA 1904-ANTEL CORP.CENTER 121 VALERO ST.SALCEDO VILLAGE, MAKATI CITY	FIL.	N		M	ASSIST COS	291-935-325
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						

INSTRUCTIONS:

FOR SEX COLUMN, PUT "F" FOR FEMALE, "M" FOR MALE.
 FOR INCORPORATOR COLUMN, PUT "Y" IF AN INCORPORATOR, "N" IF NOT.
 FOR BOARD COLUMN, PUT "C" FOR CHAIRMAN, "M" FOR MEMBER.
 FOR OFFICER COLUMN, INDICATE PARTICULAR POSITION IF AN OFFICER, SUCH AS:
 PRE-PRESIDENT CEO - CHIEF EXEC. OFFICER CFO - TREASURER
 COO - CHIEF OPERATING OFFICER - COS - CORPORATE SECRETARY LEG - LEGAL COUNSEL
 AUD - EXTERNAL AUDITOR GOV - GOVERNMENT REPRESENTATIVE OTR - OTHERS N - NONE

**GENERAL INFORMATION SHEET
NON-STOCK CORPORATION**

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

CORPORATE NAME: VERAFILES INCORPORATED

1. INTERCOMPANY AFFILIATIONS

PARENT COMPANY	SEC REG. NO.	ADDRESS
AFFILIATE	SEC REG. NO.	ADDRESS

NOTE: USE ADDITIONAL SHEET IF NECESSARY

2. INVESTMENT OF CORPORATE FUNDS IN ANOTHER CORPORATION	AMOUNT (in PhP)	DATE OF BOARD RESOLUTION
2.1 STOCKS	N.A.	
2.2 BONDS/COMMERCIAL PAPER (Issued by private corporations)	N.A.	
2.3 LOANS/ CREDITS/ ADVANCES	N.A.	
2.4 GOVERNMENT TREASURY BILLS	N.A.	
2.5 OTHERS		

3. INVESTMENT OF CORPORATE FUNDS IN ACTIVITIES UNDER ITS SECONDARY PURPOSES (PLEASE SPECIFY:)	DATE OF BOARD RESOLUTION	DATE OF MEMBERS' RATIFICATION
3.1		
3.2		
3.3		
3.4		
3.5		

4. FUND BALANCE (in PhP):

5. SECONDARY LICENSE/REGISTRATION/AUTHORITY/ACCREDITATION OTHER GOVERNMENT AGENCY:

5.1 NAME OF AGENCY:	BANGKO SENTRAL NG PILIPINAS	INSURANCE COMMISSION	DEPARTMENT OF EDUCATION	COMMISSION ON HIGHER EDUCATION	TECHNICAL EDUCATION AND SKILLS DEVELOPMENT AUTHORITY	DEPARTMENT OF SOCIAL WELFARE AND DEVELOPMENT
5.2 DATE ISSUED:						
5.3 DATE STARTED OPERATIONS:						

6. TOTAL ANNUAL COMPENSATION OF DIRECTORS/TRUSTEES DURING THE PRECEDING FISCAL YEAR (in PhP)	7. TOTAL NO. OF OFFICERS	8. TOTAL NO. OF RANK & FILE EMPLOYEES	9. TOTAL MANPOWER COMPLEMENT

NOTE: USE ADDITIONAL SHEET IF NECESSARY

I, SHAWN DUSTIN COSCOLLUELA, Assistant Corporate Secretary of VERAFILES INC. declare under penalty of perjury that all matters set forth in this GIS have been duly verified by me and to the best of my knowledge and belief are true and correct.

By indicating herein the personal information of the incorporators, stockholders, directors, officers, beneficial owners, external auditor, notary public and their agents, I attest that the aforementioned persons authorize the SEC to: (1) collect, process and store their personal information through the GIS forms and related documents, for the period allowed under the applicable laws and regulations; and (2) share with and make available the GIS to interested parties in order to pursue lawful purposes and legitimate interests, and comply with legal mandate.

I also attest that the company and the aforementioned persons authorized the undersigned to file this GIS with SEC, and the information provided herein are true, accurate, timely and complete.

I further attest that they are aware of their rights under the Data Privacy Act, including the right to be informed, to access, to object, to erasure or blocking, to damages, to file a complaint, to rectify and to data portability, and understand that there are procedures, conditions and exceptions to be complied with in order to exercise or invoke such rights.

I likewise understand that the failure of the corporation to file this GIS for five (5) consecutive years shall be construed as non-operation of the corporation and a ground for the revocation of the corporations' certificate of incorporation in this eventuality, the corporation hereby waives its right to hearing for the said revocation.

