



## Inter-office memo

TO : \_\_\_\_\_  
THE APPROVING AUTHORITY<sup>1</sup>

CC : The Corporate Governance Office (CGO)

FROM : \_\_\_\_\_  
THE DISCLOSING EMPLOYEE

DATE : \_\_\_\_\_

SUBJECT : **CONFLICT OF INTEREST (COI) INITIAL DISCLOSURE<sup>2</sup>**

In accordance with our Conflict of Interest (COI) Policy which seeks to ensure that the interest of PLDT and the PLDT Group is protected at all times from any personal bias or impartiality in work-related decisions and actions of employees, I submit herewith my COI Disclosure and Undertaking.

For your consideration and approval, please.

Thank you.

-----  
THE PORTION BELOW TO BE FILLED UP BY THE APPROVING AUTHORITY

<b>DISPOSITION<sup>3</sup></b>	
<input type="checkbox"/>	<b>Approved</b> , subject to the conditions that <b>the disclosing employee shall strictly follow his/her Undertaking set forth in page 7 of this COI Initial Disclosure and Undertaking Form</b> and that all business decisions of the disclosing employee should promote the best interest of PLDT and the PLDT Group and not be motivated by personal considerations and/or relationships.
<input type="checkbox"/>	<b>Disapproved</b>
<b>Instructions/Comments:</b>	
<input type="checkbox"/> Route to the following immediate superior/heads who are hereby instructed to countersign herein and ensure that this Disposition and the disclosing employee's undertaking are strictly observed: _____ _____	
<b>BY:</b> _____ <b>APPROVING AUTHORITY</b> <b>DATE:</b>	

<sup>1</sup> Please refer to the Attachment-Notes attached hereto or the COI Policy as to the appropriate Approving Authority applicable to the disclosing employee and the disclosed affiliation/transaction.

<sup>2</sup> Queries regarding this FORM COI-Initial may be directed to the CGO at tel. nos. 816-8916, 893-9852 or 816-8915.

<sup>3</sup> Original signed duplicates of the COI Disclosure and the Approving Authority's Disposition should be furnished to the CGO.

**CONFLICT OF INTEREST  
INITIAL DISCLOSURE AND UNDERTAKING**

Employee Name Last, First, Middle	Employee Number
Position	Organizational Unit

**Please check the appropriate boxes below and provide additional information where applicable. Attach separate sheets if space is insufficient. For guidance in filling up the Form, terms with (\*) are further explained in the Attachment – Notes annexed to this Form.**

This Initial Disclosure and Undertaking is submitted in the interest of transparency and in compliance with PLDT's Conflict of Interest Policy (Administrative Order No. 1750-05, dated 24 October 2005).

By signing this Initial Disclosure and Undertaking, I confirm that:

1. The disclosures contained herein are true and correct to the best of my knowledge, information and belief;
2. I am bound by and will strictly observe and comply with my undertakings contained herein; and
3. I acknowledge the authority of PLDT to determine and impose the appropriate sanction in the event of any proven violation of or non-compliance with the Conflict of Interest Policy by me, including my undertakings contained herein.

**I. Dealings as a Supplier, Contractor, Business Partner, Consultant, Dealer or Distributor**

A. I have a direct and existing, pending or potential business dealing or transaction with PLDT.

Yes                       No  
*(Note: If you answered "No", please proceed to II.)*

Description of Business Dealing or Transaction: \_\_\_\_\_

Effective From: \_\_\_\_\_ To: \_\_\_\_\_

Amount Involved: \_\_\_\_\_

B. I have disclosed such business dealing or transaction to the proper authority\* in PLDT.

Yes                       No

Date of Disclosure: \_\_\_\_\_

To Whom Disclosed: \_\_\_\_\_

C. My business dealing or transaction with PLDT has been approved\* by the Approving Authority\* in PLDT.

Yes                       No                       N/A

Date of Approval: \_\_\_\_\_

Approving Authority: \_\_\_\_\_

**II. Dealings of an Affiliate as a Supplier, Contractor, Business Partner, Consultant, Dealer or Distributor**

A. I have a relationship or affiliation (for proper guidance, please read II B, 1 to 6 below before answering) with an individual or entity which has an existing, pending or potential business dealing or transaction with PLDT (the "**Contractor**").

