

## THE PHILIPPINE STOCK EXCHANGE, INC.

Corporate Governance Guidelines for

**Listed Companies** 

**Disclosure Template** 

		COMPLY	EXPLAIN	REMARKS
Guide	eline No. 1:			
DEVE	LOPS AND EXECUTES A SOUND BUSINESS STRATEGY			
1.1	Have a clearly defined vision, mission and core values.	✓		Page 1 of 2013 Annual Report (Introduction); Page 6 of Manual of Corporate Governance; Pages 5-6 of 2013 Full Corporate Governance Report
				(Note: All documents/ reports mentioned herein are available at AEV's dedicated Corporate Governance webpage, accessible at www.aboitiz.com)
1.2	Have a well-developed business strategy.	✓		Pages 12-18 of 2013 Colored Annual Report
1.3	Have a strategy execution process that facilitates effective performance management, and is attuned to the company's business environment, management style and culture.	<b>✓</b>		Pages 12-18 of 2013 Colored Annual Report
1.4	Have its board continually engaged in discussions of strategic business issues.	✓		Page 20 of 2013 Full Corporate Governance Report (Re Board Meetings and Attendance); Page 30-31 (Orientation and Education Program) and 46-47 (Board Meetings and Attendance) of 2014 SEC Annual Corporate Governance Report
	eline No. 2: BLISHES A WELL-STRUCTURED AND FUNCTIONING BOARD			
2.1.	Have a board composed of directors of proven competence and integrity.	<b>√</b>		Pages 11-13 of 2013 Information Statement (Item 5 Directors and Executive Officers)
2.2.	Be lead by a chairman who shall ensure that the board functions in an	<b>√</b>		Page 20 of 2013 Full Corporate



## CORPORATE GOVERNANCE GUIDELINES: DISCLOSURE SURVEY Company Name: <u>ABOITIZ EQUITY VENTURES</u>, <u>INC. (AEV)</u>

2.3	effective and collegial manner.  Have at least three (3) or thirty percent (30%), whichever is higher, of its directors as independent directors.	✓	Governance Report (Board Composition); Page 11 of 2013 Information Statement (Item 5 Directors and Executive Officers)  Page 13 of 2013 Information Statement (Item 5 Directors and Executive Officers)
2.4	Have in place written manuals, guidelines and issuances that outline procedures and processes.	<b>✓</b>	Board Protocol
2.5	Have Audit, Risk, Governance and Nomination & Election Committees of the board.	✓	Pages 23-34 of 2013 Full Corporate Governance Report (Board Committees); Page 121 of 2013 Information Statement (Part III Corporate Governance)
2.6	Have its Chairman and CEO positions held separately by individuals who are not related to each other.	✓	Although Mr. Jon Ramon Aboitiz, the Company's Chairman of the Board, and Mr. Erramon I. Aboitiz, the Company's President and CEO, have the same surname, they are not related within the second civil degree of affinity or consanguinity within the coverage of the Securities Regulation Code.  Moreover, the respective roles of the Chairman and President & CEO are clearly delineated in the Company's By-Laws, Board Protocol and Manual of Corporate Governance, among others, to avoid overlapping of roles and ensure checks and



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2.7	Have a director nomination and election process that ensures that all shareholders are given the opportunity to nominate and elect directors individually based on the number of shares voted.	<b>✓</b>	balances. The Chairman is a non-executive Chairman in accordance with the Company's By-laws.  Guidelines for the Constitution of the Nomination Committee and the Election of Independent Directors
2.8	Have in place a formal board and director development program.	✓	Pages 17-20 of 2013 Full Corporate Governance Report (Board Selection and Composition); Pages 30-31 (Orientation and Education Program) and 46-47 (Board Meetings and Attendance) of 2014 SEC Annual Corporate Governance Report  In addition to regular board and committee meetings, Board members are given formal and informal updates through regular legal bulletins or advice on economic and industry-specific developments, as well as a discussion of governance and regulatory issues during board meetings, annual strategic planning and management conferences. Board assessment for each board member, the board as a whole and the President & CEO are also conducted on an annual basis.



