



NOTICE

TO : All Publicly Listed Companies (PLC); and
Other Companies with Registered Securities under MSRSD's¹ Supervision
(Collectively Referred to as "Concerned Companies")

SUBJECT: 1. Filing of SEC Form 17-LC, in lieu of a Written Request for Extension
of Filing 17-A or 17-Q Reports

2. Filing of the Notice of Postponement of Annual Stockholders Meeting

DATE : April 03, 2020

1. Filing of SEC Form 17-LC, in lieu of a Written Request for Extension of Filing 17 -A or 17-Q Reports as Required in SEC MC No.5, Series of 2020

Any of the concerned companies that may want to avail of the extended period for filing 17-A and 17-Q Reports pursuant to SEC Memorandum Circular No. 5, Series of 2020, issued on March 12, 2020, does NOT have to file a written request to the Commission through the Markets and Securities Regulation Department for an extension of time.

In lieu of a written request, the concerned company shall file the special disclosure form, [SEC Form 17-LC](#), a copy of which can be found as an attachment for your reference. A PLC shall upload said Form via the PSE EDGE and the other concerned companies shall send the same through email to msrd_covid19@sec.gov.ph. The [SEC Form 17-LC](#) shall be filed not later than five (5) days before the regular filing deadline.

Approved by the Commission En Banc on March 31, 2020.

2. Filing of the Notice of Postponement of the Annual Stockholders Meeting ("ASM")

In lieu of filing an Affidavit of Postponement², the concerned companies shall file a 17-C Report disclosing said postponement and attaching a Secretary's Certificate reciting the resolution of the Board of Directors postponing the ASM.

For a PLC, the said report shall be uploaded through the PSE EDGE and for other concerned companies, email the report to msrd_covid19@sec.gov.ph. The same shall be considered compliant with the requirement under Rule 20.11.1.5 of the 2015 SRC IRR.

Approved by the Commission En Banc on April 02, 2020.

¹ Markets and Securities Regulation Department

² Rule 20.11.1.5 of the 2015 SRC IRR provides that:

"No postponement of annual stockholders' meeting shall be allowed except for justifiable reasons to be stated in writing signed **under oath** by the President or Secretary of the corporation."