



# MEMORANDUM – 2021-009

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

**SUBJECT** : COMPLIANCE WITH REPORTORIAL REQUIREMENTS AND MEASURES IMPLEMENTED DUE TO CONTINUING GCQ

**DATE** : 22 MARCH 2021

Considering that Metro Manila and other nearby provinces continue to be under the general community quarantine or GCQ, but with additional restrictions, 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	<a href="mailto:acd@cmic.com.ph">acd@cmic.com.ph</a>	(+02)8876-4578 (+63)9673259479 (+63)9052725925
Investigation and enforcement matters	<a href="mailto:ied@cmic.com.ph">ied@cmic.com.ph</a> <a href="mailto:info@cmic.com.ph">info@cmic.com.ph</a>	(+02)8876-4585 (+02)8876-4587 (+63)9178545364
Surveillance matters	<a href="mailto:sd@cmic.com.ph">sd@cmic.com.ph</a>	(+02)8876-4596 (+63)9052725917 (+63)9673257507
Finance, human resources, and administrative matters	<a href="mailto:hradf@cmic.com.ph">hradf@cmic.com.ph</a>	(+63)9452066728

- Hard copies of specified reports, such as the Monthly Sworn Statements on PSE Shares, may be delivered to CMIC starting only on **5 April 2021**.
- 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.
- All informal hearings, exit conferences, and similar meetings will 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](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.
- CMIC's offices remain physically open. CMIC operates 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*

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