	The Board of Directors of the
	Company are likewise required
	attend or participate in corpor
	governance seminars to furthe
	enhance their knowledge and
	capabilities, even before the
	same was mandated by the
	Securities and Exchange
	Commission in its Memorandu
	Circular No. 20-2013.
	In 2014, the Board CG Commit
	approved the issuance to new
	incoming directors of an
	Onboarding Kit which provides
	new directors an overview of t
	Company and their roles and
	responsibilities to become
	effective members of the Boar
	Page 23 of 2013 Full Corporate
	Governance Report (Monitorin
2.9 Have a corporate secretary.	✓ and Control); Page 48 of 2014
	SEC Annual Corporate
	Governance Report
	In accordance with Page 8 of t
	Manual of Corporate Governar
	(Duties and Responsibilities of
2.10 Have no shareholder agreements, by-laws provisions, or other	arrangements Director), the Company
that constrains the directors' ability to vote independently.	encourages independent think
	and discretion of all members
	the Board, especially
	independent directors.
Guideline No. 3:	
MAINTAINS A ROBUST INTERNAL AUDIT AND CONTROL SYSTEM	



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3.1	Establish the internal audit function as a separate unit in the company which would be overseen at the Board level.	✓	Pages 47-48 of 2013 Full Corporate Governance Report (Transparency of the Audit Process); Pages 82-87 of 2014 SEC Annual Corporate Governance Report (Internal Audit and Controls)
3.2	Have a comprehensive enterprise-wide compliance program that is annually reviewed.	✓	Pages 31-34 (Board Audit Committee) and 47-48 (Transparency of Audit Process)of 2013 Full Corporate Governance Report; Pages 39-40 of 2014 SEC Annual Corporate Governance Report (Compliance with Code of Ethics)
3.3	Institutionalize quality service programs for the internal audit function.	✓	Pages 31-34 (Board Audit Committee) and 47-48 (Transparency of Audit Process)of 2013 Full Corporate Governance Report
3.4	Have in place a mechanism that allows employees, suppliers and other stakeholders to raise valid issues.	✓	Pages 31-34 (Board Audit Committee) and 47-48 (Transparency of Audit Process)of 2013 Full Corporate Governance Report; Pages 39-40 of 2014 SEC Annual Corporate Governance Report (Compliance with Code of Ethics)
3.5	Have the Chief Executive Officer and Chief Audit Executive attest in writing, at least annually, that a sound internal audit, control and compliance system is in place and working effectively.	✓ ·	Pages 31-34 (Board Audit Committee) and 47-48 (Transparency of Audit Process)of 2013 Full Corporate Governance Report



	eline No. 4: GNIZES AND MANAGES ITS ENTERPRISE RISKS		
4.1	Have its board oversee the company's risk management function.	✓	Pages 66-67 of 2013 Colored Annual Report; Page 27 of 2013 Full Corporate Governance Report (Board Committees)
4.2	Have a formal risk management policy that guides the company's risk management and compliance processes and procedures.	✓	Pages 66-67 of 2013 Colored Annual Report; Pages 28-30 of 2013 Full Corporate Governance Report (Board Risk and Reputation Management Committee)
4.3	Design and undertake its Enterprise Risk Management (ERM) activities on the basis of, or in accordance with, internationally recognized frameworks such as but not limited to, COSO, (The Committee of Sponsoring Organizations of the Treadway Commission) I and II.	✓	Pages 66-67 of 2013 Colored Annual Report; Pages 28-30 of 2013 Full Corporate Governance Report (Board Risk and Reputation Management Committee)
4.4	Have a unit at the management level, headed by a Risk Management Officer (RMO).	✓	Pages 66-67 of 2013 Colored Annual Report; Pages 28-30 of 2013 Full Corporate Governance Report (Board Risk and Reputation Management Committee)
4.5	Disclose sufficient information about its risk management procedures and processes as well as the key risks the company is currently facing including how these are being managed.	✓	Pages 66-67 of 2013 Colored Annual Report; Pages 28-30 of 2013 Full Corporate Governance Report (Board Risk and Reputation Management Committee)
4.6	Seek external technical support in risk management when such competence is not available internally.	✓	Pages 66-67 of 2013 Colored Annual Report; Pages 28-30 of 2013 Full Corporate Governance



