



THE PHILIPPINE STOCK EXCHANGE, INC.
PSE Tower, 5th Avenue corner 28th Street,
Bonifacio Global City, Taguig City

**PSE LIBRARY
TP AUTHORIZED BORROWER’S FORM**

This form is to authorize Trading Participants, its nominee and other authorized employees to borrow materials from the PSE Library.				
Name of Trading Participant (TP)		Broker Code	Tel. No. / Mobile No.	Email Address
Name of TP Nominee	Position	Signature		
Name of TP Authorized Borrowers (<i>Note: Please include Name of TP Nominee if he/she will be a borrower of PSE Library Materials</i>)				

General Terms and Conditions:

- The TP acknowledges that the permission for its personnel (“TP Authorized Borrowers”) to use and borrow PSE library materials is a mere privilege extended to it by the PSE;
- The TP and the TP Authorized Borrower/s will be solidarily responsible for all library materials which the TP Authorized Borrower/s borrowed and/or checked out;
- The TP and the TP Authorized Borrower/s will be responsible for returning the borrowed library materials in its original condition by their due date or whenever they are recalled, as provided in the Loan Policy;
- The TP Authorized Borrower/s agree/s to pay all charges and/or penalties, as provided in the Loan Policy, that may be incurred when the borrowed library materials are not returned by the due date, or if lost or destroyed;
- The TP will be solidarily liable for the above-mentioned charges and/or penalties and in case of resignation by the latter, as provided in the Loan Policy;
- The TP shall have the right to add and/or remove a TP Authorized Borrower from the above list, subject to approval by the PSE. At no instance shall the number of TP Authorized Borrowers for each TP exceed five (5);
- The PSE shall have the right to remove an individual from the list of TP Authorized Borrowers in case of violation of the terms and conditions in this Form and in the Loan Policy. The PSE shall likewise have the right to suspend or terminate the privilege of a TP to use and borrow library materials in case of violation of the terms and conditions in this Form and in the Loan Policy;
- The TP, its Nominee and Authorized Borrower/s understand and agree that this authorization to borrow materials from the PSE Library is valid for one (1) year after the approval of the application subject to the rights of the PSE to suspend and/or terminate the said privilege anytime at its sole discretion.
- The PSE will collect, record, store, use, disclose, and process the personal information of the Nominee and TP Authorized Borrowers (“data subjects”) for the purpose of borrowing library materials and to any purpose necessarily related or incidental thereto. By submitting this form, the data subjects agree that the Company will

collect, record, store, use, dispose, disclose, and process their personal information consisting of names, signature, contact information, and place of work, for purposes abovementioned. They have the rights of the data subject provided under the Data Privacy Act such as the right to be informed of such processing, rights to access, correct, object, withdraw, erase, data portability, file complaint, and damages. They are aware of the risks involved in the processing of personal information. For the safeguards adopted to protect the personal information, kindly visit our website www.pse.com.ph for the Privacy Policy. To update, correct or access such personal information, they may contact the Company at dataprivacy@pse.com.ph or our Data Protection Officer at the said email address for any concern.

I also certify that the TP Authorized Borrowers, whose signatures appear above, have likewise read, understood and agreed to the said terms and conditions. I further certify that I and said TP Authorized Borrowers consent to the collection, recording, use, disposal, disclosure, and processing by the PSE of our personal information provided in this form for the purposes stated herein.

NAME OF TRADING PARTICIPANT

BY

Signature of TP Nominee over Printed Name

Date

Received and Endorsed by:

Reviewed and Verified by:

Signature over Printed Name of Librarian

Signature over Printed Name of TPSSD Head

Recommending Approval:

Approved by:

Signature over Printed Name of MDD Head

Signature over Printed Name of CMDD Head

PSE Library Loan Policy for Trading Participants (TPs)

- A Trading Participant (TP) shall secure and accomplish the TP Authorized Borrower's Form of the PSE Library. The TP shall likewise be given a copy of this Loan Policy. The fully-accomplished form may be submitted to PSE by submitting the signed hard copy personally to the PSE Librarian at the 6/F, PSE Tower or by sending a scanned copy thereof via electronic mail to library@pse.com.ph.
- Submitted forms shall be endorsed by the PSE Librarian for review and verification to the Trading Participant Support Services Department (TPSSD) then to the Capital Markets Development Division (CMDD) which shall process the same for approval within three (3) working days from receipt thereof.
- Once approved, the Librarian shall notify the TP of the approval via phone call and/or electronic message (e-mail).
- Below are the provisions of the Loan Policy for TP Authorized Borrowers:
 - The PSE Library shall be open from 9:00 am to 12:00 nn and from 1:00 pm to 4:00 pm on working days.
 - The materials that may be borrowed by TP Authorized Borrowers are Books, Publications of Related Organizations and Government Agencies and PSE Publications (collectively, the "library materials").
 - Upon entering the PSE Library, the TP Authorized Borrower shall present a valid ID issued by the TP.
 - Each TP Authorized Borrower can check out, at most, three (3) library materials for use in their respective brokerage company.
 - All borrowing transactions shall be recorded and countersigned by the Librarian.
 - Books and other reference materials may be borrowed for a duration of ten (10) working days from the time of the approval of the request (the "loan period").
 - All borrowed materials are subject for recall. A material that has been recalled by the PSE Library should be returned within 24 hours upon sending of written or e-mail notice by PSE.
 - The TP Authorized Borrower must return the library material to the PSE Library within the loan period, with or without a reminder or notice from the latter.
 - The TP Authorized Borrower may request for a one-time renewal of the loan period, subject to the approval of the PSE and provided that the subject library material has not been reserved for use by the PSE or by another borrower.
 - The TP and the TP Authorized Borrower shall be held responsible for all library materials borrowed from the PSE Library. Borrowed library materials should be returned in the condition in which they were borrowed. Any loss or damage on these library materials shall be reported immediately to the PSE Librarian.
 - The PSE Library may send reminders and overdue notifications to TP Authorized Borrowers as a courtesy via e-mail. Nonetheless, the failure to send

a reminder about the expiration of the loan period does not excuse the TP Authorized Borrower from liabilities herein provided.

- A TP Authorized Borrower who fails to return borrowed library materials by its due date shall be charged Php50.00/day per material for overdue fines. He/she must pay the charges within five (5) working days from receipt of the notice which can be sent either personally, through facsimile or e-mail. Receipt of the notice shall be presumed on the date indicated in the fax transmission report or on the date the e-mail was sent.
- A borrowed library material that has not been returned one (1) month after its due date shall be considered as lost.
- If a library material was declared damaged or lost, the TP and/or the TP Authorized Borrower shall be required to pay its replacement cost plus a penalty fee of Php100.00, or replace it by providing the exact copy of the material within fifteen (15) working days after receipt of formal notice, via written letter or e-mail, to either pay the charges and/or to replace the material has been made. The TP Authorized Borrower shall be notified for this purpose.
- The TP shall be notified if the TP Authorized Borrower has accumulated Php500.00 of overdue fines and/or if the library material has been declared damaged or lost.
- The TP shall be charged in the event the TP Authorized Borrower fails to settle overdue fines and charges for unreturned/lost materials or if the latter resigns. The PSE will send a billing statement, either personally, through facsimile or e-mail to the TP for this purpose. Within fifteen (15) working days from notice, the TP must pay the total amount charged by depositing the same with PSE's BDO Savings Account No. 343-000022-4, otherwise, by agreeing to this Loan Policy and signing the Form, the TP voluntarily gives its consent for the PSE to debit the total amount from its account with the PSE through Automatic Debit Account (ADA).