



THE PHILIPPINE STOCK EXCHANGE, INC.

NAME OF TRADING PARTICIPANT: _____

DATE OF APPLICATION: _____

CHECKLIST OF REQUIREMENTS: Operation of a Branch Office

	1. Application letter expressing Trading Participant's ("TP") intention to open a branch office/s;
	2. Copy of the SEC License to operate a branch office/s;
	3. Curriculum vitae of branch personnel with latest ID picture and their written consent authorizing PSE, Capital Markets Integrity Corporation ("CMIC"), and Securities Clearing Corporation of the Philippines to collect, record, store, use, disclose, process, and share among said entities their personal and sensitive personal information for purposes of the application, TP's opening and operation of a branch office, purposes relevant or incidental thereto, and legitimate interests of PSE;
	4. At least one trained and registered salesman at each registered branch office. All salesmen of the applicant shall apply for registration as salesman under Securities Regulation Code Rule 28.1.5;
	5. Business address and location, telephone number, fax number, and general e-mail address;
	6. Two (2) pictures of the branch office showing the façade and interior (if possible with staff in the background);
	7. CMIC's certification of TP's compliance with the requirements for opening a branch office (CMIC Memo 2013-005 and PSE TPA-2013-0020);
	8. Duly notarized written consent from the trading right owner or the nominee assuming responsibility for any and all actions of its branch office, holding the Exchange free and harmless from any and all actions, claims and damages arising from the operations of the branch office; and
	9. Written supervisory rules which include details regarding organizational structure and person/s designated to supervise the branch/es and control mechanisms;
	10. Operation Manual which should include flow chart, description of its procedures for record-keeping, including provisions for maintaining back-up copies for disaster recovery purposes, reports to be submitted to the head office which should also indicate the frequency of submission, and other control measures to be created by the Head Office including provisions for handling investors or customers complaints;
	11. Maintenance of a copy of updated Securities Laws in the branch premises;
	12. Payment of Ten Thousand Pesos (Php10,000.00) as application fee per branch office; and
	13. Other requirements that may be prescribed by the Exchange.