



## REQUESTING FOR A STOCK PRICE CERTIFICATION

### File Request:

- Fill out the Stock Price Certification Request Form (SPCRF).
- Send the accomplished SPCRf to [info@pse.com.ph](mailto:info@pse.com.ph).

### Settle Processing Fee:

- 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.
- Send a screenshot of the proof of payment via e-mail.

### Processing Fee<sup>1</sup>:

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

- 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 by 12:00PM for request to qualify for same day<sup>2</sup> processing and release. If payment is confirmed after the cut-off time, processing will start on the next working day.
  - Regular requests: Day 1 will commence on payment date provided that DP confirmation is received by 12:00PM.

### Processing Days:

First 10 Data Points (DP) <sup>3</sup>	Regular	Rush
1998 to present	4 working days	Within the day <sup>4</sup>
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

### Notification and Pick up of Certification

- Pick up of document should only be arranged once the e-mail notification on the availability of the document has been received by the requestor. The requestor shall handle the arrangement and cover the cost of the Stock Price

<sup>1</sup> Per document; Fee does not cover shipping cost

<sup>2</sup> Refer to Processing Days Table

<sup>3</sup> 1 data point = 1 price

<sup>4</sup> Refer to item e

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 when 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”<sup>5</sup> 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. Original copies of SPCs that are not claimed within six (6) months after notification shall be purged. Reissuance of unclaimed SPC will be treated as a new request.

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<sup>5</sup> Refer to processing fee table