



# MEMORANDUM

**No.2010-0229**

## The Philippine Stock Exchange, Inc.

_____ Disclosures	_____ Stockholders' Meeting	Others: Revised Procedures
_____ Dividend Notice	_____ SEC / Gov't Issuance	for Filing a Listing
_____ Stock Rights Notice	_____ Transfer Agent's Notice	Application

To : **ALL LISTED COMPANIES AND MARKET PARTICIPANTS**

Subject : **REVISED PROCEDURES FOR FILING OF A LISTING APPLICATION**

Date : **May 17, 2010**

Please be informed that the Exchange has recently adopted the following revised procedures for filing a listing application<sup>1</sup>:

1. The applicant company shall submit two (2) printed copies of each required document: one (1) original copy, or when specified, certified true copy; and one (1) photocopy of each document. The printed copies must be bound in the order as indicated in the applicable checklist, and must be properly tabbed;
2. The applicant company shall submit a CD or DVD containing a scanned copy of each required document in **.pdf format**. The filename for each .pdf file must clearly indicate the type of document (e.g., Application for Listing of Stocks, Articles of Incorporation, Background of Top 20 Stockholders, etc.). The CD or DVD must be properly labeled with the applicant company's name, the type of listing application and the date of filing.
3. For an application covering an initial public offering, listing by way of introduction, follow-on public offering or stock rights offering, the applicant company shall submit a soft copy of the draft prospectus in **MS Word** or **.doc format**.
4. The applicant company shall submit a sworn corporate secretary's certification certifying (i) that the photocopies submitted are true copies of the original documents; and (ii) that the hard copies and soft copies are identical.
5. Should the applicant company be required to submit any additional document after the listing application is officially filed, steps 1 and 2 above shall be observed unless the Exchange specifies that the soft copy of the additional required document may be submitted through electronic mail.

<sup>1</sup> The revised procedures for filing of a listing application will supersede the old procedure wherein an applicant company is required to submit all listing application documents in five (5) copies.

Finance / Admin / Membership	Market Regulatory Division	Issuer Regulation Division	Information Technology Division	Capital Markets Dev't. Division	CEO / OGC
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



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The foregoing revised procedures shall take effect on **June 1, 2010**. The Listings Department of the Exchange will not accept a listing application that is not compliant with the foregoing procedures.

For your information and strict compliance.

**MARSHA M. RESURRECCION**  
*Head, Listings Department*

Noted by:

**ROEL A. REFRAN**  
*VP – General Counsel and  
Concurrent Head, Issuer Regulation Division*

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