

DEPARTMENT OF FOREIGN AFFAIRS  
KAGAWARAN NG UGNAYANG PANLABAS  
MANILA, PHILIPPINES



S.N. 15A - 0841797

## AUTHENTICATION CERTIFICATE

To Whom These Presents Shall Come, Greetings :

LUISITA F. COSON , Authentication Officer of the Department of Foreign Affairs, do hereby certify that ALMA D. LEGASPI , who appears signed in the attached certification/document, was at the time signing, Records Officer, SEC- Tarlac City Extension Office Philippines , duly appointed and qualified to sign the certification/document and that full faith and credit may be given to her/his acts. In view of the contents of the annexed document(s), the Department assumes no responsibilities.

I further certify that I am familiar with her/his handwriting and verily believe that the signature and seal affixed to the said certification/document are genuine.

IN WITNESS WHEREOF, I have hereunto set my hand at the City of Manila, Philippines, this 31st day of January 2017 .

  
**LUISITA F. COSON**

Authentication Officer

Annexed document(s) is/are:

SEC Certified true copy of  
General Information Sheet of  
MY CYBERSTAFF, INC.  
M0013029


Document  
Stamp  
(P5.00)

I, Fe Dela Cruz, Corporate Secretary OF THE ABOVE-MENTIONED  
(NAME) (POSITION)

CORPORATION DECLARE UNDER THE PENALTY OF PERJURY, THAT ALL MATTERS SET FORTH IN THIS GENERAL INFORMATION SHEET WHICH CONSISTS OF ( ) PAGES HAVE BEEN MADE IN GOOD FAITH, DULY VERIFIED BY ME AND TO THE BEST OF MY KNOWLEDGE AND BELIEF, ARE TRUE AND CORRECT.

I 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 A HEARING FOR THE SAID REVOCATION.

DONE THIS 10 JAN 2017 DAY OF January IN Tarlac City


  
\_\_\_\_\_  
(SIGNATURE)

SUBSCRIBED AND SWORN TO BEFORE ME IN Tarlac CITY/PROVINCE, PHILIPPINES ON 10 JAN 2017, AFFIANT PERSONALLY APPEARED BEFORE ME AND EXHIBITED TO ME HIS/HER COMMUNITY

TAX CERTIFICATE NO. 07-056852792-4 ISSUED AT Philhealth ON \_\_\_\_\_, 200\_\_

DOC. NO: 143 :  
PAGE NO. 30 :  
BOOK NO. 77 :  
SERIES OF 2017 :

**ATTY. MARCOS D. ALFONSO**  
NOTARY PUBLIC / PROVINCE  
UNTIL DECEMBER 31-2017  
PTR No. 07-0103/2017-749146  
IBP LIFE/ROLL No. 04443  
ROLL OF ATTORNEY No. 42436  
MCLE COMPLIANCE No. V-QU19242  
Notarial Commission No. \_\_\_\_\_  
Commission expires on December 31, \_\_\_\_\_  
Roll of Attorney Number \_\_\_\_\_  
PTR No. \_\_\_\_\_  
IBP No. \_\_\_\_\_  
Office Address: \_\_\_\_\_

**CERTIFIED TRUE COPY**  
Page 9 of 9 pages Page 8  
Certified by:  Date Issued: JAN 2017



101102017000735



# SECURITIES AND EXCHANGE COMMISSION

SECBuilding,EDSA,Greenhills,MandaluyongCity,MetroManila,Philippines  
Tel:(632) 726-0931 to 39 Fax:(632) 725-5293 Email: mis@sec.gov.ph

## Barcode Page

The following document has been received:

Receiving Officer/Encoder : Jay S. Torres  
Receiving Branch : Tarlac City Branch  
Receipt Date and Time : January 10, 2017 01:48:35 PM  
Received From Head Office :

Company Representative \_\_\_\_\_

Doc Source \_\_\_\_\_

### Company Information

SEC Registration No. CS201408143  
Company Name MY CYBERSTAFF, INC.  
Industry Classification Telephone Service  
Company Type Stock Corporation

