



NOTICE

TO : CAPITAL MARKET INSTITUTIONS, PARTICIPANTS and EMPLOYEES

RE : GUIDELINES FOR THE ISSUANCE OF IATF ACCREDITATION ID OR THE EQUIVALENT CERTIFICATION

Resolution No. 13 of the Inter Agency Task Force on Emerging Infectious Diseases (“IATF-EID”), Series of 2020, and issued on 17 March 2020, specifically allows under Section (A)(4) the resumption on 18 March 2020 of the operations of the capital markets. Accordingly this exempts the capital market participants and their skeletal workforce from the strict home quarantine requirements. In this regard, the Commission finds it necessary to issue this Guideline that prescribes the requirements and procedures for the issuance of IATF Accreditation ID or its equivalent.

LIST OF REQUIREMENTS

1. Letter requesting for the issuance of Inter-Agency Task Force ID or the equivalent certification as required under Section A. 2 of IATF Resolution No. 13, Series of 2020, issued on March 17, 2020.
2. Certified of list of employees who shall comprise the skeletal workforce with further representation that the company has provided every employee a copy of the certificate of employment or engagement (for outsourced employees, e.g., driver).

The certificate of employment/engagement issued to each employee by the requesting company shall specify therein the name, the residence address and office address.

3. Certification as to the following:
 - a. That the company has adopted the pertinent policy, procedures and measures that will achieve social distancing in the work place and in the vehicles that will be used to transport the skeletal workforce;
 - b. That the company has made the necessary arrangement for the transport of their employees from their residences to the office and back; and,
 - c. That the employees have been informed of said policy, procedures and measures and the transport arrangement;
4. The certification/s issued by the requesting company shall be signed by the President and/or any authorized responsible officer.

PROCEDURES

1. Any request shall be addressed to the SEC Chairperson Emilio B. Aquino and sent to msrd_covid19@sec.gov.ph.

2. The MSRD shall verify the completeness of the request and endorse the same to the Office of the Chair thru the Office of the General Counsel for the issuance of the certification.

INSTRUCTION TO THE REQUESTING COMPANY AND EMPLOYEES WHO WILL BE ISSUED THE EQUIVALENT CERTIFICATION

The requesting company shall advise its employees to always bring along for presentation to the law enforcement agencies the following:

1. SEC-issued Certification;
2. Company ID
3. Company-issued certificate of employment
4. Copy of Resolution No. 13 of the Inter Agency Task Force on Emerging Infectious Diseases, Series of 2020, and issued on 17 March 2020. [This is downloadable from SEC website under "Issuances Related Covid19".]

The company and its employees are also forewarned that the certification issued by the SEC shall be used only for capital market-related work. Any abuse in the use of this certification shall be dealt with accordingly, including the revocation of the certification.

CERTIFICATION

The Securities and Exchange Commission (“Commission”), the government agency having jurisdiction over capital markets and the participants therein, hereby certifies that the bearer of this document whose name appears in the attached list, is an employee of < *name of regulated entity* >, a registered and/or licensed < *Type of Registration, e.g. Exchange, Broker Dealer, Investment Company Adviser* > with the Commission Said company is a necessary participant of the capital markets which have been allowed to resume operations as provided in Part (A)(4) of the Resolution No. 13, Series of 2020, issued on 17 March 2020 by the Inter Agency Task Force on Emerging Infectious Diseases (“IATF-EID”).

The bearer has been identified and designated by the company to be part of its skeletal workforce to be exempted from the strict home quarantine requirements.

Law enforcement agencies are hereby requested to honor this Certification and allow the bearer to travel from his place of residency to his place of work and back, upon presentation of the company ID and the certificate of employment/engagement bearing his name, residence and office addresses.

This certification is being issued pursuant to the authority given to this Commission under Part (A)(2) of the aforementioned Resolution No. 13 upon finding that the company has adopted the pertinent policy, procedures and measures on social distancing. It may be revoked for non-compliance with the social distancing requirements.

It shall take effect from date of issuance up to the cessation of the enhanced community quarantine on 12 April 2020 or such other date as may be resolved by the IATF.

Issued this ____ day of March 2020, ____ City.

Atty. EMILIO BENITO AQUINO
Chairperson