|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| logo-bw | | **FORM COI-UPDATE**  CGO-102018-001 | |  | |
| **Inter-office memo** |  |  | |

TO : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The Approving Authority[[1]](#footnote-1)

CC : The Corporate Governance Office (CGO**)**

FROM **: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

The DISCLOSING EMPLOYEE

THRU : **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

SUBJECT : ***CONFLICT OF INTEREST (COI) DISCLOSURE UPDATE[[2]](#footnote-2)***

In accordance with our Conflict of Interest (COI) Policy which seeks to ensure that the interest of PLDT Inc. (“PLDT” or the “Company”) 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

|  |  |
| --- | --- |
| **DISPOSITION[[3]](#footnote-3)** | |
| **□** | **Approved**, subject to the conditions that **the** **disclosing employee shall strictly follow his/her Undertaking set forth in page 3 of this COI Disclosure Update and Undertaking Form** 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. |
| **□** | **Disapproved** |
| **Instructions/Comments**:  □ 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | |
| **bY:**  \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **reCOMMENDING APPROVAL aPPROVING aUTHORITY**  **Date: Date:** | |

**CONFLICT OF INTEREST**

**DISCLOSURE UPDATE AND UNDERTAKING**

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

***Please attach and indicate in the line provided below the applicable “FORM COI – Update Attachment” (e.g., FORM COI – Update Attachment A). Kindly check the appropriate boxes 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 Footnotes.***

This Disclosure Update and Undertaking (**FORM COI – Update Attachment/s \_\_\_\_**) 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 Disclosure Update 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.

Page 2

**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, including those that would compromise the performance of PLDT’s services to Customers and those involving human resources matters, I will:
   1. 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,
   2. refrain from seeking to influence any official action with respect to such Conflict of Interest transaction or situation, and
   3. 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:

(a)        strictly observe the prohibition on the use of Company time, resources, properties and services,

(b)       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

(c)      my involvement in the disclosed employment, directorship or work will not adversely affect (i) the performance of my duties and responsibilities in PLDT, or (ii) the reputation of PLDT and/or the PLDT Group;

1. 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; and
2. I acknowledge and agree that for purposes of the Company’s compliance with relevant disclosure laws and rules in relation to the conduct of an external or internal audit or investigation, pursuant to the Company’s policies, my COI disclosure may be made available or disclosed to, or discussed with those who have a legitimate need to know the details thereof, including, without limitation, the Philippine Securities and Exchange Commission, Philippine Stock Exchange and PLDT’s internal and external auditors and other relevant business units.

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Page 3

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

**DISCLOSURE UPDATE**

In the interest of transparency and in compliance with PLDT’s Conflict of Interest Policy,

1. I am disclosing that I have a pending direct business dealing or transaction with PLDT (as described in the following paragraph) to the proper authority in PLDT.

|  |  |
| --- | --- |
| Date of Disclosure: |  |

|  |  |
| --- | --- |
| To Whom Disclosed: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| For Directors: |  |  | Board of Directors through its Chairman |

|  |  |  |  |
| --- | --- | --- | --- |
| For Officers: |  |  | President & CEO |

|  |  |  |  |
| --- | --- | --- | --- |
| For Employees\* and |  |  | Group Head or Highest Ranking Officer |
| Consultants: |  |  | of the Highest Department to which Employee or Consultant belongs  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

|  |  |
| --- | --- |
| Description of Pending Business Dealing or Transaction: | |
|  | |
|  | |
| Amount Involved: |  |

1. I am seeking approval\* for such business dealing or transaction with PLDT from the Approving Authority\* in PLDT.

|  |  |
| --- | --- |
| Date of Approval: |  |

|  |  |
| --- | --- |
| Approving Authority: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| For Directors |  |  | Board of Directors through its Chairman |

|  |  |  |  |
| --- | --- | --- | --- |
| For Officers |  |  | President & CEO |

|  |  |  |  |
| --- | --- | --- | --- |
| For Employees and |  |  | Management Committee |
| Consultants |  |  |  |

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

**DISCLOSURE UPDATE**

In the interest of transparency and in compliance with PLDT’s Conflict of Interest Policy,

1. I am disclosing the following relationship or affiliation (for proper guidance, please read B.1 to B.6 below before answering) with the Contractor/Seller/Lessor (as indicated in Paragraphs A and/or C below) to the proper authority in PLDT.

