



# MEMO FOR BROKERS

**No. 249-2007**

## The Philippine Stock Exchange, Inc.

<input type="checkbox"/> Trading Rules	<input type="checkbox"/> Computer Systems Update
<input type="checkbox"/> Membership Rules	<input type="checkbox"/> Administrative Matters
<input type="checkbox"/> Listing Rules	<input checked="" type="checkbox"/> Others: <b><u>Report on Foreign Ownership</u></b>

Date : **June 15, 2007**  
 Subject : **UPDATING OF FOREIGN OWNERSHIP LEVEL**

Please be informed that, **effective on July 2, 2007**, listed companies with unclassified shares and foreign ownership limits will be required to update their securities information using the facility of the Online Disclosure System (<https://odisy.pse.ph>) of the Exchange. Shares update must be reported **not later than 4:00 p.m. of each trading day**, which shall include basic information showing the exact number of shares in the hands of foreign and local shareholders. Reporting, however, will only be made whenever there are changes in the amount of foreign shareholdings.

This requirement is **in addition** to the Report on Foreign Ownership currently submitted by the Issuers on a monthly basis pursuant to Section 17.13 of the Revised Disclosure Rules.

Please refer to the attached guidelines for your information and guidance.

*(Original Signed)*  
**ATTY. PETE M. MALABANAN**  
*Head, Disclosure Department*

**Noted by:**

*(Original Signed)*  
**ROY JOSEPH M. RAFOLS**  
*Head, Issuer Regulation Division*

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Finance / Admin / Membership	Compliance & Surveillance Grp.	Listing & Disclosures Grp.	COO / Automated Trading Grp.	Business Dev't & Info. Group	CEO / Legal
Tel. No. 688-7560/7440/7460	Tel. No. 688-7559	Tel. No. 688-7501/7510	Tel. No. 688-7405/819-4400	Tel. No. 688-7590	Tel. No. 688-7400/819-4408

**Prerequisite**

- User must have access to ODISY
- User must login to ODISY

**Submit Shares Information**

1. Once login, user clicks on SUBMIT SHARES INFORMATION tab.

Login Confirmation Page

Stock Symbol	Foreign Shares	Local Shares
GO	0	0
GOB	0	0

Foreign Ownership Monitoring Page

2. Company Name is automatically displayed

3. Enter Effectivity Date for the update. User can use the calendar icon to select the date or can key-in the date using the mm/dd/yyyy format. Effectivity date must be a future date otherwise, system will reject

Calendar pop-up

4. Enter the necessary information for the Foreign and Local Shares. If company has more than one securities listed in the Exchange, all securities will be displayed.
5. Enter Security Code for validation purposes.
6. Click on Submit button to post updates. A confirmation page will be displayed. Otherwise, click on Reset button to clear information entered.

Confirmation Page

The following are the implementing guidelines on Foreign Ownership

### **I. Introduction**

1. The submission of foreign owned shares on-line shall provide the investing public with timely information needed in making investment decisions.
2. Section 17.13 of the Revised Disclosure Rules of the Exchange requires that issuers with unclassified shares and foreign ownership limits shall submit to the Exchange its foreign ownership level.
3. All listed companies shall adopt prudent practice, act all times with integrity and observe the highest standards of market conduct. They shall accept responsibility for the actions of their own staff.
4. All listed companies shall;
  - a. Ensure that there are adequate systems and procedures to perform the reportorial and documentation requirements for the effective management of the risks involved with foreign ownership requirements;
  - b. Establish, retain and update daily the documentation to comply with the requirements of the applicable laws and regulations;
  - c. Ensure that suitable internal controls are in place;
  - d. Ensure that all updates to the foreign owned shares have been properly authorized before reported to PSE;
  - e. Ensure that there is a clear and timely records containing the total number of foreign and locally owned shares and dates that it would be effected;

### **II. Guidelines for Listed Companies**

1. PSE shall provide the listed company access to the Online Disclosure System (ODiSy). The information reported by the listed company using OdiSy shall be considered valid and correct.
2. The listed company is required to update the foreign and local ownership level as of T-3 transaction via the Online Disclosure System (ODiSy) not later than 4:00 p.m. of each trading day. Whenever there are no changes reported, the previously reported data will be considered as current.
3. The listed company shall ensure that;
  - a. The report contains the exact number of foreign and local owned shares for every trading day.
  - b. The number of foreign and local owned shares reported to the PSE is updated as of 4:00 pm of the current trading day.
  - c. The PSE has received the exact number of shares and has approved the information for public viewing.
4. The listed companies shall continue submitting the monthly reports, to be submitted not later than the last working day of the first week of every month.

5. The PSE shall monitor and regulate the reporting of listed companies regarding foreign ownership.
6. In the event of failure of reporting the monthly foreign ownership, penalties and charges indicated in the Revised Disclosure Rules will be used.