			Report (Board Risk and Reputation Management Committee)
ENSU	eline No. 5: RES THE INTEGRITY OF FINANCIAL REPORTS AS WELL AS ITS EXTERNAL TING FUNCTION		
5.1	Have the board Audit Committee approve all non-audit services conducted by the external auditor. The Committee should ensure that the non-audit fees do not outweigh the fees earned from the external audit.	<b>√</b>	Pages 47- 48 of 2013 Full Corporate Governance Report (Transparency of Audit Process); Page 117 of 2013 Information Statement (Item 8)
5.2	Ensure that the external auditor is credible, competent, and should have the ability to understand complex related party transactions, its counterparties, and valuations of such transactions.	✓	Page 27 of 2013 Information Statement (Item 7); Pages 47- 48 of 2013 Full Corporate Governance Report (Transparency of Audit Process)
5.3	Ensure that the external auditor has adequate quality control procedures.	<b>√</b>	Page 27 of 2013 Information Statement (Item 7); Pages 47- 48 of 2013 Full Corporate Governance Report (Transparency of Audit Process)
5.4	Disclose relevant information on the external auditors.	✓	Page 27 of 2013 Information Statement (Item 7); Pages 47-48 of 2013 Full Corporate Governance Report (Transparency of Audit Process)
5.5	Ensures that the external audit firm is selected on the basis of a fair and transparent tender process.	<b>√</b>	Page 27 of 2013 Information Statement (Item 7); Pages 47- 48 of 2013 Full Corporate Governance Report (Transparency of Audit Process)



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5.6	Have its audit committee conduct regular meetings and dialogues with the external audit team without anyone from management present.	✓	Pages 31-34 of 2013 Full Corporate Governance Report (Board Audit Committee)
5.7	Have the financial reports attested to by the Chief Executive Officer and Chief Financial Officer.	<b>✓</b>	Page 129 of 2013 Information Statement (Statement of Management Responsibility)
5.8	Have a policy of rotating the lead audit partner every five years.	<b>✓</b>	Page 27 of 2013 Information Statement (Item 7); Pages 47- 48 of 2013 Full Corporate Governance Report (Transparency of Audit Process)
RESP	eline No. 6: ECTS AND PROTECTS THE RIGHTS OF ITS SHAREHOLDERS, PARTICULARLY E THAT BELONG TO THE MINORITY OR NON-CONTROLLING GROUP		
6.1	Adopt the principle of "one share, one vote."	<b>√</b>	Page 37-38 of 2013 Full Corporate Governance Report (One Share- One Vote)
6.2	Ensure that all shareholders of the same class are treated equally with respect to voting rights, subscription rights and transfer rights.	<b>√</b>	Pages 37-44 of 2013 Full Corporate Governance Report (Stockholders' Rights)
6.3	Have an effective, secure and efficient voting system.	<b>√</b>	Page 95-106 of 2014 SEC Annual Corporate Governance Report (Rights of Stockholders)
6.4	Have effective shareholder voting mechanisms such as supermajority or "majority of minority" requirements to protect minority shareholders against actions of controlling shareholders.	✓	Page 95-106 of 2014 SEC Annual Corporate Governance Report (Rights of Stockholders)  The Company adopts the policy of statutory shareholder voter protection requirements of the



