





MEMORANDUM – 2016-021

TO : ALL TRADING PARTICIPANTS
SUBJECT : CHANGE IN POLICY IN SUBMISSION OF REPORTS
DATE : 22 JULY 2016

The Trading Participants are advised that, effective today, certain reports should be submitted to CMIC via e-mail, without prejudice to the submission made through the Philippine Stock Exchange Electronic Disclosure Technology (PSE-EDGE). Attached as Annex "A" is the list of these reports and the respective e-mail addresses where the same should be sent.

For strict compliance.


CORNELIO C. GISON
President

			
ACD	FHRAD	IED	SD

ANNEX "A"

CMIC Requirements	Submission Deadline	E-mail address
List of Directors, Officers, Agents, and Employees	First Friday of January & July of each year	sd@cmic.com.ph
List of Directors, Officers, Agents, and Employees with the Personnel Information Sheet of each director, agent or Employee	Prior to commencement of their trading operations	sd@cmic.com.ph
Director, Officer, Agent, or Employee Movement	Within 30 trading days from the date of effectivity	sd@cmic.com.ph
Copy furnished notification of Withheld Employee	Within 30 trading days from the resignation or termination for whose clearance has been withheld	sd@cmic.com.ph
Written statement confirming the existence or absence of any undisclosed information that could have triggered subject transactions (in case of restriction, halt or suspension of trading by a Trading Participant of a particular listed security	Not later than 4:00 p.m. of the relevant day	sd@cmic.com.ph
Names of the beneficial owners of listed securities involved in possible Unusual Trading Activities or possible Trading-related Irregularities	Within five (5) days	sd@cmic.com.ph
Done-Through Reports	T+1 12nn	sd@cmic.com.ph
Report on Block Sale - Related Transactions	T+5	sd@cmic.com.ph
Quarterly Compliance Report	<i>15th day of January, April, July, October</i>	acd@cmic.com.ph
Disclosure on transaction on listed shares of corporations which would have been prohibited under Section 30.1 of the SRC	Within five (5) days after an affiliated transaction	acd@cmic.com.ph
PSE Shares Disclosure	T+1	acd@cmic.com.ph