



Republic of the Philippines  
Department of Finance  
**Securities and Exchange Commission**  
SEC Building, EDSA, Greenhills, Mandaluyong City

**SEC MEMORANDUM CIRCULAR NO. 3**  
**Series of 2015**

**TO : ALL NEWLY LISTED COMPANIES**

**SUBJECT : FILING OF ANNUAL CORPORATE GOVERNANCE REPORT (ACGR)**

In connection with SEC Memorandum Circular No. 5, Series of 2013, newly listed companies shall submit their Annual Corporate Governance Report on May 30 following the one (1) year anniversary of their listing in the Philippine Stock Exchange. For companies listed from January 1 to May 30, their ACGR will be submitted on May 30 of the following year. For companies listed from May 31 to December 31, their ACGR will be submitted May 30 two years thereafter.

To illustrate, if the company is listed on 15 January 2014, it is required to submit its ACGR according to the following schedule:

|                                                                 |                                                                             |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------|
| First Filing                                                    | 30 May 2015                                                                 |
| Subsequent Filing<br>(2 <sup>nd</sup> to 4 <sup>th</sup> year ) | In accordance with SEC Memorandum Circular<br>Nos. 1 and 12, Series of 2014 |
| 5 <sup>th</sup> year Filing                                     | 30 May 2020                                                                 |

If the company is listed on 15 November 2014, it is required to submit its ACGR according to the following schedule:

|                                                                 |                                                                             |
|-----------------------------------------------------------------|-----------------------------------------------------------------------------|
| First Filing                                                    | 30 May 2016                                                                 |
| Subsequent Filing<br>(2 <sup>nd</sup> to 4 <sup>th</sup> year ) | In accordance with SEC Memorandum Circular<br>Nos. 1 and 12, Series of 2014 |
| 5 <sup>th</sup> year Filing                                     | 30 May 2021                                                                 |

Further, the same deadline is to be followed for the posting of the ACGR in the company's website.

This Memorandum Circular shall take effect immediately.

Mandaluyong City, Philippines, 14 January 2015.

For the Commission:

  
**TERESITA J. HERBOSA**  
Chairperson