



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

**SEC MEMORANDUM CIRCULAR NO. 11**  
**Series of 2014**

**TO : ALL LISTED COMPANIES**

**SUBJECT : TEMPLATE FOR PUBLICLY-LISTED COMPANIES' WEBSITES**

Pursuant to the Commission's drive to promote a better corporate governance environment for publicly-listed companies (PLC), the Commission resolved in its meeting on 22 May 2014 that the following information, arranged under recommended topic headings, shall be included in all PLC's websites:

**HOME**

**Our Business**

The Company's Business Operations

**Our Company**

1. The Company's Corporate or Business Profile;
2. The Company's Mission, Vision and Values;
3. The Company's Board of Directors, Management Team and Executive Officers;
4. The Company's Organizational Chart;
5. The Company's Conglomerate Map or Group Corporate Structure;
6. The Company's Shareholdings structure; and
7. The Company's Articles of Incorporation and By-Laws and all amendments thereto.

**CORPORATE GOVERNANCE**

**Manual on Corporate Governance**  
**Code of Business Conduct and Ethics**  
**Annual Corporate Governance Report (ACGR)**

1. ACGR for 2012;
2. Updates and Changes as of December 31, 2013;
3. Consolidated Changes in the ACGR for 2013;
4. Updates and Changes as of present date; and
5. Consolidated Changes in the ACGR for 2014 and so on and so forth until ACGR is required.

**Board Committees**

1. Board Committees
2. Board Committee Members; and
3. Board Committee Charters

## **Corporate Social Responsibility**

The Company's Corporate Social Responsibility initiatives

## **Enterprise Risk Management**

The Company's Risk Management System

## **Company's Policies**

1. Whistle-blowing Policy;
2. Conflict of Interest Policy;
3. Insider Trading Policy;
4. Related Party Transactions Policy;
5. Policy and Data Relating to Health, Safety and Welfare of Employees, including company sponsored trainings.

## **COMPANY DISCLOSURES**

### **SEC Filings**

1. SEC Form 17-A (Annual Report);
2. SEC Form 17-Q (Quarterly Report);
3. SEC Form 17-C (Current Report);
4. SEC Form 20-IS (Information Statement);
5. SEC Form 23-A/B (Statement of Beneficial Ownership);
6. General Information Sheet.

### **Notice of Annual or Special Stockholders' Meetings**

### **Minutes of all General or Special Stockholders' Meetings**

### **Other Disclosures to SEC, PSE and Other Pertinent Agencies**

## **PRESS MATERIALS/NEWS**

Materials provided in briefings to analysts and media

## **INVESTOR RELATIONS**

### **Investor Relations Programs**

### **Share Information**

1. Total Outstanding Shares;
2. Exchange where Listed; and
3. Top 20 Stockholders.

Attached as Annex "A" is a sample website incorporating all the above-mentioned information.

All required information must be retained in the company's website for a period of five (5) years.

This website template is deemed as a minimum requirement for PLC's websites and any item/s could be added or removed therefrom any time the need arises.

This Memorandum Circular shall take effect immediately.

Mandaluyong City, Philippines, 26 May 2014.

For the Commission:

  
**TERESITA J. HERBOSA**  
Chairperson