

**INTER-OFFICE  
MEMORANDUM**

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**TO** : **RSBA, CTDI and BDP EMPLOYEES**  
**FROM** : **QUALITY ASSURANCE UNIT**  
**CC** : **RSB, RAD, PGP, PRDG, MGG, ADB, GJM, RASB, RGA**  
**DATE** : **AUGUST 6, 2015**  
**SUBJECT** : **AMENDMENT ON THE GUIDELINES AND PROCEDURES ON THE USE OF CORPORATE AND PARTNERSHIP NAMES**

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On August 4, 2015, SEC issued Memorandum Circular No. 8, series of 2015 applicable to all concerned regarding the subject above. The amendment refers to a new provision added to the current guidelines and procedures on the use of corporate and partnership names. An excerpt of the additional provision is shown below:

*“d) The corporate name of all non-stock, non-profit corporations, including non-governmental organizations and foundations, engaging in microfinance activities shall use the word “Microfinance” or “Microfinancing”; provided that said corporations shall state in the purpose clause of their Articles of Incorporation that they shall conduct microfinance operations pursuant to Republic Act No. 8425 or the Social Reform and Poverty Alleviation Act.”*

This amendment shall take effect immediately after its publication in a newspaper of general circulation.

For your reference and guidance.

Prepared by:

*(Original Signed)*

**ANTHONY D. PAÑO**

*Quality Assurance – Senior Auditor*

Reviewed by:

*(Original Signed)*

**ROSE ANGELI S. BERNALDO**

*Quality Assurance Manager*