|  |  |
| --- | --- |
| Date of Disclosure: |  |

To Whom Disclosed:

|  |  |  |  |
| --- | --- | --- | --- |
| For Directors: |  |  | Board of Directors through its Chairman |

|  |  |  |  |
| --- | --- | --- | --- |
| For Officers: |  |  | President & CEO |

|  |  |  |  |
| --- | --- | --- | --- |
| For Employees and |  |  | Group Head or Highest Ranking Officer |
| Consultants: |  |  | of the Highest Department to which Employee or Consultant belongs  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

A. I have a relationship or affiliation (as indicated in Paragraph B below) with an individual or entity which has a pending business dealing or transaction with PLDT (the “**Contractor**”).

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Yes | | |  | No | | |  | N/A |
| Name of Contractor: | | | | | |  | | | | |
| Date of Incorporation: (If an entity) | | | | | | |  | | | |
| Address: | |  | | | | | | | | |
| Tel. No.: | |  | | | | | | | | |
| Description of Contractor’s Pending Business Dealing or Transaction with PLDT: | | | | | | | | | | |
|  | | | | | | | | | | |
| Amount Involved: | | |  | | | | | | | |

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

1. Contractor 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 B 1 above) |
|  |  |  |

1. 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 B.5 below)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | N/A |

|  |  |
| --- | --- |
| Name of Relative/Relationship: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Undersigned |  | Relative |
| Position in Contractor’s Firm: |  |  |  |  |
|  |  |  |  |  |
| Term of Office or Employment in  Contractor’s Firm |  |  |  |  |

1. 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: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  |  | Undersigned |  | Relative |
| Class & Number of Shares Owned: |  |  |  |  |
| Percentage of Ownership: |  |  |  |  |

1. 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: | | | |  | | | | |
|  | | | | |  | Undersigned |  | Relative |
| Class & Number of Shares Owned  in the Controlling Entity: | | | | |  |  |  |  |
|  |  |  |  |
| Percentage of Ownership: | | | | |  |  |  |  |

1. The Contractor is a partnership in which I am or my Affiliate is a partner.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | N/A |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name of Partnership: | | |  | |
| Type/Purpose of Partnership: | | |  | |
| Address: |  | | | |
| Name of Affiliate who is a Partner: | | | |  |
| Description of Affiliation: | |  | | |

1. 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 Paragraph B.1 to B.6) is a co-owner of a property sold, assigned or leased to PLDT or any company within the PLDT Group.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | N/A |

|  |  |
| --- | --- |
| 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. 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 [as indicated in A (which refers to affiliation or relationship with a Contractor) and/or C (which refers to co-ownership) as described above).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | N/A |

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

E. I am inhibiting 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 A and/or C above).

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | N/A |

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

1. I am seeking approval\* for such business dealing or transaction of the Contractor/Seller/Lessor with PLDT (described in Paragraphs A and/or C above) from the Approving Authority\* in PLDT.

|  |  |
| --- | --- |
| Date of Approval: |  |
|  |  |
| Approving Authority: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| For Directors |  |  | Board of Directors through its Chairman |

|  |  |  |  |
| --- | --- | --- | --- |
| For Officers |  |  | President & CEO |

|  |  |  |  |
| --- | --- | --- | --- |
| For Employees\* and |  |  | Management Committee |
| Consultants |  |  |  |

**Dealings with Directors, Employees and Consultants**

**DISCLOSURE UPDATE**

In the interest of transparency and in compliance with PLDT’s Conflict of Interest Policy, I am disclosing my affiliation with the director, employee or consultant named in Paragraph A below to the proper authority in PLDT.

|  |  |
| --- | --- |
| Date of Disclosure: |  |

|  |
| --- |
| To Whom Disclosed: |

|  |  |  |  |
| --- | --- | --- | --- |
| For Directors and  Chief People and Culture Officer |  |  | Governance and Nomination Committee  through its Chairman |
|  |

|  |  |  |  |
| --- | --- | --- | --- |
| For Officers, Employees and Consultants |  |  | Chief People and Culture Officer |
|  |  |  |

* 1. I have an Affiliate (please refer to the list of Affiliates in I B.1 to B.6 of FORM COI – Update Attachment B) who is a director, employee or consultant of PLDT.