			Corporation Code and rules of the Philippine Stock Exchange which require either supermajority vote or majority of minority vote on certain transactions. All minority equity shareholders of the Company are entitled to the same voting rights
6.5	Provide all shareholders with the notice and agenda of the annual general meeting (AGM) at least thirty (30) days before a regular meeting and twenty	<b>√</b>	as the other shareholders.  Page 95-106 of 2014 SEC Annual Corporate Governance Report
	(20) days before a special meeting.		(Rights of Stockholders)
6.6	Allow shareholders to call a special shareholders meeting, submit a proposal for consideration at the AGM or the special meeting, and ensure the attendance of the external auditor and other relevant individuals to answer shareholder questions in such meetings.	<b>√</b>	Page 95-106 of 2014 SEC Annual Corporate Governance Report (Rights of Stockholders)
6.7	Ensure that all relevant questions during the AGM are answered.	<b>✓</b>	Page 95-106 of 2014 SEC Annual Corporate Governance Report (Rights of Stockholders)
6.8	Have clearly articulated and enforceable policies with respect to treatment of minority shareholders.	<b>√</b>	Page 95-106 of 2014 SEC Annual Corporate Governance Report (Rights of Stockholders)
6.9	Avoid anti-takeover measures or similar devices that may entrench management or the existing controlling shareholder group.	✓	Page 95-106 of 2014 SEC Annual Corporate Governance Report (Rights of Stockholders)
6.10	Provide all shareholders with accurate and timely information regarding the number of shares of all classes held by controlling shareholders and their affiliates.	<b>√</b>	Page 95-106 of 2014 SEC Annual Corporate Governance Report (Rights of Stockholders)
6.11	Have a communications strategy to promote effective communication with shareholders.	✓	Page 95-106 of 2014 SEC Annual Corporate Governance Report (Rights of Stockholders)
6.12	Have at least thirty percent (30%) public float to increase liquidity in the market.	✓	Public Ownership Report as of December 31, 2014



6.13	Have a transparent dividend policy.	<b>√</b>	Page 90 of 2012 Information Statement (Dividends)
ADOP	eline No. 7: PTS AND IMPLEMENTS AN INTERNATIONALLY-ACCEPTED DISCLOSURE AND SPARENCY REGIME		
7.1	Have written policies and procedures designed to ensure compliance with the PSE and SEC disclosure rules, as well as other disclosure requirements under existing laws and regulations.	✓	Pages 4-11 of 2014 SEC Annual Corporate Governance Report (Disclosure Rules)
7.2	Disclose the existence, justification, and details on shareholders agreements, voting trust agreements, confidentiality agreements, and such other agreements that may impact on the control, ownership, and strategic direction of the company.	<b>√</b>	Page 95-106 of 2012 Annual Corporate Governance Report (Rights of Stockholders)
7.3	Disclose its director and executive compensation policy.	✓	Page 50-55 of 2014 SEC Annual Corporate Governance Report (Remuneration Process)
7.4	Disclose names of groups or individuals who hold 5% or more ownership interest in the company, significant cross-shareholding relationship and cross guarantees, as well as the nature of the company's other companies if it belongs to a corporate group.	<b>√</b>	Pages 44, 45 and 92 of the 2014 SEC Annual Corporate Governance Report (Ownership Structure)
7.5	Disclose annual and quarterly consolidated reports, cash flow statements and special audit revisions. Consolidated financial statements shall be published within 90 days from the end of the financial year, while interim reports shall be published within 45 days from the end of the reporting period.	✓	Disclosures webpage at the Company website at www.aboitiz.com
7.6	Disclose to shareholders and the Exchange any changes to its corporate governance manual and practices, and the extent to which such practices conform to the SEC and PSE CG Guidelines.	<b>√</b>	Disclosures and Corporate Governance webpages at the Company website at www.aboitiz.com
7.7	Publish and/or deliver to its shareholders in a timely fashion all information and materials relevant to corporate actions that require shareholder approval.	✓	Page 93 of 2014 SEC Annual Corporate Governance Report
7.8	Disclose the trading of the corporation's shares by directors, officers (or persons performing similar functions) and controlling shareholders. This shall	✓	Disclosures webpage at the Company website accessible at



