3/27/13

Subject: ODiSy - Disclosure Status

From: no-reply@pse.com.ph (no-reply@pse.com.ph)

To: disclosure@pse.com.ph;

Date: Wednesday, March 27, 2013 10:39 PM

Dear Sir/Madam:

We would like to inform you that as of MAR 27, 2013 07:39:26 AM today,

Reference Number: WLIST\_2013000024737 Company Name: Basic Energy Corporation

Disclosure Subject: Compliance Report on Corporate Governance for year 2012

Status: APPROVED

Should you need further assistance, please e-mail us at

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Philippine Stock Exchange, Inc. PSE Center, One Exchange Road Ortigas Center, Pasig City. Philippines 1600

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Philippine Stock Exchange, PSE Plaza, Ayala Avenue, Makati City.



March 26, 2013

# THE DISCLOSURE DEPARTMENT

2/F The Philippine Stock Exchange, Inc. Twin Tower, PSE Centre, Makati City

Attention : MS. JANET A. ENCARNACION

Head, Disclosure Department

Gentlemen:

In compliance with your requirements, we attached herewith the Corporate Governance Guideline: Disclosure Survey as of March 31, 2013

Very truly yours,

ANGEL . GAHOL



# THE PHILIPPINE STOCK EXCHANGE, INC.

Corporate Governance Guidelines for

**Listed Companies** 

**Disclosure Template** 

Company Name: BASIC ENERGY CORPORATION

# **CORPORATE GOVERNANCE GUIDELINES FOR THE YEAR 2012**

Company Name: BASIC ENERGY CORPORATION

Date: March 2013

		COMPLY	EXPLAIN
	eline No. 1:		
DEVE	LOPS AND EXECUTES A SOUND BUSINESS STRATEGY		
1.1	Have a clearly defined vision, mission and core values.	Yes	Contained in the Company's Personnel Policy Manual.
1.2	Have a well developed business strategy.	Yes	The Company had its 2013 strategic planning sessions with Management, the Board of Directors and the Advisory Board, facilitated by retained consultants from August to November, 2012.
1.3	Have a strategy execution process that facilitates effective performance		Please refer to above.
	management, and is attuned to the company's business environment, management style and culture.	Yes	
1.4	Have its board continually engaged in discussions of strategic business issues.	Yes	Please refer to above.
	eline No. 2:		
	BLISHES A WELL-STRUCTURED AND FUNCTIONING BOARD		
2.1.	Have a board composed of directors of proven competence and integrity.	Yes	Please refer to the latest Proxy Statement of the Company for 2012
2.2.	Be lead by a chairman who shall ensure that the board functions in an effective and collegial manner.	Yes	Please refer to above.
2.3	Have at least three (3) of thirty percent (30%) of its directors as independent directors.	No	The Company has complied with minimum two (2) Independent Directors as members of its Board
2.4	Have in place written manuals, guidelines and issuances that outline procedures and processes.	Yes	Contained in the Company's Corporate Governance Manual and Policies
2.5	Have Audit, Risk, Governance and Nomination & Election Committees of the board.	Yes	The Board has an Audit Committee, a Corporate Governance Committee, and a Nomination Committee. Risk management functions are primarily performed by the Audit Committee, and also, the Board has established a Financial and Investments Committee, one of the responsibilities of which is to address the various



