

**MEMO FOR EQUITY TRANSFER AGENTS No. 03 - 2020****SUBJECT: EFFECTIVITY OF PDTC DEPOSITORY GUIDELINES DURING GCQ****DATE: 01 JUNE 2020**

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In light of the National Government's implementation of General Community Quarantine (GCQ) in Metro Manila starting 01 June 2020, the Guidelines for Submission of Documents for Equity Depository ("Guidelines") as released in Memo No. 02 dated 14 May 2020 shall remain effective until revoked by PDTC through a Memorandum announcing the revocation.

***Regularization of Electronic Documents Submitted during ECQ, MECQ and GCQ***

With respect to the deadline for the regularization of documents previously submitted by email in accordance with the Guidelines, the 30-business day period shall be reckoned from the day the GCQ is lifted in Metro Manila. For good order, we will issue a Memo to announce the deadline for your guidance.

***Extension of Effectivity of Undertaking during GCQ***

The effectivity of the Undertaking provided in accordance with the Guidelines shall be deemed extended for the duration of the applicability of the Guidelines (i.e., during the GCQ period), without need for execution of a new Undertaking. However, if the Transfer Agent opts not to extend the applicability of its Undertaking, it shall provide PDTC with a letter by 05 June 2020 indicating that the said Undertaking shall not apply for its Institution's Equity Depository transactions from 01 June 2020.

(Original signed)  
**PDS Market Services**