		<u> </u>	
	also include the disclosure of the company's purchase of its shares from the		<u>www.aboitiz.com</u>
	market (e.g share buy-back program).		
7.9	Disclose in its annual report the principal risks to minority shareholders		Pages 44, 45 and 92 (Ownership
	associated with the identity of the company's controlling shareholders; the		Structure) and 95-106
	degree of ownership concentration; cross-holdings among company	✓	(Stockholders' Rights) of the 2014
	affiliates; and any imbalances between the controlling shareholders' voting		SEC Annual Corporate
	power and overall equity position in the company.		Governance Report
Guide	line No. 8:		
RESPE	CTS AND PROTECTS THE RIGHTS AND INTERESTS OF EMPLOYEES,		
COM	MUNITY, ENVIRONMENT, AND OTHER STAKEHOLDERS		
			Pages 50-59 of the 2013 Full
8.1	Establish and disclose a clear policy statement that articulates the company's		Corporate Governance Report
	recognition and protection of the rights and interests of key stakeholders specifically its employees, suppliers & customers, creditors, as well the community, environment and other key stakeholder groups.	<b>✓</b>	(Role of Stakeholders); Pages 87-
		•	<b>92</b> of 2014 SEC Annual Corporate
			Governance Report; 2013
			Sustainability Report
			Pages 51-53 of the 2013 Full
			Corporate Governance Report
8.2	Have in place a workplace development program	✓	(Employee as Stakeholder); Pages
0.2	Have in place a workplace development program.	·	<b>87-92</b> of 2014 SEC Annual
			Corporate Governance Report;
			2013 Sustainability Report
			Pages 51-53 of the 2013 Full
8.3	Have in place a merit-based performance incentive mechanism such as an		Corporate Governance Report
	employee stock option plan (ESOP) or any such scheme that awards and	./	(Employee as Stakeholder); Pages
	incentives employees, at the same time aligns their interests with those of	Y	<b>87-92</b> of 2014 SEC Annual
	the shareholders.		Corporate Governance Report;
			2013 Sustainability Report
			Pages 56-59 of the 2013 Full
			Corporate Governance Report
8.4	Have in place a community involvement program.	✓	(Employee as Stakeholder); Pages
			<b>87-92</b> of 2014 SEC Annual
			Corporate Governance Report;



			2013 Sustainability Report
			Pages 56-59 of the 2013 Full Corporate Governance Report
8.5	Have in place an environment-related program.	<b>✓</b>	(Employee as Stakeholder); Pages 87-92 of 2014 SEC Annual Corporate Governance Report; 2013 Sustainability Report
			Pages 50-59 of the 2013 Full
8.6	Have clear policies that guide the company in its dealing with its suppliers, customers, creditors, analysts, market intermediaries and other market participants.	<b>✓</b>	Corporate Governance Report (Role of Stakeholders); <b>Pages 87- 92</b> of 2014 SEC Annual Corporate Governance Report; 2013 Sustainability Report
	eline No. 9:		
	NOT ENGAGE IN ABUSIVE RELATED-PARTY TRANSACTIONS AND INSIDER		
TRAD	ING		Pages 220 242 of the 2012
9.1	Develop and disclose a policy governing the company's transactions with related parties.	<b>✓</b>	Pages 239-243 of the 2013 Information Statement (Related Party Disclosures); Page 94 of 2014 SEC Annual Corporate Governance Report (Disclosure of RPTs)
9.2	Clearly define the thresholds for disclosure and approval for RPTs and categorize such transactions according to those that are considered <i>de minimis</i> or transactions that need not be reported or announced, those that need to be disclosed, and those that need prior shareholder approval. The aggregate amount of RPT within any twelve (12) month period should be	✓	Pages 239-243 of the 2013 Information Statement (Related Party Disclosures); Page 94 of 2014 SEC Annual Corporate Governance Report (Disclosure of RPTs)
	considered for purposes of applying the thresholds for disclosure and approval.		Related party transactions of the Company typically involve transactions with its parent company and subsidiaries and