Done this _____ day of _____, 20____ in _____

SEP 25 2020 QUEZON CITY

SHAWN DUSTIN COSCOLLUELA

(Signature Over Printed Name)

SEP 25 2020

SUBSCRIBED AND SWORN TO before me in _____ on _____ by
affiant who personally appeared before me and exhibited to me his /her competent evidence of
identity consisting of 10P Roll # 64168 issued at _____ on _____

NOTARY PUBLIC

Doc No. 148
Page No. 90
Book No. 111
Series of 2017

GIS-NON-STOCK(v.2018)

NOTARY PUBLIC, VALLEY UNTIL DEC. 31, 2020
ROLL NO. 5921, TIN NO. 427 - 364 - 464 - 000
PTR NO. 927839/JAN. 07, 2021
IRP NO. 105177/JAN. 06, 2020, Q.C.
MCLE COME. VJ-062544 04/14/2022
ADM. MATTER NO. NP - 918 (2019 - 2020)
ADD: 102 WEST AVENUE BRGY. PHILARI QUEZON CITY

BENEFICIAL OWNERSHIP DECLARATION

SEC REGISTRATION NUMBER:
CORPORATE NAME:

CN 200808072
VERAFILES INCORPORATED

Instructions:

1. Identify the Beneficial Owner/s of the corporation as described in the Categories of Beneficial Ownership in items A to I below. List down as many as you can identify. You may use an additional sheet if necessary.
2. Fill in the required information on the beneficial owner in the fields provided for.
3. In the "Category of Beneficial Ownership" column, indicate the letter(s) corresponding thereto. In the event that the person identified as beneficial owner falls under several categories, indicate all the letters corresponding to such categories.
4. If the category is under letter "I", indicate the position held (i.e., Director/Trustee, President, Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, etc.).
5. Do not leave any item blank. Write "N/A" if the information required is not applicable or "NONE" if non-existent.

"Beneficial Owner" refers to any natural person(s) who ultimately own(s) or control(s) or exercise(s) ultimate effective control over the corporation. This definition covers the natural person(s) who actually own or control the corporation as distinguished from the legal owners. Such beneficial ownership may be determined on the basis of the following:

<u>Category</u>	<u>Description</u>
A	Natural person(s) owning, directly or indirectly or through a chain of ownership, at least twenty-five percent (25%) of the voting rights, voting shares or capital of the reporting corporation.
B	Natural person(s) who exercise control over the reporting corporation, alone or together with others, through any contract, understanding, relationship, intermediary or tiered entity.
C	Natural person(s) having the ability to elect a majority of the board of directors/trustees, or any similar body, of the corporation.
D	Natural person(s) having the ability to exert a dominant influence over the management or policies of the corporation.
E	Natural person(s) whose directions, instructions, or wishes in conducting the affairs of the corporation are carried out by majority of the members of the board of directors of such corporation who are accustomed or under an obligation to act in accordance with such person's directions, instructions or wishes.
F	Natural person(s) acting as stewards of the properties of corporations, where such properties are under the care or administration of said natural person(s).
G	Natural person(s) who actually own or control the reporting corporation through nominee shareholders or nominee directors acting for or on behalf of such natural persons.
H	Natural person(s) ultimately owning or controlling or exercising ultimate effective control over the corporation through other means not falling under any of the foregoing categories.
I	Natural person(s) exercising control through positions held within a corporation (i.e., responsible for strategic decisions that fundamentally affect the business practices or general direction of the corporation such as the members of the board of directors or trustees or similar body within the corporation; or exercising executive control over the daily or regular affairs of the corporation through a senior management position). This category is only applicable in exceptional cases where no natural person is identifiable who ultimately owns or exerts control over the corporation, the reporting corporation having exhausted all reasonable means of identification and provided there are no grounds for suspicion.

COMPLETE NAME (Surname, Given Name, Middle Name, Name Extension (i.e., Jr., Sr., III))	SPECIFIC RESIDENTIAL ADDRESS	NATIONALITY	DATE OF BIRTH	TAX IDENTIFICATION NO.	% OF OWNERSHIP ¹ / % OF VOTING RIGHTS ²	TYPE OF BENEFICIAL OWNER ³ Direct (D) or Indirect (I)	CATEGORY OF BENEFICIAL OWNERSHIP
ELLEN TORDESILLAS	LAS PINAS	FILIPINO	02/22/47	102-883-680	1%	I	PRES.
MA. CONCEPCION CRUZ	PALMERA 4, TAYTAY	FILIPINO	09/09/59	104-567-887	1%	I	CFO
ROSARIO LIQUICIA	SAN PEDRO, LAGUNA	FILIPINO	10/13/56	101-80-252	1%	I	M

Note: This page is not for uploading on the SEC iView.

¹ For Stock Corporations.

² For Non-Stock Corporations.

³ For Stock Corporations.