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## ANNEX A

### INSTRUCTIONS ON UPLOADING DOCUMENTS TO THE PCC SHAREPOINT FACILITY

To upload Notification Forms, Letters of Non-Coverage, and such other documents required by the Philippine Competition, please follow these instructions.

Parties are reminded that, notwithstanding their electronic submission of documents to the PCC SharePoint Facility,<sup>1</sup> hard copies of the documents and Universal Serial Bus (USB) drives containing electronic copies of the submission must be submitted to the PCC in accordance with Section 14 of the MAO Interim Guidelines.

1. Click the “Request Form to access “MAO E-Notification” link embedded in the PCC Website. 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.
2. Fill up the required information in the “Request Form to access MAO E-Notification” (“Request Form”).
3. Click the submit button.
4. A system-generated email invitation and instructions containing the link to the Register Form will be sent to the enrolled email address in the Request Form.
  - a. The MAO may request a meeting through Microsoft Teams to verify the information indicated in the Request Form. After verification by the MAO of the information submitted, the email invitation and instructions shall be sent to the enrolled-mail address.
5. Accept the invitation. The link will direct you to a website. Log-in using your personal credentials (e.g., email address and password).
6. Create a new submission by clicking “+ New” located in the toolbar of the Register Form.
7. Encode the required details to create a “New Item” and accept the Terms and Conditions. Once all the required fields are accomplished, click Save.<sup>2</sup>

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<sup>1</sup> Register Form.

<sup>2</sup> 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.



8. 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)
9. Upon complete uploading of documents for submission, 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.
10. Uploading of documents must be completed within 24 hours from the grant of access to the MAO Notification portal. Access to the MAO Notification portal shall expire after 24 hours should user fail to observe **Step 9**.
11. Access to the MAO E-Notification system will be terminated.
12. End of process.