Company Name: BASIC ENERGY CORPORATION

			risks involved in the operations and projects of the Company.
2.6	Have its Chairman and CEO positions held separately by individuals who are not related to each other.	Yes	The positions are separate but the incumbents are related to each other.
2.7	Have a director nomination and election process that ensures that all shareholders are given the opportunity to nominate and elect directors individually based on the number of shares voted.	Yes	Nominations of directors are disclosed with SEC/PSE upon approval of the Board of Directors, prior to the election of directors at the annual stockholders meeting and copies of the Proxy Statement are distributed within the period required under SEC regulations.
2.8	Have in place a formal board and director development program.	No	All members of the Board possess the necessary qualifications and none of the disqualifications, have been seasoned with long and varied experiences and have occupied or are currently holding highly responsible and top executive positions in their respective fields or organizations. A director development program will be established when necessary in the future
2.9	Have a corporate secretary.	Yes	The Corporate Secretary has more than 30 years of experience as a corporate secretary.
2.10	Have no shareholder agreements, by-laws provisions, or other arrangements that constrains the directors' ability to vote independently.	Yes	There are no shareholder agreements that limit the ability of directors to vote independently.
	eline No. 3: ITAINS A ROBUST INTERNAL AUDIT AND CONTROL SYSTEM		
3.1	Establish the internal audit function as a separate unit in the company which would be overseen at the Board level.	Yes	The Company engaged RS Bernaldo Associates to perform the responsibilities of the Internal Auditor of the Company, which reports directly to the Audit Committee and the Board of Directors.
3.2	Have a comprehensive enterprise-wide compliance program that is annually reviewed.	Yes	The Company has a comprehensive Internal Audit Manual.
3.3	Institutionalize quality service programs for the internal audit function.	Yes	The Internal Auditor has established quality service programs.
3.4	Have in place a mechanism that allows employees, suppliers and other stakeholders to raise valid issues.	Yes	The mechanism is provided in the Company's Internal Audit Manual
3.5	Have the Chief Executive Officer and Chief Audit Executive attest in writing, at least annually, that a sound internal audit, control and compliance system is in place and working effectively.	No	This attestation is provided in the Company's Internal Audit Manual



Company Name: BASIC ENERGY CORPORATION

	eline No. 4: DGNIZES AND MANAGES ITS ENTERPRISE RISKS		
4.1	Have its board oversee the company's risk management function.	Yes	The Board oversees the Audit Committee and the Finance and Investments Committee, which exercises and shares risk management responsibilities.
4.2	Have a formal risk management policy that guides the company's risk management and compliance processes and procedures.	Yes	The policies are contained in the Company's Audit and Risk Management Manual
4.3	Design and undertake its Enterprise Risk Management (ERM) activities on the basis of, or in accordance with, internationally recognized frameworks such as but not limited to, COSO, (The Committee of Sponsoring Organizations of the Treadway Commission)   and   .	Yes	The ERM is being introduced in the Internal Audit Manual and will be developed in due time.
4.4	Have a unit at the management level, headed by a Risk Management Officer (RMO).	None	There is no RMO designated at this time in view of the limited operations of the Company, but the position will be created when necessary
4.5	Disclose sufficient information about its risk management procedures and processes as well as the key risks the company is currently facing including how these are being managed.	Yes	These are adequately discussed and disclosed in the Proxy Statements of the Company.
4.6	Seek external technical support in risk management when such competence is not available internally.	Yes	Yes, we have retained the services of RS Bernaldo & Associates.
ENSU	eline No. 5: JRES THE INTEGRITY OF FINANCIAL REPORTS AS WELL AS ITS EXTERNAL ITING FUNCTION		
5.1	Have the board Audit Committee approve all non-audit services conducted by the external auditor. The Committee should ensure that the non-audit fees do not outweigh the fees earned from the external audit.	Yes	The Audit Committee reviews all services performed by the external auditor and guides Management in the negotiation of the external auditor's fees.
5.2	Ensure that the external auditor is credible, competent, and should have the ability to understand complex related party transactions, its counterparties, and valuations of such transactions.	Yes	The Company's external auditor is SGV & Company and the partner in charge of the Company and the audit team are credible and competent and have the ability to understand complex related party transactions.
5.3	Ensure that the external auditor has adequate quality control procedures.	Yes	SGV & Company has adequate quality control system.
5.4	Disclose relevant information on the external auditors.	Yes	Regularly disclosed in the Company's Proxy Statements.