Yes                       None that I am aware of  
*(Note: If you answered "None", please proceed to II C)*

Name of Contractor: \_\_\_\_\_

Date of Incorporation: (If an entity) \_\_\_\_\_

Address: \_\_\_\_\_

Tel. No.: \_\_\_\_\_

Description of Contractor's Business Dealing or Transaction with PLDT: \_\_\_\_\_

Effective From: \_\_\_\_\_ To: \_\_\_\_\_

Amount Involved: \_\_\_\_\_

B. My relationship or affiliation with the Contractor is as indicated below:

1. Contractor (as an individual or sole proprietorship) is a relative within the third degree of consanguinity, affinity or by legal adoption (a "**Relative**").

Yes                       No                       N/A

Relative by Consanguinity/Legal Adoption

Relative by Affinity

Spouse

Son/Daughter-in-Law

Son/Daughter

Father/Mother-in-Law

Father/Mother

Brother/Sister-in-Law

Grandfather/Grandmother

Uncle/Aunt-in-Law\*

Brother/Sister

Nephew/Niece-in-Law\*

Uncle/Aunt\*

Nephew/Niece\*

Domestic Partner and His/Her Relatives

Domestic Partner

Domestic Partner's Relatives up to the third degree of consanguinity, affinity or legal adoption (please refer to list of Relatives in II B 1 above)

2. I am and/or my Relative is a director, officer\* or executive\* of the Contractor. (*Note: If you are or your Relative is a general partner of a partnership, please provide relevant information in II B 5.*)

Yes                       No                       N/A

Name of Relative/Relationship: \_\_\_\_\_

	<u>Undersigned</u>	<u>Relative</u>
Position in Contractor's Firm:	_____	_____
Term of Office or Employment in Contractor's Firm	_____	_____

3. I own and/or my Relative own(s) more than ten percent (10%) of the subscribed capital stock or equity of the Contractor.

Yes                       No                       N/A

Name of Relative/Relationship: \_\_\_\_\_

	<u>Undersigned</u>	<u>Relative</u>
Class & Number of Shares Owned:	_____	_____
Percentage of Ownership:	_____	_____

4. The Contractor is majority owned or controlled by a firm or corporation in which I and/or my Relative own(s), singly or collectively, more than ten percent (10%) of the subscribed capital stock or equity (the "**Controlling Entity**").

Yes                       No                       N/A

Name of Controlling Entity: \_\_\_\_\_

Address: \_\_\_\_\_

Description of Business: \_\_\_\_\_

Name of Relative/Relationship: \_\_\_\_\_

	<u>Undersigned</u>	<u>Relative</u>
Class & Number of Shares Owned in the Controlling Entity:	_____	_____
Percentage of Ownership:	_____	_____

5. The Contractor is a partnership in which I am or my Affiliate is a partner (please refer to the list of Affiliates in II B, 1 to 6).

Yes  No  N/A

Type/Purpose of Partnership: \_\_\_\_\_  
Name of Affiliate who is a Partner: \_\_\_\_\_  
Description of Affiliation: \_\_\_\_\_

6. I have an existing or previous close personal relationship or business affiliation or financial involvement with the Contractor.

Yes  No  N/A

Description of Personal Relationship\*  
[e.g., co-fraternity member]: \_\_\_\_\_  
Description of Business Affiliation\*  
[e.g., joint venture]: \_\_\_\_\_  
Description of Financial Involvement\*  
(e.g., lender, borrower, guarantor, surety, mortgagor): \_\_\_\_\_

C. I am a co-owner or my Affiliate (please refer to the list of Affiliates in II B, 1 to 6) is a co-owner of a property sold, assigned or leased to PLDT or any company within the PLDT Group.