### Document Information

Document ID 101102017000735  
Document Type GENERAL INFORMATION SHEET  
Document Code GIS  
Period Covered January 03, 2017  
No. of Days Late 0  
Department CED/CFD/CRMD/MRD  
Remarks

Reason for Edit Receipt Date:

**CERTIFIED TRUE COPY**  
Page 1 of 19 pages  
Verified by: \_\_\_\_\_ Date Issued **27 JAN 2017**

- 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 NO MEETING IS HELD, THE CORPORATION SHALL SUBMIT THE GIS TOGETHER WITH AN AFFIDAVIT OF NON-HOLDING OF MEETING WITHIN THIRTY (30) CALENDAR DAYS FROM THE DATE OF THE SCHEDULED ANNUAL MEETING (AS PROVIDED IN THE BY-LAWS). HOWEVER, SHOULD AN ANNUAL STOCKHOLDERS' MEETING BE HELD THEREAFTER, A NEW GIS SHALL BE SUBMITTED/FILED.
  - THIS GIS SHALL BE ACCOMPLISHED IN ENGLISH AND CERTIFIED AND SWORN TO BY THE CORPORATE SECRETARY OF THE CORPORATION.
  - THE SEC SHOULD BE TIMELY APPRISED OF RELEVANT CHANGES IN THE SUBMITTED INFORMATION AS THEY ARISE. FOR CHANGES RESULTING FROM ACTIONS THAT AROSE BETWEEN THE ANNUAL MEETINGS, THE CORPORATION SHALL SUBMIT ONLY THE AFFECTED PAGE OF THE GIS THAT RELATES TO THE NEW INFORMATION TOGETHER WITH A COVER LETTER SIGNED BY THE CORPORATE SECRETARY OF THE CORPORATION. THE PAGE OF THE GIS AND COVER LETTER SHALL BE SUBMITTED WITHIN SEVEN (7) DAYS AFTER SUCH CHANGE OCCURRED OR BECAME EFFECTIVE.
  - SUBMIT FIVE (5) COPIES OF THE GIS TO THE CENTRAL RECEIVING SECTION, GROUND FLOOR, SEC BLDG., EDSA, MANDALUYONG CITY. ALL COPIES SHALL UNIFORMLY BE ON A4 OR LETTER-SIZED PAPER WITH A STANDARD COVER PAGE. THE PAGES OF ALL COPIES SHALL USE ONLY ONE SIDE. CORPORATIONS SUBMITTING A COPY OF THEIR GIS ONLINE OR VIA INTERNET SHALL SUBMIT ONE (1) HARD COPY OF THE GIS, TOGETHER WITH A CERTIFICATION UNDER OATH BY ITS CORPORATE SECRETARY THAT THE COPY SUBMITTED ONLINE CONTAINS THE EXACT DATA IN THE HARD COPY.
  - ONLY THE GIS ACCOMPLISHED IN ACCORDANCE WITH THESE INSTRUCTIONS SHALL BE CONSIDERED AS HAVING BEEN FILED.
  - THIS GIS MAY BE USED AS EVIDENCE AGAINST THE CORPORATION AND ITS RESPONSIBLE DIRECTORS/OFFICERS FOR ANY VIOLATION OF EXISTING LAWS, RULES AND REGULATIONS