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		affiliates, and are entered into to maximize efficiencies and realize cost synergies.
		The Company's related party transactions include: (a) service agreement with its different subsidiaries and affiliates for the provision by AEV of certain services such as human resources, internal audit, legal, treasury and corporate finance, among others; (b) intercompany advances for working capital requirements of subsidiaries and affiliates.
		The Company does not set thresholds for disclosure of related party transactions since it discloses all related party transactions regardless of amounts in compliance with existing accounting standards.
		The details of these related party transactions are disclosed in the Company's information statement, annual report as well as in its audited financial statements.
9.3	Establish a voting system whereby a majority of non-related party shareholders approve specific types of related party transactions in shareholders meetings.	Pages 239-243 of the 2013 Information Statement (Related Party Disclosures); Page 94 of



			✓	2014 SEC Annual Corporate Governance Report (Disclosure of RPTs)  The Company's related party transactions are typically agreements entered into in the ordinary course of business to maximize efficiencies and realize cost synergies. The details of these related party transactions are disclosed in the information statement, annual report and audited financial statements furnished to the shareholders.  Please see item 9.2 above for
				additional details  Page 127 of the 2013 Information
9.4	Have its independent directors or audit committee play an important role in reviewing significant RPTs.	<b>✓</b>		Statement (Role of the Audit Committee)
9.5	Be transparent and consistent in reporting its RPTs. A summary of such transactions shall be published in the company's annual report.	<b>√</b>		Pages 239-243 of the 2013 Information Statement (Related Party Disclosures); Page 94 of 2014 SEC Annual Corporate Governance Report (Disclosure of RPTs)
9.6	Have a clear policy in dealing with material non-public information by company insiders.	✓		Code of Ethics and Business Conduct; Trading Policy
9.7	Have a clear policy and practice of full and timely disclosure to shareholders of all material transactions with affiliates of the controlling shareholders, directors or management.	<b>√</b>		Code of Ethics and Business Conduct; Trading Policy



Guideline No. 10:						
DEVELOPS AND NURTURES A CULTURE OF ETHICS, COMPLIANCE, & ENFORCEMENT						
10.1	Formally adopt a code of ethics and proper conduct that guides individual behavior and decision making, clarify responsibilities, and inform other stakeholders on the conduct expected from company personnel.	✓	Code of Ethics and Business Conduct			
10.2	Have a formal comprehensive compliance program covering compliance with laws and relevant regulations. The program should include appropriate training and awareness initiatives to facilitate understanding, acceptance and compliance with the said issuances.	✓	Code of Ethics and Business Conduct; <b>Pages 4-11</b> (Disclosure Rules), <b>30-31</b> (Orientation and Education Program), and <b>46-47</b> (Board Meetings and Attendance) of 2014 SEC Annual Corporate Governance Report			
10.3	Not seek exemption from the application of a law, rule or regulation especially when it refers to a corporate governance issue. Should it do so, it has to disclose the reason for such action as well present the specific steps being taken to finally comply with the applicable law, rule or regulation.	✓	Code of Ethics and Business Conduct  No Director, officer or employee of the Company has applied for exemption from the application of any law, rule or regulation.			
10.4	Have clear and stringent policies and procedures on curbing and penalizing company or employee involvement in offering, paying and receiving bribes.	<b>✓</b>	Code of Ethics and Business Conduct; Whistleblowing Policy			
10.5	Have a designated officer responsible for ensuring compliance with all relevant laws, rules, and regulation, as well as all regulatory requirements.	✓	Code of Ethics and Business Conduct			
10.6	Respect intellectual property rights.	✓	Code of Ethics and Business Conduct			
10.7	Establish and commit itself to an alternative dispute resolution system so that conflicts and difference with counterparties, particularly with shareholders and other key stakeholders, would be settled in a fair and expeditious manner.	<b>√</b>	Code of Ethics and Business Conduct			



This is to certify that the undersigned reviewed the contents of this document and to the best of my knowledge and belief, the information contained set forth in this document is true, complete and correct.

Done this 25<sup>th</sup> day of March 2015 in Taguig City.

**JOSE C. VITUG** 

Independent Director Chairman, Board Audit Committee **ERRAMON I. ABOITIZ**President & Chief Executive Officer