|  |  |
| --- | --- |
| Name of Affiliate: |  |
|  |  |
| Description of Affiliation: |  |
|  |  |
| Position of Affiliate in PLDT: |  |
|  |  |
| Date Elected/Appointed/Hired: |  |

* 1. 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.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | N/A |

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

* 1. 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 |  | N/A |

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

D. I am inhibiting 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: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Work or Employment Outside PLDT or PLDT Group**

**DISCLOSURE UPDATE**

In the interest of transparency and in compliance with PLDT’s Conflict of Interest Policy, I am disclosing to, and securing prior approval from, the Approving Authority in PLDT for my work or employment outside PLDT and the PLDT Group (described in Paragraph A below).

|  |  |
| --- | --- |
| Date of Disclosure: |  |

|  |  |
| --- | --- |
| Date of Approval: |  |

|  |  |
| --- | --- |
| To Whom Disclosed/  Approving Authority: |  |
|  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| For Directors |  |  | Board of Directors through its Chairman |

|  |  |  |  |
| --- | --- | --- | --- |
| For Officers, Consultants, |  |  | Governance and Nomination Committee |
| Employees of the Corporate Governance Office |  |  | through its Chairman |

|  |  |  |  |
| --- | --- | --- | --- |
| For Employees |  |  | Group Head or the highest ranking officer of the highest department to which the conflicted employee belongs  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
|  |  |  |

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

|  |  |
| --- | --- |
| Name of Outside Entity: |  |
| Position/Nature of Work Provided: |  |
| Work Hours: |  |
| Period of Service: |  |

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

**DISCLOSURE UPDATE**

In the interest of transparency and in compliance with PLDT’s Conflict of Interest Policy, I am disclosing the following to the Governance and Nomination Committee through its Chairman:

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | N/A |

|  |  |
| --- | --- |
| Amount of Loan: |  |
| Purpose of Loan: |  |
| Tentative Date of Loan Disbursement: |  |
| Other Terms of the Loan: |  |

* + 1. The loan 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: |  |
|  | |

1. Corporate Opportunities
   1. I am in the process of acquiring directly or indirectly through an Affiliate (please refer to list of Affiliates in I B, 1 to 6 of FORM COI – Update Attachment B) 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 |  | N/A |

|  |  |
| --- | --- |
| Description of Business Opportunity: |  |
| Tentative Date of Acquisition: |  |
| From Whom Acquired: |  |

* 1. The above-described business transaction has been submitted for approval by the Board of Directors and Stockholders of PLDT.

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Yes |  | No |  | N/A |

|  |  |
| --- | --- |
| Date of Approval: |  |

**Other Potential Conflict of Interest Situations**

**DISCLOSURE UPDATE**

In the interest of transparency and in compliance with PLDT’s Conflict of Interest Policy, I am disclosing the following Private Transactions and/or Situations to the proper authority in PLDT:

|  |  |
| --- | --- |
| Date of Disclosure: |  |

To Whom Disclosed:

|  |  |  |  |
| --- | --- | --- | --- |
| For Directors: |  |  | Board of Directors through its Chairman |

|  |  |  |  |
| --- | --- | --- | --- |
| For Officers: |  |  | President & CEO |

|  |  |  |  |
| --- | --- | --- | --- |
| For Employees and |  |  | Group Head or Highest Ranking Officer |
| Consultants: |  |  | of the Highest Department to which Employee or Consultant belongs  Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

1. Private Transactions with PLDT’S Suppliers, Contractors, Business Partners or Consultants
   * + 1. I have a potential private contract for personal purposes with an existing supplier, contractor, business partner or consultant of PLDT (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: | |  |
|  | | |
|  | | |

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

|  |
| --- |
|  |
|  |
|  |
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1. Please refer to the appropriate FORM COI-Update Attachment attachedheretoor the COI Policy as to the appropriate Approving Authority applicable to the disclosing employee and the disclosed affiliation/transaction. [↑](#footnote-ref-1)
2. Queries regarding this FORM COI-Update may be directed to the CGO at tel. nos. 816-8916, 893-9852 or 816-8915. [↑](#footnote-ref-2)
3. Original signed duplicates of the COI Disclosures and the Approving Authority’s Disposition should be furnished to the CGO. [↑](#footnote-ref-3)