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

CORPORATE NAME: My Cyberstaff, Inc		DATE REGISTERED: 5/6/2014
BUSINESS/TRADE NAME: N.A.		FISCAL YEAR END: DECEMBER 31
SEC REGISTRATION NUMBER: cs201408143		CORPORATE TAX IDENTIFICATION NUMBER (TIN) 008-764-884
DATE OF ANNUAL MEETING PER BY-LAWS: Every 3rd Tuesday of April		WEBSITE/URL ADDRESS: WWW.MYCYBERSTAFF.COM
ACTUAL DATE OF ANNUAL MEETING: JANUARY 03, 2017		E-MAIL ADDRESS: RANDERSON@MYCYBERSTAFF.COM
COMPLETE PRINCIPAL OFFICE ADDRESS: 301/304 The Venue Building, Lot C-5, Subic Bay Gateway Park, SBFZ Olongapo, 2222		FAX NUMBER: NONE
COMPLETE BUSINESS ADDRESS: Same as Principal		TELEPHONE NUMBER(S): 9153305978
NAME OF EXTERNAL AUDITOR & ITS SIGNING PARTNER: ANTONIO L. ONG	SEC ACCREDITATION NUMBER (if applicable): 400287712013	GEOGRAPHICAL CODE: UNKNOWN
PRIMARY PURPOSE/ACTIVITY/INDUSTRY PRESENTLY ENGAGED IN: TO ENGAGE IN THE BUSINESS OF OPERATING CALL CENTERS AND PROVIDING OUTSOURCING FACILITIES FOR COMPANIES PRIMARILY BASED IN THE USA AND CANADA AND RELATED PRODUCT SUBJECT TO ALL APPLICABLE LAWS.		INDUSTRY CLASSIFICATION: 7290

===== INTERCOMPANY AFFILIATIONS =====

PARENT COMPANY	SEC REGISTRATION NO.	ADDRESS
NA	NA	NA
SUBSIDIARY/AFFILIATE	SEC REGISTRATION NO.	ADDRESS

NOTE: USE ADDITIONAL SHEET IF NECESSARY

GIS\_STOCK(v.2005)

**CERTIFIED TRUE COPY**  
 Page 2 of 9 pages  
 Page 1  
 Verified by: \_\_\_\_\_ Date Issued: 7 JAN 2017

MY CYBERSTAFF, INC.

**CAPITAL STRUCTURE**

**AUTHORIZED CAPITAL STOCK**

	TYPE OF SHARES *	NUMBER OF SHARES	PAR/STATED VALUE	AMOUNT (Php) (No. of shares X Par/Stated Value)
		10,000	100.00	1,000,000.00
<b>TOTAL</b>			<b>TOTAL P</b>	

**SUBSCRIBED CAPITAL**

FILIPINO	NO. OF STOCK-HOLDERS	TYPE OF SHARES *	NUMBER OF SHARES	NUMBER OF SHARES IN THE HANDS OF THE PUBLIC **	PAR/STATED VALUE	AMOUNT (Php)	% OF OWNERSHIP
	2	COMMON	250		100.00	25000	10.00
<b>TOTAL</b>			<b>TOTAL</b>		<b>TOTAL P</b>		

FOREIGN (INDICATE BY NATIONALITY)	NO. OF STOCK-HOLDERS	TYPE OF SHARES *	NUMBER OF SHARES	NUMBER OF SHARES IN THE HANDS OF THE PUBLIC **	PAR/STATED VALUE	AMOUNT (Php)	% OF OWNERSHIP
CANADIAN	1	COMMON	1250		100.00	125,000	50.00
South Africa	2	COMMON	500		100.00	50,000	20.00
China	2	COMMON	500		100.00	50,000	20.00
<b>Percentage of Foreign Equity :</b>			<b>TOTAL</b>	<b>TOTAL</b>	<b>TOTAL P</b>		

**TOTAL SUBSCRIBED P**

**PAID-UP CAPITAL**

FILIPINO	NO. OF STOCK-HOLDERS	TYPE OF SHARES *	NUMBER OF SHARES	PAR/STATED VALUE	AMOUNT (Php)	% OF OWNERSHIP
	2	COMMON	250	100.00	25,000	10.00
<b>TOTAL</b>				<b>TOTAL P</b>		

FOREIGN (INDICATE BY NATIONALITY)	NO. OF STOCK-HOLDERS	TYPE OF SHARES *	NUMBER OF SHARES	PAR/STATED VALUE	AMOUNT (Php)	% OF OWNERSHIP
Canadian	1	common	1,250	100.00	125,000.00	50.00
South Africa	2	Common	500	100.00	50,000	20.00
Chinese	2	Common	500	100.00	50,000	20.00
<b>TOTAL</b>			<b>2,500</b>	<b>TOTAL P</b>	<b>250,000</b>	<b>100.00</b>
<b>TOTAL PAID-UP P</b>					<b>250,000</b>	<b>100.00</b>

NOTE: USE ADDITIONAL SHEET IF NECESSARY

\* Common, Preferred or other classification

\*\* Other than Directors, Officers, Shareholders owning 10% of outstanding shares.