Company Name: BASIC ENERGY CORPORATION

5.5	Ensures that the external audit firm is selected on the basis of a fair and transparent tender process.	Yes	The selection process of the external audit firm is fair and transparent and tendered against other competent external audit firms.
5.6	Have its audit committee conduct regular meetings and dialogues with the external audit team without anyone from management present.	Yes	Regular meetings of the Audit Committee with the External Auditors are conducted, without Management present.
5.7	Have the financial reports attested to by the Chief Executive Officer and Chief Financial Officer.	Yes	Complied with. Please refer to the Audited Financial Statements of the Company.
5.8	Have a policy of rotating the lead audit partner every five years.	Yes	The present partner-in-charge have been such for the past five years and a new partner in charge will be designated at the forthcoming stockholders meeting of the Company.
	eline No. 6:		
	ECTS AND PROTECTS THE RIGHTS OF ITS SHAREHOLDERS,		
	TICULARLY THOSE THAT BELONG TO THE MINORITY OR NON- TROLLING GROUP		
CON	ROLLING GROUP		Practiced by the Company at the annual
6.1	Adopt the principle of "one share, one vote."	Yes	stockholders meetings conducted by the Company.
6.2	Ensure that all shareholders of the same class are treated equally with respect to voting rights, subscription rights and transfer rights.	Yes	Practiced by the Company at the annual stockholders meetings conducted by the Company.
6.3	Have an effective, secure and efficient voting system.	Yes	Practiced by the Company at the annual stockholders meetings conducted by the Company.
6.4	Have effective shareholder voting mechanisms such as supermajority or "majority of minority" requirements to protect minority shareholders against actions of controlling shareholders.	Yes	All shareholders of the Company are minority shareholders. There is no controlling stockholder in the Company.
6.5	Provide all shareholders with the notice and agenda of the annual general meeting (AGM) at least thirty (30) days before a regular meeting and twenty (20) days before a special meeting.	Yes	Practiced by the Company at the annual stockholders meetings conducted by the Company.
6.6	Allow shareholders to call a special shareholders meeting, submit a proposal for consideration at the AGM or the special meeting, and ensure the attendance of the external auditor and other relevant individuals to answer shareholder questions in such meetings.	Yes	The mechanism for calling special stockholders meetings is provided in the Bylaws of the Company. The external auditor attends all stockholders meetings.



Company Name: BASIC ENERGY CORPORATION

			Practiced by the Company at the annual
6.7	Ensure that all relevant questions during the AGM are answered.	Yes	stockholders meetings conducted by the
			Company.
<i>c c</i>			All shareholders of the Company are minority
6.8	Have clearly articulated and enforceable policies with respect to treatment of	Yes	shareholders. There is no controlling
	minority shareholders.		stockholder in the Company.
			All shareholders of the Company are minority
6.9	Avoid anti-takeover measures or similar devices that may entrench management or	Yes	shareholders. There is no controlling
	the existing controlling shareholder group.		stockholder in the Company.
6.10	Provide all shareholders with accurate and timely information regarding the number		Disclosed in the Proxy Statements of the
0.10	of shares of all classes held by controlling shareholders and their affiliates.	Yes	Company.
6.11	Have a communications strategy to promote effective communication with		The Company has designated an Investors
6.11	shareholders.	Yes	Relations Officer.
	Shareholders.		
	Have at least thirty percent (30%) public float to increase liquidity in the market.	.,	Public float of the Company's shares is more
6.12		Yes	than 30%. The Company is a highly diverse
			company.
6.13	Have a transparent dividend policy.	Yes	The dividend policy is contained in the Bylaws
			of the Company.
Guide	eline No. 7:		
ADO	PTS AND IMPLEMENTS AN INTERNATIONALLY-ACCEPTED DISCLOSURE		
AND	TRANSPARENCY REGIME		
7.1	Have written policies and procedures designed to ensure compliance with the PSE		The Company has institutionalized compliance
	and SEC disclosure rules, as well as other disclosure requirements under existing	Yes	policies and procedures.
	laws and regulations.		
7.2	Disclose the existence, justification, and details on shareholders agreements, voting		The Company discloses all material agreements
	trust agreements, confidentiality agreements, and such other agreements that may	Yes	that may impact on the control, ownership and
	impact on the control, ownership, and strategic direction of the company.		strategic direction of the Company.
7.3	Disclose its director and executive compensation policy.	Yes	Disclosed in the Company's Proxy Statements.
7.4	Disclose names of groups or individuals who hold 5% or more ownership interest in		Disclosed in the Company's Proxy Statements.
	the company, significant cross-shareholding relationship and cross guarantees, as	Yes	
	well as the nature of the company's other companies if it belongs to a corporate		
	group.		
7.5	Disclose annual and quarterly consolidated reports, cash flow statements and special		Disclosed in the Company's Proxy Statements
	audit revisions. Consolidated financial statements shall be published within 90 days	Yes	reporting requirements are complied with by the
	from the end of the financial year, while interim reports shall be published within 45		Company.



