



MEMORANDUM – 2021-021

TO : THE TRADING PARTICIPANTS AND THE INVESTING PUBLIC

SUBJECT : COMPLIANCE WITH REPORTORIAL REQUIREMENTS AND MEASURES IMPLEMENTED DUE TO ECQ

DATE : 05 AUGUST 2021

Considering that Metro Manila will be placed under an enhanced community quarantine or ECQ from 6 August 2021 to 20 August 2021, please be advised of the following measures, which shall be effective from 6 August 2021 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	(+02)8876-4578 (+63)9673259479 (+63)9052725925
Investigation and enforcement matters	ied@cmic.com.ph info@cmic.com.ph	(+02)8876-4585 (+02)8876-4587 (+63)9178545364
Surveillance matters	sd@cmic.com.ph	(+02)8876-4596 (+63)9052725917 (+63)9673257507 (+63)9052725896
Finance, human resources, and administrative matters	hradf@cmic.com.ph	(+02)8876-4582 (+63)9452066728

- Hard copies of relevant reports, such as the Monthly Sworn Statements on PSE Shares, may be personally delivered to CMIC, considering that the CMIC offices will be physically open during the ECQ. This is without prejudice to the submission of soft copies of the reports during the ECQ and the filing of hard copies thereof once the ECQ is lifted.

- For ongoing regular audits, the requested documents shall be submitted via e-mail to acd@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.
- With regard to pending requests for list of beneficial owners and other material documents, copies thereof may be sent to sd@cmic.com.ph and the e-mail address/es of the assigned Surveillance Department analyst/s.
- 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: (+02)8876-4580, (+02)8876-4585, and/or (+63)9178545364.
- All informal hearings, exit conferences, and similar meetings will be held via teleconferencing. Concerned parties will be informed of the schedules and arrangements thereof.
- During the ECQ, CMIC's offices will be physically open, and CMIC will operate under a skeleton workforce, with several officers and employees thereof under a work-from-home arrangement.

For your information and/or compliance.

(original signed)
DAISY P. ARCE
President

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