GIS\_STOCK (v.2005)

**CERTIFIED TRUE COPY**

Page 3 of 9 pages Page 2

Date Issued: 27 JAN 2017

CORPORATE NAME:

**DIRECTORS / OFFICERS**


NAME, NATIONALITY AND CURRENT RESIDENTIAL ADDRESS	INC'R	BOARD	STOCK HOLDER	OFFICER	EXEC. COMM.	TAX IDENTIFICATION NO. (TIN) FOR FILIPINOS or PASSPORT NO. FOR FOREIGNERS
1. Anderson, Roy Leonard Canadian-407B Greyback Dr., SBFZ	Y	C	Y	Pres./CEO	N/A	449-605-152-000
2. Anderson, Gregory Ian South Africa -407B Greyback Dr.,	Y	M	Y	N	N/A	449-611-901-000
3. Nel, Mirto 7 Casa del Mar, Baloy beach Baretto, Olongapo	Y		N	N	N/A	449-606-849-000
4. Nel, Laura Jane Address unknown	Y		Y	N	N/A	449-609-199-000
5. Fan, Aifeng Chinese-407B Greyback Dr, SBFZ	Y	M	Y	N	N/A	449-612-441-000
6. Xiong, Pelling Chinese-407B Greyback Dr, SBFZ	Y	M	Y	N	N/A	449-609-914-000
7. Asinas, Girlie Nina 15 Ramires St., Gordon Hts, Olongapo	N	M	Y	Treas	N/A	034-7992-115-000
8. Fe Dela Cruz	N	M	Y	Corp. Sec	N/A	449-067-000-000
9.						
10.						
11.						
12.						
13.						
14.						
15.						

**INSTRUCTIONS:**  
 FOR BOARD COLUMN, PUT "C" FOR CHAIRMAN, "M" FOR MEMBER, "I" FOR INDEPENDENT DIRECTOR.  
 FOR INC'R COLUMN, PUT "Y" IF AN INCORPORATOR, "N" IF NOT.  
 FOR STOCKHOLDER COLUMN, PUT "Y" IF A STOCKHOLDER, "N" IF NOT.  
 FOR OFFICER COLUMN, INDICATE PARTICULAR POSITION IF AN OFFICER, FROM VP UP INCLUDING THE POSITION OF THE TREASURER, SECRETARY, COMPLIANCE OFFICER AND/OR ASSOCIATED PERSON.  
 FOR EXECUTIVE COMMITTEE, INDICATE "C" IF MEMBER OF THE COMPENSATION COMMITTEE; "A" FOR AUDIT COMMITTEE; "N" FOR NOMINATION AND ELECTION COMMITTEE. ADDITIONALLY WRITE "C" AFTER SLASH IF CHAIRMAN AND "M" IF MEMBER.

GIS\_STOCK (v.2005)

**CERTIFIED TRUE COPY**

Page 4 of 9 pages Page 3

Verified by:  Date Issued: JAN 2017

PLEASE PRINT LEGIBLY =====

CORPORATE NAME: MY CYBERSTAFF, INC.

