
ANNEX A

INSTRUCTIONS FOR UPLOADING DOCUMENTS TO THE PCC SHAREPOINT FACILITY

To submit digital copies of Notification Forms, Letters of Non-Coverage, submissions for Phase 1 and 2 Requests for Information, and other documents to the Mergers and Acquisitions Office (“**MAO**”), please follow these instructions.

Parties are reminded that, notwithstanding their electronic submission of documents to the PCC SharePoint Facility,¹ hard copies of the documents must be submitted to the PCC in accordance with Section 12 of the MAO GCQ and MGCC Guidelines.

1. Before using the MAO E-Notification portal, please ensure that you have an existing Microsoft account,² or your e-mail is linked to a Microsoft account
2. Click the “Request Form to access MAO E-Notification” link embedded in the PCC Website. A “Request Form to access MAO E-Notification” (“Request Forms”) may be submitted at any time, but requests shall be processed from Mondays to Fridays between 8:00 AM to 5:00 PM.
3. Fill in the required information in the Request Form.
4. Click the submit button.
5. A system-generated e-mail invitation with the link to the Register Form and instructions will be sent to the e-mail address enrolled in the Request Form.
6. The MAO may verify the request via video conferencing using Microsoft Teams, or by asking for a copy of the requester’s valid government-issued identification. After verification of the information submitted by the requester, a system-generated e-mail invitation with the link to the Register Form and instructions shall be sent to the enrolled-mail address.
7. The requester shall receive an e-mail from the MAO granting access to the MAO E-Notification system. This e-mail shall contain the link which will direct the requester to a website. On the website, the requester must log-in using his/her personal credentials (i.e., e-mail address and password).

¹ The PCC SharePoint Facility’s dashboard is the Register Form.

² Register for a Microsoft Account [here](#). Please note that there is no need to create a new Microsoft Account if your existing e-mail address is currently linked to a Microsoft account.

8. Create a new submission by clicking “+ New” on the toolbar of the Register Form.
9. Encode the required details to create a “New Item” and accept the Terms and Conditions. Once all the required fields are accomplished, click Save.³
10. To start uploading documents, click “Upload Files” under the Document Link column in the Register Form. Clicking “Upload Files” will open the MAO Notification portal.
 - a. Before uploading, ensure that the files are properly labelled.
 - b. Click “Upload” found in the MAO Notification portal or drag files to the document library.
 - c. Upload the files or folder (Note: each file must not exceed 250 MB).
11. Upon complete uploading of documents for submission, requester must upload a document with file name: “MAO-CertifyUploadCompleted” in any file format (e.g., Word document or Portable Document Format) to trigger a system-generated notification to the MAO that uploading of documents has been completed.
12. The requester will receive an e-mail from the MAO that files were successfully uploaded.
13. Uploading of documents must be completed within 24 hours from the grant of access to the MAO E-Notification portal.
14. If requester fails to observe Step 11 within 24 hours, access to the MAO E-Notification portal shall expire, the submission will be deemed not completed, and all documents uploaded will be deleted from the MAO E-Notification portal.
15. Upon expiration of 24 hours from the grant of access, requester will receive an e-mail notification that access to the MAO E-Notification portal has been terminated.
16. End of process.

³ In accomplishing the required details, please avoid the use of special characters, such as ~ # % & * { } \ : < > ? / + | ”. The period character cannot be used at the start, middle, and end of an entry or file name.