

PLCName
StockCode
Expert Name
Sector
Year
Date of Financial Year End

Philippines
Empire Insurance Company

2013
31/12/2013

		Source Document/ Location of Information	Yes / No	Point	REMARKS
D	Disclosure and Transparency				
D.1	Transparent ownership structure				
D.1.1	Does the information on shareholdings reveal the identity of beneficial owners, holding 5% shareholding or more?	General Information Sheet; Annual Statement Report to IC page 42	Y	1	
D.1.2	Does the company disclose the direct and indirect (deemed) shareholdings of major and/or substantial shareholders?	General Information Sheet; Annual Statement Report to IC Page 42	Y	1	
D.1.3	Does the company disclose the direct and indirect (deemed) shareholdings of directors (commissioners)?	General Information Sheet; Annual Statement Report to IC	Y	1	
D.1.4	Does the company disclose the direct and indirect (deemed) shareholdings of senior management?	General Information Sheet; Annual Statement Report to IC	Y	1	
D.1.5	Does the company disclose details of the subsidiaries, associates, joint ventures and special purpose enterprises/ vehicles (SPEs)/ (SPVs)?	The Company. has no subsidiaries, joint ventures.etc.	N/A	0	
D.2	Quality of Annual Report				
	Does the company's annual report disclose the following items:				
D.2.1	Key risks	Audited Financial statement	Y	1	
D.2.2	Corporate objectives		Y	1	Vision and Mission are stated in the website
D.2.3	Financial performance indicators	Audited Financial Statement - Financial Ratio Analysis	Y	1	
D.2.4	Non-financial performance indicators		N	0	

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D	Disclosure and Transparency				
D.2.5	Dividend policy	By-Laws Article VI page 10 Audited Financial Statement. Page 36	Y	1	
D.2.6	Details of whistle-blowing policy		N	0	
D.2.7	Biographical details (at least age, qualifications, date of first appointment, relevant experience, and any other directorships of listed companies) of directors/commissioners	Bio-Data of Directors reported to IC	Y	1	
D.2.8	Training and/or continuing education programme attended by each director/commissioner		N	0	
D.2.9	Number of board of directors/commissioners meetings held during the year	Annual Certificate of Attendance to IC	Y	1	12 Meetings
D.2.10	Attendance details of each director/commissioner in respect of meetings held	Annual Certificate of Attendance to IC	Y	1	
D.2.11	Details of remuneration of the CEO and each member of the board of directors/commissioners	Audited Financial Statement. Page 37 Item 21.	Y	1	
	Corporate Governance Confirmation Statement				
D.2.12	Does the Annual Report contain a statement confirming the company's full compliance with the code of corporate governance and where there is non-compliance, identify and explain reasons for each such issue?		N	0	Not indicated in AR however the Company is in compliance.
D.3.	Disclosure of related party transactions (RPT)				

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D	Disclosure and Transparency				
D.3.1	Does the company disclose its policy covering the review and approval of material/significant RPTs?	Audited Financial Statement page 37 Item 21.	Y	1	
D.3.2	Does the company disclose the name of the related party and relationship for each material/significant RPT?	Audited Financial Statement page 37	Y	1	
D.3.3	Does the company disclose the nature and value for each material/significant RPT?	Audited Financial Statement page 37	Y	1	
D.4	Directors and commissioners dealings in shares of the company				
D.4.1	Does the company disclose trading in the company's shares by insiders?	Audited Financial Statement.	N/A	0	There are no trading in the Company by insiders.
D.5	External auditor and Auditor Report				
D.5.1	Are audit fees disclosed? Where the same audit firm is engaged for both audit and non-audit services,	Board Meeting Minutes	Y	1	Taken up in the Board Meeting
D.5.2	Are the non-audit fees disclosed?	Board Meeting Minutes	Y	1	
D.5.3	Does the non-audit fees exceed the audit fees?		N	1	
D.6	Medium of communications				
	Does the company use the following modes of communication?				
D.6.1	Quarterly reporting	The Company has Monthly Reports and Monthly Board Mtgs	N/A	0	12 Monthly reports
D.6.2	Company website	Company website	Y	1	
D.6.3	Analyst's briefing		N/A	0	

		Source Document/ Location of Information	Yes / No	Point	REMARKS
D	Disclosure and Transparency				
D.6.4	Media briefings /press conferences	Synopsis, Newspaper	Y	1	
D.7	Timely filing/release of annual/financial reports				
D.7.1	Is the audited annual financial report released within 120 days from the financial year end?	Complied with BIR, S.E.C. and Insurance Commission.	Y	1	
D.7.2	Is the audited annual financial report released within 90 days from the financial year end?		N	0	Audited Financial Statement released before April 15 in compliance with Bureau of Internal Revenue (BIR)
D.7.3	Is the audited annual/financial report released within 60 days from the financial year end?		N	0	Audited Financial Statement released before April 15 of each year in complied with Bureau of Internal Revenue (BIR)
D.7.4	Is the true and fairness/fair representation of the annual financial statement/reports affirmed by the board of directors/commissioners and/or the relevant officers of the company?	Audited Financial Statement	Y	1	
D.8	Company website				
	Does the company have a website disclosing up-to-date information on the following:				
D.8.1	Business operations	Company website, Coporate Governance	Y	1	Acquired the website in August 2013
D.8.2	Financial statements/reports (current and prior years)	Audited Financial Statement/ Annual Statement Report to IC	Y	1	Acquired the website in August 2013
D.8.3	Materials provided in briefings to analysts and media	Synopsis, Newspaper, Website	Y	1	
D.8.4	Shareholding structure	General Information Sheet, Company Website	Y	1	

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D	Disclosure and Transparency				
D.8.5	Group corporate structure	Corporate Governance; Company Website	Y	1	
D.8.6	Downloadable annual report	Audited Financial Statement, Company Website	Y	1	
D.8.7	Notice of AGM and/or EGM	Notice. Agenda, Company Website	Y	1	
D.8.8	Company's constitution (company's by-laws, memorandum and articles of association)	BY-Laws, Articles of Incorporation, Company Website	Y	1	
D.8.9	All of the above (D.8.1 to D.8.8) are available in English	Company Website	Y	1	
D.9	Investor relations				
D.9.1	Does the company disclose the contact details (e.g. telephone, fax, and email) of the officer responsible for investor relations?	Audited Financial Statement, Company Website	Y	1	
			38	32	