



MEMORANDUM – 2020-024

TO : THE TRADING PARTICIPANTS AND THE INVESTING PUBLIC
SUBJECT : CMIC CONTACT DETAILS AND REPORTORIAL REQUIREMENTS
DATE : 03 AUGUST 2020

Considering that Metro Manila and four other provinces will revert to *modified enhanced community quarantine* from 4 August 2020 to 18 August 2020, as mandated by the national government, please be advised of the following measures, which are effective until further notice:

- Submission of reports or compliance with the reportorial requirements may be made via electronic mail, except for the bi-monthly RBCA reports, which may be submitted via iPSE. Provided below are the relevant e-mail addresses and contact numbers:

Audit and compliance matters	acd@cmic.com.ph	(+63)9673259479 (+63)9052725925 (02)8876-4578
Investigation and enforcement matters	ied@cmic.com.ph info@cmic.com.ph	(+63)9178545364 (02)8876-4585
Surveillance matters	sd@cmic.com.ph	(+63)9052725917 (+63)9673257507 (02)8876-4599
Finance, human resources, and administrative matters	hradf@cmic.com.ph	(+63)9452066728

- Hard copies of specified reports may be delivered to CMIC after the lifting of the *modified enhanced community quarantine*.

- For ongoing regular audits, the requested documents shall be submitted via e-mail to lemansilungan@cmic.com.ph and the e-mail addresses of the handling auditor/s, within the period previously given by CMIC. Related inquiries may be sent to the same e-mail addresses.
- For ongoing requests for list of beneficial owners and other material documents, copies thereof may be sent to the e-mail address of the assigned Surveillance Department analyst.
- All informal hearings and exit conferences scheduled within the effectivity of the *modified enhanced community quarantine* may be held via teleconferencing. Concerned parties shall be informed of the schedules and arrangements thereof.
- For investor/client concerns and other relevant matters, please send an e-mail to info@cmic.com.ph, visit CMIC's website (<http://www.cmic.com.ph>), and/or call any of the following contact numbers: (+63)9178545364; (+63)9673259479; and (02)8876-4580.
- CMIC's offices remain physically open. CMIC continues to operate under a skeleton workforce, with several officers and employees thereof under a work-from-home arrangement.
- This memorandum supersedes the previous issuances by CMIC as regards this matter.

For your information and/or compliance.

(original signed)
DAISY P. ARCE
President

ACD	FHRAD	IED	SD