
ANNEX B

INSTRUCTIONS FOR USING THE PCC CLIENT APPOINTMENT SYSTEM ("PCAS") FOR THE MERGERS AND ACQUISITIONS OFFICE

In accordance with Commission Resolution No. 18-2020 approving the Interim Guidelines on the Operations of the Mergers and Acquisitions Office during the General Community Quarantine and Modified General Community Quarantine ("**MAO GCQ and MGCQ Guidelines**"), and to ensure the safety of PCC staff and its stakeholders, External Parties ("**EP**") will be required to secure an appointment before visiting the PCC office.

To secure an appointment for the submission of hard copies of Notification Forms, Letters of Non-Coverage, responses to Phase 1 and 2 Requests for Information, and such other documents required by the Philippine Competition Commission ("**PCC**" or the "**Commission**"), please observe the following.

1. EPs are required to accomplish the PCAS at least two (2) working days before submission of hard copies.
2. Once all the required fields in the PCAS are accomplished, click Submit.
3. A system-generated e-mail acknowledging receipt of the request for appointment will be sent to the e-mail address of the EP. Please note, however, that this e-mail does not constitute an approval of the requested appointment.
4. If the requested schedule is available, the EP shall receive a system-generated e-mail confirming the appointment.
5. If the requested schedule is unavailable, the EP shall be informed by e-mail. In such case, the EP may accomplish a new PCAS, or propose a different schedule by e-mail to the MAO.
6. Before the visit to the PCC Office, the EP must accomplish the PCC Health Declaration Form ("**PCC HDF**") for External Parties.
7. Upon arrival at Vertis North Corporate Center ("**VNCC**"), the accomplished PCC HDF must will be presented to the VNCC receptionist together with a recent valid ID. The VNCC receptionist will verify the HDF presented and take a photo of the ID presented. Entry into the VNCC premises shall be allowed

only after verification.¹

8. To cancel an appointment, the EP must inform the MAO by e-mail before the approved schedule.
9. Queries or clarifications on the use of the PCAS may be e-mailed to the Mergers and Acquisitions Office (“MAO”) thru mergers@phcc.gov.ph.

¹ In addition, please take note that visitors without face masks shall not be allowed entry to VNCC. To minimize contact with other building occupants, kindly use the PCC’s designated elevator (third elevator on the left side).