TOTAL NUMBER OF STOCKHOLDERS: 7 NO. OF STOCKHOLDERS WITH 100 OR MORE SHARES EACH: 7

TOTAL ASSETS BASED ON LATEST AUDITED FINANCIAL STATEMENTS: 489,969.00

**STOCKHOLDER'S INFORMATION**

NAME, NATIONALITY AND CURRENT RESIDENTIAL ADDRESS	SHARES SUBSCRIBED				AMOUNT PAID (PhP)	TAX IDENTIFICATION NO. (TIN) FOR FILIPINOS or PASSPORT NO. FOR FOREIGNERS
	TYPE	NUMBER	AMOUNT (PhP)	% OF OWNERSHIP		
1. Roy Leonard Anderson Canadian 407B Greyback Dr., Kalayaan, SBFI	common	1,250	125,000	50.00%	125,000.00	449-606-152-000
	<b>TOTAL</b>	1,250	125,000			
2. Aifeng Fan Chinese 407B Greyback Dr., Kalayaan SBFZ		250	25,000	10.00%	25,000	449-612-441-000
	<b>TOTAL</b>	250	25,000			
3. Gregory Ian Anderson South African 407B Greyback Dr., Kalayaan, SBFZ		250	25,000	10.00%	25,000	449-611-901-000
	<b>TOTAL</b>	250	25,000			
4. Peiling Xiong Chinese 407B Greyback Dr., Kalayaan SBFZ		250	25,000	10.00%	25,000	449-609-914-000
	<b>TOTAL</b>	250	25,000			
5. Laura Jane Nel South African Address Unknown - South Africa		250	25,000	10.00%	25,000	449-609-199-000
	<b>TOTAL</b>	250	25,000			
6. Girlie Nina Asinas Philippines 15 Ramires St., Gordon Hts, Olongapo		125	12,500	5.00%	12,500	284-792-115-000
	<b>TOTAL</b>					
7. Fe Dela Cruz Philippines Olongapo		125	12,500	5.00%	12,500	439-067-000-000
	<b>TOTAL</b>					
<b>TOTAL AMOUNT OF SUBSCRIBED CAPITAL</b>				100.00%	250,000	
<b>TOTAL AMOUNT OF PAID-UP CAPITAL</b>						

INSTRUCTION: SPECIFY THE TOP 20 STOCKHOLDERS AND INDICATE THE REST AS OTHERS

Note: For PDTC Nominee included in the list, please indicate further the beneficial owners owning more than 5% of any class of the company's voting securities. Attach separate sheet, if necessary.

**CERTIFIED TRUE COPY**

Page 5 of 19 pages Page 4

Certified by: [Signature] Date Issued: **27 JAN 2017**

PLEASE PRINT LEGIBLY

CORPORATE NAME:						
TOTAL NUMBER OF STOCKHOLDERS:				NO. OF STOCKHOLDERS WITH 100 OR MORE SHARES EACH:		
TOTAL ASSETS BASED ON LATEST AUDITED FS:						
STOCKHOLDER'S INFORMATION						
NAME, NATIONALITY AND CURRENT RESIDENTIAL ADDRESS	SHARES SUBSCRIBED				AMOUNT PAID (PhP)	TAX IDENTIFICATION NO. (TIN) FOR FILIPINOS or PASSPORT NO. FOR FOREIGNERS
	TYPE	NUMBER	AMOUNT (PhP)	% OF OWNERSHIP		
8.						
		TOTAL				
9.						
		TOTAL				
10.						
		TOTAL				
11.						
		TOTAL				
12.						
		TOTAL				
13.						
		TOTAL				
14.						
		TOTAL				
TOTAL AMOUNT OF SUBSCRIBED CAPITAL						
TOTAL AMOUNT OF PAID-UP CAPITAL						
INSTRUCTION: SPECIFY THE TOP 20 STOCKHOLDERS AND INDICATE THE REST AS OTHERS						
Note: For PDTC Nominee included in the list, please indicate further the beneficial owners owning more than 5% of any class of the company's voting securities. Attach separate sheet, if necessary.						

