PSE

REQUESTING FOR A STOCK PRICE CERTIFICATION

File Request:
    a. Fill out the Stock Price Certification Request Form (SPCRF).
    b. Send the accomplished SPCRF to **info@pse.com.ph**.

Settle Processing Fee:
    c. Pay the processing fee using the DragonPay (DP) payment link that will be sent once all required details are in order. The fee is **not inclusive** of shipping cost.
    d. Send a screenshot of the proof of payment via e-mail.

Processing Fee [1]:

Mode of processing – Number of data points	Fee
Regular – 1 data point	₱170.00
Regular - Base (2 to 5 data points)	₱270.00
Regular - per additional data point	₱30.00
Rush - Base (1 to 5 data points)	₱520.00
Rush - per additional data point	₱100.00

Data Processing
    e. Processing of requested data will commence after PSE's receipt of payment confirmation from DP and **not upon submission** of the SPCRF.
- Rush requests: PSE should receive the DP payment confirmation at 12:00NN for request to qualify for same day [2] processing and release. If payment is confirmed after, processing will start on the next working day.
- Regular requests: Day 1 will commence on payment date provided that DP confirmation is received by 12:00NN.

Processing Days:

First 10 Data Points (DP)[3]	Regular	Rush
1998 to present	4 working days	Within the day[4]
1990 to 1997	6 working days	NA
1980 to 1989	8 working days	NA
earlier than 1980	10 working days	NA
Additional Processing Days		
Up to 10 additional data points	1 working day	1 working day

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[1] Per document; Fee does not cover shipping cost
[2] Refer to Processing Days Table
[3] 1 data point = 1 price
[4] Refer to item e

Notification and Pick up of Certification

    f. Pick up of document should only be arranged once a notification on the availability of the document has been sent. The requestor shall handle the arrangement and cover the cost of the Stock Price Certification (SPC) pick up.

    g. Schedule of SPC pick up is from **9:30AM to 12:00PM** and **2:00 to 4:30 PM**, Monday to Friday except on holidays.

Data Amendment (while document is being processed or SPC has been released)

    h. Request to correct up to five (5) data points based on security provided shall entail one (1) additional processing day, if the closing date is 1998 up to the present; and six (6) working days for 1997 and earlier.

    i. If more than five (5) data points need to be revised based on security, a fee based on the "per additional data point charging"[5] will be applied.

    j. If the erroneous information provided is the closing date, the request will be treated as a new SPCRF filing and will be charged the corresponding fee.

Others:

    k. Request to put data points for each required closing date in a separate document will be quoted as a new request.

    l. Request for additional copies of the SPC will be charged the same fee as the original request.

    m. SPCs that are unclaimed within six (6) months after notification shall be purged. Reissuance of unclaimed SPC will be treated as a new request.

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[5] *Refer to processing fee table*