



MEMORANDUM – 2020-002

TO : ALL TRADING PARTICIPANTS
SUBJECT : Training Programs and Other Reports
DATE : 8 January 2020

In reference to *Securities and Exchange Commission (“SEC”) Memorandum Circular No. 3, Series of 2007*, the Trading Participants (“TPs”) are requested to submit **not later than 17 January 2020** their 2019 and 2020 internal training programs to CMIC, via e-mail (acd@cmic.com.ph). The prescribed period for the submission of the internal training programs has been set in order to facilitate the timely submission by CMIC of these training programs to SEC by 30 January 2020, in accordance with the above circular.

Details of the training programs shall include, among others, the following information:

- A. 2019 Internal Training Program
 - a. Seminar topics (with brief description)
 - b. Seminar dates
 - c. Number of participants
 - d. Resource speaker/s

- B. 2020 Internal Training Program
 - a. Projected seminar topics (with brief description)
 - b. Projected seminar dates
 - c. Target participants
 - d. Target resource speaker/s

The above mentioned report shall be signed by the TP’s President or Associated Person.

In addition, all TPs are reminded of the deadlines for submission of various reports as indicated in *CMIC Memorandum - 2017-001*, a copy of which is hereto attached.

For your compliance.

DAISY P. ARCE
President

ACD	FHRAD	IED	SD



MEMORANDUM – 2017-001

TO : ALL TRADING PARTICIPANTS
SUBJECT : DEADLINE FOR SUBMISSION OF VARIOUS REPORTS
DATE : 03 JANUARY 2017


We are reminding all Trading Participants (TPs) to comply with the deadlines for the submission of various reports to the Capital Markets Integrity Corporation (CMIC) as set forth in the succeeding pages.

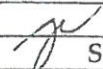
For strict compliance.


CORNELIO C. GISON
President


ACD


FHRAD


IED


SD

<i>CMIC Requirements</i>	<i>Deadline</i>
Monthly RBCA Report	<p>New SRC-IRR:</p> <p>1st to 15th of current month: 20th of the current month</p> <p>16th to 30th/31st of the current month: 5th of the succeeding month</p> <p>Old SRC-IRR:</p> <p>As of 31st of the current month: 10th of the succeeding month</p>
Pledge of Commitment for NEW salesmen, traders, dealers, agents, and Associated Persons.	First Friday of January.
List of Directors, Officers, Agents, and Employees with Personal Identification Sheet of each director, agent, or employee.	First Friday of January & July of each year
Director, Officer, Agent, or Employee Movement	Within thirty (30) trading days from date of effectivity
Notification of withholding of clearance as received by the employee	Within 30 trading days from the resignation or termination of the employee whose clearance has been withheld
Quarterly Compliance Report	15 th of January, April, July, and October
Yearly Schedule/Timetable of the Implementation of the Training Program	3 rd Friday of January
Annual Audited Financial Report (AAFR)	Per CMIC Rule: Within 110 days after the close of fiscal year or December 31 unless the SEC provides a different timetable
Annex C (Information of the External Auditor and Audit Engagement of TP)	60 calendar days prior to the submission of the AAFR
Application for Voluntary Suspension of trading operations	At least 30 trading days prior to the intended date of cessation of trading operations
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 TP of a particular listed security)	Not later than 4:00 p.m. of the relevant day

Securities Lending Authorization Agreement (SLAA)	A person acting as Lending Agent on behalf of another person shall execute an SLAA duly executed by the latter <i>before the first SBL transaction on behalf of the said person</i>
Confirmation Notice	Each SBL transaction shall be evidenced by a Confirmation Notice (<i>in the format substantially prescribed in SBLF3</i>) that specifies the details of the SBL transaction and shall be kept and maintained by both parties
Certification of Submission of Bi-annual Summary Reports of Outstanding and Liquidated SBL Transactions and Stock Returns	In the format substantially prescribed in SBLF5, said report must be submitted <i>within five (5) calendar days from the filing thereof with the BIR.</i>
Bi-annual Summary Reports of Outstanding and Liquidated SBL Transactions and Stock Returns	All TPs who participate in SBL shall submit, <i>within fifteen (15) calendar days after the end of every six months</i> , a summary of all its SBL transactions (<i>in the format provided in SBLF2a & 2b</i>) to the CMIC as additional report to the RBCA requirement