**CERTIFIED TRUE COPY**  
 Page 6 of 9 pages Page 5  
 Date: 27 JAN 2017



CORPORATE NAME:

TOTAL NUMBER OF STOCKHOLDERS:

NO. OF STOCKHOLDERS WITH 100 OR MORE SHARES EACH:

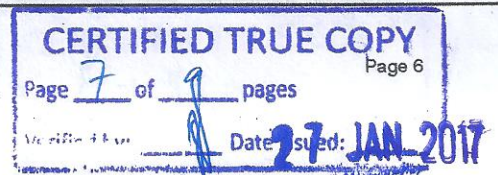
TOTAL ASSETS BASED ON LATEST AUDITED FS:

STOCKHOLDER'S INFORMATION

NAME, NATIONALITY AND CURRENT RESIDENTIAL ADDRESS	SHARES SUBSCRIBED				AMOUNT PAID (PhP)	TAX IDENTIFICATION NO. (TIN) FOR FILIPINOS or PASSPORT NO. FOR FOREIGNERS
	TYPE	NUMBER	AMOUNT (PhP)	% OF OWNER-SHIP		
15.						
	TOTAL					
16.						
	TOTAL					
17.						
	TOTAL					
18.						
	TOTAL					
19.						
	TOTAL					
20.						
	TOTAL					
21. OTHERS (Indicate the number of the remaining stockholders)						
	TOTAL					
<b>TOTAL AMOUNT OF SUBSCRIBED CAPITAL</b>						
<b>TOTAL AMOUNT OF PAID-UP CAPITAL</b>						

INSTRUCTION: SPECIFY THE TOP 20 STOCKHOLDERS AND INDICATE THE REST AS OTHERS

Note: For PDTC Nominee included in the list, please indicate further the beneficial owners owning more than 5% of any class of the company's voting securities. Attach separate sheet, if necessary.



PLEASE PRINT LEGIBLY

CORPORATE NAME:

1. INVESTMENT OF CORPORATE FUNDS IN ANOTHER CORPORATION	AMOUNT (PhP)	DATE OF BOARD RESOLUTION
1.1 STOCKS	NA	NA
1.2 BONDS/COMMERCIAL PAPER (Issued by Private Corporations)	NA	NA
1.3 LOANS/ CREDITS/ ADVANCES	NA	NA
1.4 GOVERNMENT TREASURY BILLS	NA	NA
1.5 OTHERS	NA	NA

2. INVESTMENT OF CORPORATE FUNDS IN ACTIVITIES UNDER ITS SECONDARY PURPOSES (PLEASE SPECIFY:)	DATE OF BOARD RESOLUTION	DATE OF STOCKHOLDERS RATIFICATION
NA	NA	NA

3. TREASURY SHARES	NO. OF SHARES	% AS TO THE TOTAL NO. OF SHARES ISSUED
	NA	

4. UNRESTRICTED/UNAPPROPRIATED RETAINED EARNINGS AS OF END OF LAST FISCAL YEAR

5. DIVIDENDS DECLARED DURING THE IMMEDIATELY PRECEDING YEAR:

TYPE OF DIVIDEND	AMOUNT (PhP)	DATE DECLARED
5.1 CASH	NA	NA
5.2 STOCK	NA	NA
5.3 PROPERTY	NA	NA
<b>TOTAL</b>	<b>P NA</b>	NA

6. ADDITIONAL SHARES ISSUED DURING THE PERIOD:

DATE	NO. OF SHARES	AMOUNT

SECONDARY LICENSE/REGISTRATION WITH SEC AND OTHER GOV'T AGENCY:

NAME OF AGENCY:	SEC	BSP	IC
TYPE OF LICENSE/REGN.	NA	NA	NA
DATE ISSUED:	NA	NA	NA
DATE STARTED OPERATIONS:	NA	NA	NA

TOTAL ANNUAL COMPENSATION OF DIRECTORS DURING THE PRECEDING FISCAL YEAR (in PhP)	TOTAL NO. OF OFFICERS	TOTAL NO. OF RANK & FILE EMPLOYEES	TOTAL MANPOWER COMPLEMENT

NOTE: USE ADDITIONAL SHEET IF NECESSARY

GIS\_STOCK (v.2005)

**CERTIFIED TRUE COPY**  
 Page 8 of 9 pages Page 7  
 Date Issued: 27 JAN 2017