Yes  None that I am aware of

Name of Affiliate who is a Co-Owner: \_\_\_\_\_  
Description of Affiliation: \_\_\_\_\_  
Location and Description of Property: \_\_\_\_\_  
Selling Price/Lease Rental: \_\_\_\_\_  
Date of Sale/Period of Lease: \_\_\_\_\_

D. I have disclosed my relationship or affiliation with the Contractor/Seller/Lessor [as indicated in II A (which refers to affiliation or relationship with a Contractor) and/or II C (which refers to co-ownership) as described above) to the proper authority\* in PLDT.

Yes  No  N/A

Date of Disclosure: \_\_\_\_\_ (II A)  
\_\_\_\_\_ (II C)  
To Whom Disclosed: \_\_\_\_\_ (II A)  
\_\_\_\_\_ (II C)

E. The business dealing or transaction of the Contractor/Seller/Lessor with PLDT (described in II A and/or II C above) has been approved\* by the Approving Authority\* in PLDT.

Yes  No  N/A

Date of Approval: \_\_\_\_\_ (II A)  
\_\_\_\_\_ (II C)  
Approving Authority: \_\_\_\_\_ (II A)  
\_\_\_\_\_ (II C)

F. My position in PLDT is involved or allows me to be involved in the transaction process flow including decision making with respect to the business dealing or transaction of the Contractor/Seller/Lessor with PLDT (described in II A and/or II C above).

Yes  No  N/A

Details/Explanation/Extent of Involvement: \_\_\_\_\_

G. I have inhibited myself from being involved in the transaction process flow including decision making with respect to the business dealing or transaction of the Contractor/Seller/Lessor with PLDT (described in II A and/or II C above).

Yes  No  N/A

Details/Explanation: \_\_\_\_\_

**III. Dealings with Directors, Employees and Consultants**

A. I have an Affiliate (please refer to the list of Affiliates in II B, 1 to 6 above) who is a director, employee or consultant of PLDT.

Yes  None that I am aware of  
*(Note: If you answered "None", please proceed to IV)*

Name of Affiliate: \_\_\_\_\_  
Description of Affiliation: \_\_\_\_\_  
Position of Affiliate in PLDT: \_\_\_\_\_  
Date Elected/Appointed/Hired: \_\_\_\_\_

B. My present position and/or work responsibilities in PLDT involves or allows me to be involved in recruitment, selection, promotion, disciplinary procedures, staff development, performance review, benefits and remuneration with respect to such Affiliate.

Yes  No

Details/Explanation/Extent of Involvement: \_\_\_\_\_

C. My Affiliate works or is assigned to a unit/department/division/center/sector/group/team that is under my direction, control or supervision.

Yes  No

D. I have disclosed my affiliation with the director, employee or consultant named in III A above to the proper authority\* in PLDT.

Yes  No  N/A

Date of Disclosure: \_\_\_\_\_  
To Whom Disclosed: \_\_\_\_\_

E. I have inhibited myself from being involved in any decision making process on human resources matters with respect to my Affiliate, including any action that may be deemed as seeking to influence any official action with respect to such Affiliate.

Yes  No  N/A

Details/Explanation: \_\_\_\_\_

**IV. Work or Employment Outside PLDT or PLDT Group**

A. I work for, provide service to, or am employed by, an entity (including individual client or employer, firm, corporation, partnership, sole proprietorship, university, etc.) outside PLDT and the PLDT Group.

Yes  No

Name of Outside Entity: \_\_\_\_\_  
Position/Nature of Work Provided: \_\_\_\_\_  
Work Hours: \_\_\_\_\_  
Period of Service: \_\_\_\_\_

B. I have disclosed to, and secured prior approval from, the Approving Authority in PLDT for my work or employment outside PLDT and the PLDT Group.

Yes  No  N/A

Date of Disclosure: \_\_\_\_\_  
Date of Approval: \_\_\_\_\_  
To Whom Disclosed/  
Approving Authority\*: \_\_\_\_\_

**V. Other Conflict of Interest Situations For Directors and Officers**

**A. Personal Loans**

1. I have obtained or am arranging to obtain a loan directly from PLDT or indirectly through an arrangement with a subsidiary or affiliate of PLDT.

