

ANNEX B

INSTRUCTIONS FOR USING THE PCC CLIENT APPOINTMENT SYSTEM (“PCAS”)

To secure an appointment for the submission of documents required by the Philippine Competition Commission or for the payment of fees, fines, and penalties please observe the following

1. External Parties (“EP”) are required to accomplish the PCAS at least two (2) business days before submission of hard copies.
2. Once all the required fields in the PCAS are accomplished, click Submit.
3. A system-generated email acknowledging receipt of the request for appointment will be sent to the email address of the EP. Please note, however, that this email 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 email. In such case, the EP may accomplish a new PCAS, or propose a different schedule by email to the relevant office or division.
6. Before the visit to the PCC Office, the EP must accomplish the [Health Declaration Form](#) (“HDF”) of the Vertis North Corporate Center (“VNCC”). A link to the Health Declaration Form is also provided in the email confirmation of your appointment.
7. Upon arrival at VNCC, the accomplished 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 relevant office or division by email before the approved schedule. Once cancelled, a system-generated email will be sent to the EP by the PCAS to confirm the cancellation of the appointment.

¹ In addition, please take note that visitors without face masks and face shields 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).



9. Queries or clarifications on the use of the PCAS may be emailed to the relevant office or division at:
- a. Mergers and Acquisitions Office through mergers@phcc.gov.ph;
 - b. Competition Enforcement Office through enforcement@phcc.gov.ph; or
 - c. Adjudication Division through adjudication@phcc.gov.ph.