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

ANNEX A

CGD CORPORATION

HOME	CORPORATE GOVERNANCE	COMPANY DISCLOSURES	PRESS MATERIALS / NEWS	INVESTOR RELATIONS
Our Business	Manual on Corporate Governance	SEC Filings		Investor Relations Program
Our Company	Code of Business Conduct and Ethics	Notice of Annual or Special Stockholders' Meetings		Share Information
	Annual Corporate Governance Report (ACGR)	Minutes of All General or Special Stockholders' Meetings		
	Board Committees			
	Corporate Social Responsibility	Other Disclosures to SEC, PSE and other Pertinent Agencies		
	Enterprise Risk Management			
	Company's Policies			

HOME

Our Business

The Company's Business Operations

Our Company

The Company's Corporate or Business Profile
The Company's Mission, Vision and Values
The Company's Board of Directors, Management Team and Executive Officers
The Company's Organizational Chart
The Company's Conglomerate Map or Group Corporate Structure
The Company's Shareholding structure
The Company's Article of Incorporation and By-Laws and all amendments

CORPORATE GOVERNANCE

Annual Corporate Governance Report (ACGR)

Consolidated ACGR for 2012
Updates and Changes as of December 31, 2013
Consolidated Changes in the ACGR for 2013
Updates and Changes as of present date
Consolidated Changes in the ACGR for 2014

Board Committees

Board Committees
Board Committee Members
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

Whistle-blowing Policy
Conflict of Interest Policy
Insider Trading Policy
Related Party Transaction Policy
Policy and Data Relating to Health, Safety and Welfare of Employees including company sponsored trainings

COMPANY DISCLOSURES

SEC Filings

SEC Form 17-A (Annual Report)
SEC Form 17-Q (Quarterly Report)
SEC Form 17-C (Current Report)
SEC Form 20-IS (Information Statement)
SEC Form 23-A/B (Statement of Beneficial Ownership
General Information Sheet

PRESS MATERIALS/ NEWS

Press Materials/News

Materials provided in briefings to analysts and media

INVESTOR RELATIONS

Investor Relations Programs

Title of program

Share Information

Total Outstanding Shares
Exchange where Listed
Top 20 Stockholders