Yes  No

Amount of Loan: \_\_\_\_\_  
Purpose of Loan: \_\_\_\_\_  
Date/Tentative Date of Loan Disbursement: \_\_\_\_\_  
Other Terms of the Loan: \_\_\_\_\_

2. The loan was obtained or will be obtained under a loan program established by PLDT as permitted under and in accordance with applicable laws and regulations.

Yes  No  N/A

If no, provide the basis for exception: \_\_\_\_\_  
\_\_\_\_\_

**B. Corporate Opportunities**

1. I have acquired or am in the process of acquiring directly or indirectly through an Affiliate (please refer to list of Affiliates in II B, 1 to 6 above) a business opportunity in the line of PLDT's business, in which PLDT had or has an interest or a reasonable expectancy and which PLDT is financially able to undertake.

Yes  No

Description of Business Opportunity: \_\_\_\_\_  
Date Acquired/Tentative Date of Acquisition: \_\_\_\_\_  
From Whom Acquired: \_\_\_\_\_

2. The abovedescribed business transaction has been approved or has been submitted for approval by the Board of Directors and Stockholders of PLDT.

Yes  No  N/A

Date of Approval: \_\_\_\_\_

**VI. Other Potential Conflict of Interest Situations**

**A. Private Transactions with PLDT'S Suppliers, Contractors, Business Partners or Consultants**

1. I have a private contract for personal purposes with a Contractor, whose accreditation, selection, performance evaluation, contract renewal or termination as such by PLDT is under my authority or control, or under the authority or control of a panel or committee of which I am a member.

Yes  No

Name of Contractor: \_\_\_\_\_  
Date of Contract: \_\_\_\_\_  
Description of Private Contract with the Contractor: \_\_\_\_\_  
\_\_\_\_\_

B. Please provide details of other situations that have the potential of being categorized as a Conflict of Interest\* business transaction or official action.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## **UNDERTAKING**

In accordance with the Conflict of Interest Policy, I undertake the following:

1. To timely disclose to the proper authority in PLDT any circumstance known to me that will give rise to an actual or potential Conflict of Interest involving me or my Affiliate;
2. In case I have, or I come to know that my Affiliate has, a potential business dealing or transaction with PLDT, I will seek the requisite prior approval from the Approving Authority in PLDT for such business dealing or transaction with PLDT;
3. With respect to any business dealing or transaction with PLDT involving me or my Affiliate, as approved by the Approving Authority in PLDT, or any Conflict of Interest situation (e.g. on human resource matters), I will:
  - (a) inhibit myself from any direct or indirect participation or involvement at any stage of the transactional flow or official action, including decision making process and the signing of any paper or document related to the Conflict of Interest transaction or situation,
  - (b) refrain from seeking to influence any official action with respect to such Conflict of Interest transaction or situation, and
  - (c) avoid any action or inaction on my part that gives or will give indirect preferential treatment to my Affiliate;
4. With respect to employment, directorship or work, outside PLDT or the PLDT Group, I will:
  - (i) strictly observe the prohibition on the use of Company time, resources, properties and services,
  - (ii) uphold the corporate governance principles and values in the performance of such outside employment, directorship or work (to the extent that my affiliation with PLDT or the PLDT Group is part of my credentials considered in the engagement for such outside employment, directorship or work and the performance of which may reflect on the name of PLDT and/or the PLDT Group); and
  - (iii) my involvement in the disclosed employment, directorship or work will not adversely affect (a) the performance of my duties and responsibilities in PLDT, or (b) the reputation of PLDT and/or the PLDT Group; and
5. To comply with such other requirements prescribed by PLDT or the proper authority in PLDT for purposes of enabling PLDT to verify the disclosures contained herein and monitor or ensure compliance with my foregoing undertakings.

