

# COVER SHEET

1 4 8 2 9

S.E.C. Registration Number

P I L I P I N A S S H E L L P E T R O L E U M  
C O R P O R A T I O N

(Company's Full Name)

4 I S T F L R . F I N A N C E C E N T E R , 2 6 T H  
S T . C O R . 9 T H A V E . , B O N I F A C I O  
G L O B A L C I T Y , B R G Y . F O R T  
B O N I F A C I O , T A G U I G C I T Y , M E T R O  
M A N I L A 1 6 3 5

(Business Address, No. Street City/Town/Province)

ATTY. ERWIN R. OROCIO

Contact Person

+(632) 3 499 4001

Company Telephone Number

1 2

Month

3 1

Day

Fiscal Year

17-C

FORM TYPE

0 5

Month

0 7

Day

2<sup>nd</sup> Tuesday of May  
Annual Meeting

CERTIFICATE OF  
PERMIT TO OFFER  
SECURITIES FOR  
SALE DATED 14  
OCTOBER 2016

Secondary License Type, If Applicable

M S R D

Dept. Requiring this Doc.

Amended Articles Number/Section

319

Total No. of Stockholders  
(As of 29 February 2020)

Total Amount of Borrowings

Domestic

Foreign

To be accomplished by SEC Personnel concerned

File Number

LCU

Document I. D.

Cashier

STAMPS

SECURITIES AND EXCHANGE COMMISSION

SEC FORM 17-C

CURRENT REPORT UNDER SECTION 17  
OF THE SECURITIES REGULATION CODE  
AND SRC RULE 17.2(c) THEREUNDER



1. 16 March 2020  
Date of Report (Date of earliest event reported)

2. SEC Identification Number 14829 3. BIR Tax Identification No. 000-164-757

4. Pilipinas Shell Petroleum Corporation  
Exact name of issuer as specified in its charter

5. Taguig City, Metro Manila, Philippines

6.  (SEC Use Only)

Province, country or other jurisdiction  
of incorporation

Industry Classification Code:

7. 41st Floor, The Finance Center, 26th Street corner 9th Avenue  
Bonifacio Global City, Brgy. Fort Bonifacio Taguig City, Metro Manila  
Address of principal office

1635  
Postal Code

8. (632) 3 499 4001  
Issuer's telephone number, including area code

9. N/A Former name or former address, if changed since last report

10. Securities registered pursuant to Sections 8 and 12 of the SRC or Sections 4 and 8 of the RSA

Title of Each Class

Number of Shares of Common Stock  
Outstanding and Amount of Debt  
Outstanding

Common

1,613,444,202

11. Indicate the item number reported herein: **Item 9 - Other Events**

## **Item 9 - Other Events – Pilipinas Shell Continues to Operate Amid COVID-19**

Pilipinas Shell Petroleum Corporation (the "Corporation") continues its normal operations amid COVID-19. In its recent Circular, the Department of Energy ("DOE") cites energy utilization as "vital to everyday life..., a basic necessity..." and ensures the unimpeded delivery of petroleum products. The Corporation ensures that its deliveries and operations remain unhampered. Shell stations remain open in areas affected by community quarantine. The Corporation wishes to assure the public that the station staff and facilities are taking precautionary measures to ensure the safety of customers and visitors through regular sanitation and disinfection, readily available hand sanitizers, soap and running water, and strict self-sanitation for staff.

The Corporation created a Contingency Planning Team to address COVID-19 concerns. It continuously issues health advisories to inform its staff of accurate and relevant updates on COVID-19 as well as preventive measures and practices. All staff are reminded to remain calm and be vigilant. They are allowed to work remotely in line with existing company policies and to be prepared to do so if called by the circumstances.

In response to the requirements from the Department of Health ("DOH"), all staff are required to report about their business and personal travel plans. Business travel is limited only to business-critical in nature and in compliance with all relevant government regulations. Staff with travel history in the past 14 days (beginning 25 February 2020) to impacted countries with local transmission must go on home quarantine. Meanwhile, those with symptoms (fever and/or respiratory illness) will be referred to government hospitals.

To summarize, the Corporation is implementing precautionary measures in line with the DOH guidelines:

1. Business continuity plans
  - a. In line with the directive from the DOE, business continuity plans are in place to ensure the safety and sustainability of business operations and ability to meet the needs of our customers and partners.
2. Employees
  - a. Staff are reminded to take care of their own health and observe good personal hygiene.
  - b. Those who feel unwell are advised to seek medical help as well as rest or work from home if appropriate.
  - c. Where possible, staff can work from home where operationally feasible.
3. Sites and work locations
  - a. Visitors to sites who are unwell are not admitted.
  - b. Cleaning frequency of common areas is increased and hand sanitizers and masks are made available.
4. Events
  - a. Non-essential large-scale events have been cancelled or deferred.

As we exercise prudence, it is imperative that we show care for ourselves, our colleagues, partners, customers and the Shell community.

## SIGNATURES

Pursuant to the requirements of the Securities Regulation Code, the Corporation has duly caused this report to be signed on its behalf by the undersigned hereunto duly authorized.

Date: 16 March 2020



**ERWIN R. OROCIO**  
Corporate Secretary





### CERTIFICATION

I, **ERWIN R. OROCIO**, Corporate Secretary of **PILIPINAS SHELL PETROLEUM CORPORATION** (the "Corporation"), a listed company duly organized and existing under Philippine laws, with address at 41st Floor, The Finance Center, 26th Street corner 9th Avenue, Bonifacio Global City, Brgy. Fort Bonifacio, Taguig City, Metro Manila, 1635, hereby state that:

1. The Corporation will comply with the guidelines for the alternative filing of reports and/or documents through electronic mail with the Securities and Exchange Commission (the "Commission") through the Corporate Governance and Finance Department (CGFD) issued on 30 March 2020 in light of the imposition of an Enhanced Community Quarantine and Stringent Social Distancing Measures over Luzon to prevent the spread of the 2019 Coronavirus Disease (COVID-2019);
2. The information contained in the Current Report (17-C) dated 16 March 2020, as disclosed in the Philippine Stock Exchange Electronic Disclosure Generation Technology or PSE EDGE, ("Report") is true and correct to the best of my knowledge;
3. On behalf of the Corporation, I hereby undertake to submit hard or physical copies of the Report, within ten (10) calendar days from the date of the lifting of the Enhanced Community Quarantine period and resumption of the Commission's normal working hours;
4. I am fully aware that non-submission of hard or physical copies of reports as well as certification that they refer to one and the same document submitted online, within ten (10) calendar days from the lifting of the Enhanced Community Quarantine period and resumption of SEC's normal working hours, shall invalidate the reports, applications, compliance, requests and other documents submitted via email. Hence, the corresponding penalties under existing rules and regulations of the Commission shall apply without prejudice to the imposition of penalties under Section 54 of the Securities Regulation Code and other applicable existing rules and regulations for failure to comply with the orders of the Commission; and
5. This Certification is being issued to attest to the truthfulness of the foregoing statements and for whatever other legal purpose it may serve.

  
**ERWIN R. OROCIO**  
Corporate Secretary  
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