Company Name: BASIC ENERGY CORPORATION Date: March 31, 2013

	days from the end of the reporting period.		
7.6	Disclose to shareholders and the Exchange any changes to its corporate governance manual and practices, and the extent to which such practices conform to the SEC and PSE CG Guidelines.	Yes	These are regularly disclosed by the Company.
7.7	Publish and/or deliver to its shareholders in a timely fashion all information and materials relevant to corporate actions that require shareholder approval.	Yes	The Company's Proxy Statements are distributed within the period required under SEC regulations.
7.8	Disclose the trading of the corporation's shares by directors, officers (or persons performing similar functions) and controlling shareholders. This shall also include the disclosure of the company's purchase of its shares from the market (e.g share buyback program).	Yes	These are regularly disclosed by the directors and shareholders concerned. The Company has no buy-back program for its shares.
7.9	Disclose in its annual report the principal risks to minority shareholders associated with the identity of the company's controlling shareholders; the degree of ownership concentration; cross-holdings among company affiliates; and any imbalances between the controlling shareholders' voting power and overall equity position in the company.	Yes	All shareholders of the Company are minority shareholders. There is no controlling stockholder in the Company.
Guid	eline No. 8:		
RESP	ECTS AND PROTECTS THE RIGHTS AND INTERESTS OF EMPLOYEES,		
COM	MUNITY, ENVIRONMENT, AND OTHER STAKEHOLDERS		
8.1	Establish and disclose a clear policy statement that articulates the company's recognition and protection of the rights and interests of key stakeholders specifically its employees, suppliers & customers, creditors, as well the community, environment and other key stakeholder groups.	Yes	These are disclosed in the Company's Proxy Statements.
8.2	Have in place a workplace development program.	Yes	The Company has a development program for its employees.
8.3	Have in place a merit-based performance incentive mechanism such as an employee stock option plan (ESOP) or any such scheme that awards and incentivizes employees, at the same time aligns their interests with those of the shareholders.	Yes	The Company has a stock option plan for directors, officers and employees.
8.4	Have in place a community involvement program.	Yes	Plans for a community development program focused at a community in Tanay, Rizal is being reviewed and studied.
8.5	Have in place an environment-related program.	Yes	The projects of the Company- geothermal and mini-hydro are environment –related and the project carries with it not only compliance with environmental laws and regulations but also the development, preservation and protection of the environment.
8.6	Have clear policies that guide the company in its dealing with its suppliers,	Yes	These are embodied in the various operations
			<u> </u>



