



PALADINS OF LAW
WIN With INtegrity

Corporate Services Menu

Company Formation and Business Registration
Shareholders Agreements and Joint Venture Agreements
Good Governance and Corporate Secretariat
Regulatory Compliance and Licensing

Atty. Apollo X.C. S. Sangalang | January 2024 | Sangalang & Gaerlan, Business Lawyers

BASIC Corporate Secretary Services

Corporate Housekeeping and Compliance - MONTHLY RATES

Monthly Retainer Fee (+ 12% VAT)	Ownership / Residence	Existence	Type of Regulations
PhP2,500	100% Filipino Owned and 100% Residents	0 to 2 Years	Normal / Ordinary
PhP5,000	With Foreign Owners and/ or Non-Residents	0 to 2 Years	Normal / Ordinary
PhP5,000	100% Filipino Owned and 100% Residents	More Than 2 Years	Normal / Ordinary
PhP7,500	With Foreign Owners and/ or Non-Residents	More Than 2 Years	Normal / Ordinary
PhP10,000 - PhP25,000	-	-	Highly Regulated
PhP25,000 - PhP50,000	-	-	Code of Corporate Governance

BASIC Corporate Secretary Services

Corporate Housekeeping and Compliance - DISCOUNTS (+ 12% VAT)

Monthly Retainer Fee	1 Year Fee	1 Year Fee with 1 Month Discount	2 Year Fee	2 Year Fee with 3 Months Discount
PhP2,500	PhP30,000	PhP27,500	PhP60,000	PhP52,500
PhP5,000	PhP60,000	PhP55,000	PhP120,000	PhP105,000
PhP7,500	PhP90,000	PhP82,500	PhP180,000	PhP157,500

BASIC Corporate Secretary Services

Scope of Work - **Services Covered** By Monthly Retainer Fee

- Lawyer from our Law Firm as your Corporate Secretary PLUS...
- Paralegal from our Law Firm as your Assistant Corporate Secretary
- Preparation of General Information Sheet (GIS) - Annually and Whenever Required by S.E.C.
- Preparation of Minutes of Meetings, Board Resolutions, and Secretary's Certificates
- Preparation of Supporting Documents to the Above Documents (*e.g. Notices, Proxies, etc.*)
- Preparation of Stock Certificates
- Maintenance of the Stock and Transfer Book and the Stock Certificates Book
- Legal Advice on Philippine Corporation Law and Basic S.E.C. Regulations on Corporations
- Compliance Services re: S.E.C. Monitoring Sheet Checklist (*KPI: No Delinquency*)

ADDITIONAL Corporate Secretary Services

Add-On Services NOT Covered By Monthly Retainer Fee

- Attendance in any Actual Corporate Meeting (*Online or In-Person*) e.g. Board Meetings, Stockholders' Meetings, Committee Meetings, Caucuses, etc.
- Transcription and Other Clerical Services for Actual Meetings
- Meeting Administration (e.g. Coordination and Support Services for Actual Meetings)
- Delivery, Messengerial and Courier Services
- Representation, Facilitation, Correspondence and Liaison Services with S.E.C., B.I.R. and Other Government / Private Offices re: Corporate and Tax Compliance Matters
- Other Extraordinary, Non-Routine and/or Special Corporate Secretary Services, such as, Reconstitution of Lost Stock Certificates, Stock and Transfer Book, etc.
- Stock Transfer Agent Services
- Training Services on Corporation Law, Compliance and Governance

LEGAL and PARALEGAL Corporate Services

Add-On Services NOT Covered By Monthly Retainer Fee

- Notary Public Services
- Resident Agent Services (*for Foreign Companies*)
- Sale, Transfer, Assignment, or Other Conveyance of Shares, and Other Transactions of Individual Stockholders and/or Transactions Between or Among Stockholders
- Deeds of Trust and Other Agreements Between the Legal Owners or Beneficial Owners of Shares and their Nominees, Trustees, Representatives or Agents
- Amendments to the Articles of Incorporation, By-Laws, and Capital Structure
- All Legal Advisory and/or Legal / Paralegal Services re: Special Corporate Laws and Regulations (*e.g. Securities Regulation Code, Code of Corporate Governance, etc.*)
- Extensive (Legal) Research Services

Corporate Legal and Paralegal Fees

Add-On Services - RATES (PER HOUR) + 12% VAT

- **PhP5,000** - Atty. Apollo X.C. S. Sangalang
- **PhP3,000** - Atty. Nathalie L. Pattugalan CPA
- **PhP2,000** - Atty. Nadine D. Racelis
- **PhP500** - Ms. Mikee B. Escueta
- **PhP500** - Mr. Hendrie R. Arizala
- **PhP500** - Ms. Virginia D. De Guzman
- **NOTE: All Out-of-Pocket Expenses (OPE) are for the account of the client**

Corporate Legal and Paralegal Fees

Add-On Services - STARTING FIXED / FLAT RATES + 12% VAT

- From **PhP10,000** - New Corporation Registration (*100% Filipino-Owned/Residents*)
- From **PhP10,000** - New One Person Corporation (OPC) Registration
- From **PhP20,000** - New Corporation Registration (*with Foreign Owners/Non-Residents*)
- From **PhP15,000** - Amendment of Articles of Incorporation
- From **PhP15,000** - Amendment of By-Laws
- From **PhP30,000** - Change in Capital Structure
- From **PhP95,000** - Registration Statement (*re: Securities Regulation Code*)
- **NOTE: All Out-of-Pocket Expenses (OPE) are for the account of the client**

Other Related Services (New Corporation)

Add-On Services - VARIABLE RATES - Depending on Scope of Work

- Review of Lease Contract and/or Office Construction or Renovation Contract
- Bureau of Internal Revenue (B.I.R.) Registration, and Approval / Printing of Official Receipts / Invoices
- Local Government Unit (L.G.U.) Registration (Mayor's Permit / Business Permit and Barangay Clearance)
- Social Welfare Registration (S.S.S., Pag-ibig Fund, and PhilHealth)
- Occupation Safety and Health Standards Registration (Department of Labor and Employment - Rule 1020)
- Trademark Registration (Intellectual Property Office)
- Investment Registration and Incentive Application (P.E.Z.A., B.O.I., S.B.M.A., C.D.C., B.S.P., etc.)
- Tax Exemption Application (B.I.R.)
- Procurement of Secondary / Special Licenses, Permits, Clearances and Registrations
- Investor Visa and Work Visa / Permit Application (Bureau of Immigration)
- **NOTE: All Out-of-Pocket Expenses (OPE) are for the account of the client.**

Other Related Services (Board Membership)

Add-On Services - VARIABLE RATES - Depending on Scope of Work

- **Nominee Director Services:**

- You may appoint one or several of our lawyers and paralegals as member/s of your board of directors/trustees to act as your representative/s, agent/s, and proxy/ies, as well as your legal counsel/s during corporate meetings.

- **Independent Director Services:**

- You may offer **Atty. Apollo X.C. S. Sangalang** an opportunity to actually invest in a minority stake in your corporation and an assured seat in your board of directors/trustees as an independent director representing minority shares/interests (as well as your external stakeholders) pursuant to globally-accepted best practices on good corporate governance and responsible corporate citizenship. An independent director cannot act as your counsel or consultant.

- **NOTE: All Out-of-Pocket Expenses (OPE) are for the account of the client.**



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