



# MEMORANDUM – 2021-028

**TO** : THE TRADING PARTICIPANTS AND THE INVESTING PUBLIC

**SUBJECT** : UPDATED CMIC CONTACT INFORMATION AND COMPLIANCE WITH REPORTORIAL REQUIREMENTS

**DATE** : 26 OCTOBER 2021

While Metro Manila remains under community quarantine, CMIC continues to monitor the trading participants' compliance with the reportorial requirements under the securities laws. Hence, please be advised of CMIC's updated contact information and relevant measures, which shall be effective from 26 October 2021 until further notice.

- CMIC's updated e-mail addresses and contact numbers:

|  |  |                                    |
|--|--|------------------------------------|
| General/Trunk line   | <a href="mailto:info@cmic.com.ph">info@cmic.com.ph</a> | (+02) 8876-4580                    |
| Audit and Compliance Department<br><i>Ms. Anna Bernadette S. Cordero (Head)</i>                  | <a href="mailto:acd@cmic.com.ph">acd@cmic.com.ph</a>   | (+02) 8876-4578                    |
| Investigation and Enforcement Department<br><i>Atty. Jose Martin O. General (AVP &amp; Head)</i> | <a href="mailto:ied@cmic.com.ph">ied@cmic.com.ph</a>   | (+02) 8876-4585<br>(+02) 8876-4586 |
| Surveillance Department<br><i>Ms. Grace M. Calubaquib (AVP &amp; Head)</i>                       | <a href="mailto:sd@cmic.com.ph">sd@cmic.com.ph</a>     | (+02) 8876-4599                    |

- 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.

- Hard copies of relevant reports, such as the Monthly Sworn Statements on PSE Shares, may be personally delivered to CMIC during office hours: Monday to Friday, 8:00 am to 5:00 pm.
- For ongoing regular audits, the requested documents shall be submitted via e-mail to [acd@cmic.com.ph](mailto: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](mailto: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](mailto: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.

For your information and/or compliance.

*(original signed)*  
**DAISY P. ARCE**  
*President*

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| <b>ACD</b> | <b>FHRAD</b> | <b>IED</b> | <b>SD</b> |