Company Name: BASIC ENERGY CORPORATION

	customers, creditors, analysts, market intermediaries and other market participants.		manuals of the Company.
Guid	eline No. 9:		
DOES TRAD	NOT ENGAGE IN ABUSIVE RELATED-PARTY TRANSACTIONS AND INSIDER ING		
9.1	Develop and disclose a policy governing the company's transactions with related parties.	Yes	Related party transactions are disclosed in the Company's audited financial statements and Proxy Statements.
9.2	Clearly define the thresholds for disclosure and approval for RPTs and categorize such transactions according to those that are considered <i>de minimis</i> or transactions that need not be reported or announced, those that need to be disclosed, and those that need prior shareholder approval. The aggregate amount of RPT within any twelve (12) month period should be considered for purposes of applying the thresholds for disclosure and approval.	Yes	The standards are contained in the Company's operations manuals.
9.3	Establish a voting system whereby a majority of non-related party shareholders approve specific types of related party transactions in shareholders meetings.	Yes	The Company has minimal related party transactions, in any case such voting system is provided in the Company's operations manuals.
9.4	Have its independent directors or audit committee play an important role in reviewing significant RPTs.	Yes	The two (2) independent directors of the Company are members of the Audit Committee and are diligent in the review of related party transactions.
9.5	Be transparent and consistent in reporting its RPTs. A summary of such transactions shall be published in the company's annual report.	Yes	These requirements are complied with by the Company in its audited financial statements, which are part of its annual report.
9.6	Have a clear policy in dealing with material non-public information by company insiders.	Yes	This is covered in the Company's Personnel Policy Manual.
9.7	Have a clear policy and practice of full and timely disclosure to shareholders of all material transactions with affiliates of the controlling shareholders, directors or management.	Yes	These are covered in the Company's operations manual.
Guid	eline No. 10:		
DEVE	LOPS AND NURTURES A CULTURE OF ETHICS, COMPLIANCE, &		
ENFO	DRCEMENT		
10.1	Formally adopt a code of ethics and proper conduct that guides individual behavior and decision making, clarify responsibilities, and inform other stakeholders on the conduct expected from company personnel.	Yes	The Company has a Code of Conduct and is being implemented.
10.2	Have a formal comprehensive compliance program covering compliance with laws and relevant regulations. The program should include appropriate training and	Yes	The compliance program is part of the Company's operations manuals.



Company Name: BASIC ENERGY CORPORATION Date: March 31, 2013

	awareness initiatives to facilitate understanding, acceptance and compliance with the said issuances.		
10.3	Not seek exemption from the application of a law, rule or regulation especially when it refers to a corporate governance issue. Should it do so, it has to disclose the reason for such action as well present the specific steps being taken to finally comply with the applicable law, rule or regulation.	Yes	This is a policy contained in the Company's compliance program.
10.4	Have clear and stringent policies and procedures on curbing and penalizing company or employee involvement in offering, paying and receiving bribes.	Yes	These are covered by the Company's Code of Conduct.
10.5	Have a designated officer responsible for ensuring compliance with all relevant laws, rules, and regulation, as well as all regulatory requirements.	Yes	The Company has a designated Compliance Officer.
10.6	Respect intellectual property rights.	Yes	The policy is contained in the Company's operations manuals.
10.7	Establish and commit itself to an alternative dispute resolution system so that conflicts and difference with counterparties, particularly with shareholders and other key stakeholders, would be settled in a fair and expeditious manner.	Yes	The policy is contained in the Company's operations manuals.

This is to certify that the undersigned reviewed the contents of this document and to the best of our knowledge and belief, the information contained set forth in this document is true, complete and correct.

Done this March \_\_\_, 2013 in Makati City.

**DENNIS D. DECENA** 

Independent director

OSCAR L. DE VENECIA, JR

President & CEO



Company Name: BASIC ENERGY CORPORATION

Date: March 31, 2013

SUBSCRIBED AND SWORN TO this \_\_\_ day of March 2013 affiants Dennis Decena and Oscar L. de Venecia, Jr. exhibited their TIN # 110-179435 and 146-709049, respectively.

## **NOTARY PUBLIC**

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Series of 2013