Signature: \_\_\_\_\_  
Name: \_\_\_\_\_  
Employee No: \_\_\_\_\_  
Date: \_\_\_\_\_

## ATTACHMENT - NOTES

For guidance in filling up the Conflict of Interest Initial Disclosure and Undertaking Form, please refer to the following:

1. Items I.B and II.D

**Proper Authority to whom Disclosure is Required** - For Directors, to the Board of Directors through its Chairman; for Officers, to the President & CEO (cc: the GNC through its Chairman); and for rank and file or supervisory employees or executives and Consultants, to the Group Head or Highest Ranking Officer of the highest department to which such disclosing employee or Consultant belongs.

2. Items I.C and II.E

**Approval** - The Conflict of Interest Policy provides that the business transaction involving a conflicted Director, Employee or Consultant is subject to a separate approval (as set forth in the next paragraph) in addition to: (a) the requirements of Sections 31 to 33 of the Corporation Code (where applicable); and (b) the usual approval required in the ordinary course of business and/or the actual evaluation of the commercial and technical aspects of the transaction, including recommendation to award, made and conducted by the appropriate management bodies or business units in accordance with the established procedures of the Company.

**Approving Authority** – The business dealing or transaction is subject to the following approvals: **if involving a conflicted Director**, approval of the Board of Directors and if Section 32 of the Corporation Code is applicable, approval of the stockholders representing at least two-thirds (2/3) of the Company's outstanding capital stock is also required; **if involving a conflicted Officer**, approval of the President and CEO and if Section 32 of the Corporation Code is applicable, approval of the Board of Directors is also required; or **if involving a conflicted Employee other than an Officer or a conflicted Consultant**, approval of the Management Committee; *Provided*, however, that in any transaction involving a conflicted Employee (including Officers) or Consultant where the amount of such transaction exceeds the level of approving authority of the President & CEO or Management Committee, as the case may be, the approval of such transaction shall be made by the relevant authority or authorities having the power to approve such transaction based on the Board-approved approvals matrix in effect at the relevant time.

3. Item II.B.1

**Uncle/Aunt** – Limited to brothers or sisters of parents

**Uncle/Aunt-in-Law** – Limited to brothers or sisters of parents-in-law

**Nephew/Niece** – Limited to children of brothers or sisters

**Nephew/Niece-in-Law** – Limited to children of brothers/sisters-in-law

4. Item II.B.2

**Officer** - Includes an employee with the rank of Vice President and above (or their equivalents).

**Executive** - Includes an employee with the rank of Manager (including Sr. Relationship Managers) up to Assistant Vice President (or their equivalents).

5. Item II.B.6

**Personal Relationship, Business Affiliation or Financial Involvement** – Refers to existing or previous close personal or business affiliation or relationship with Third Parties, in view of which a Director, Employee or Consultant's decisions or actions in the best interest of the PLDT and/or the Group is unduly affected or compromised.

6. Item III.D

**Proper Authority to whom Disclosure is Required** - For Directors and Human Resource Group Head, to the GNC through its Chairman; and for Employees and Consultants, to the Human Resources Group Head.

7. Item IV.B

**Proper Authority to whom Disclosure is Required/Approving Authority** - For Directors, disclose to and seek approval of the Board of Directors through its Chairman; for Officers, Consultants and Employees of the Corporate Governance Office, disclose to and seek approval of the GNC through its Chairman; and for Employees other than Officers, disclose to and seek approval of the Group Head or Highest Ranking Officer of the highest department to which such conflicted employee belongs.

8. Item VI.B

**Conflict of Interest** – Occurs when the private interest of a Director, Employee, Consultant and/or his Affiliate interferes or appears to interfere in any way with the interest of PLDT and/or the Group. It can also arise when a Director, Employee or Consultant has interests that may make it difficult to perform his or her work objectively and effectively regardless of whether or not he or his Affiliate receives or will receive Personal Benefit (as defined in the Policy). Conflict of Interest can also arise when a Director, Employee, Consultant and/or his Affiliate receives or will receive improper Personal Benefit from a transaction with PLDT and/or the Group, as a result of the Director, Employee or Consultant's position in PLDT and/or any company within the Group.