

	PHILIPPINE MINING DEVELOPMENT CORPORATION		Control No:	PMDC-QP-16-00
			Revision No.:	1
	Quality Procedure	Legal Opinion	Effectivity:	August 21, 2025
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PROCEDURE FOR REQUESTING LEGAL OPINION

1.0 PURPOSE

This document institutionalizes the process and procedure for soliciting legal advice and guidance to help understand the rights, obligations and possible legal consequences associated with a particular course of action.

2.0 POLICY

PMDC ensures that it strictly adhere to the legal mandates affecting its mining operations.

3.0 SCOPE

This procedure outlines the specific steps and activities undertaken in the endorsement, preparation, draft, and approval of legal opinions that aim to guide the requesting party of a course of action that is free from any legal infirmities.

4.0 DEFINITIONS

- 1) **Department** – refers to the Legal Department consisting of the Legal Manager and its subordinates who are competent members of the Bar.
- 2) **Requesting Party** - refers to Department Heads or any of its authorized representative and committee heads or any of list authorized representative.

5.0 RESPONSIBILITY

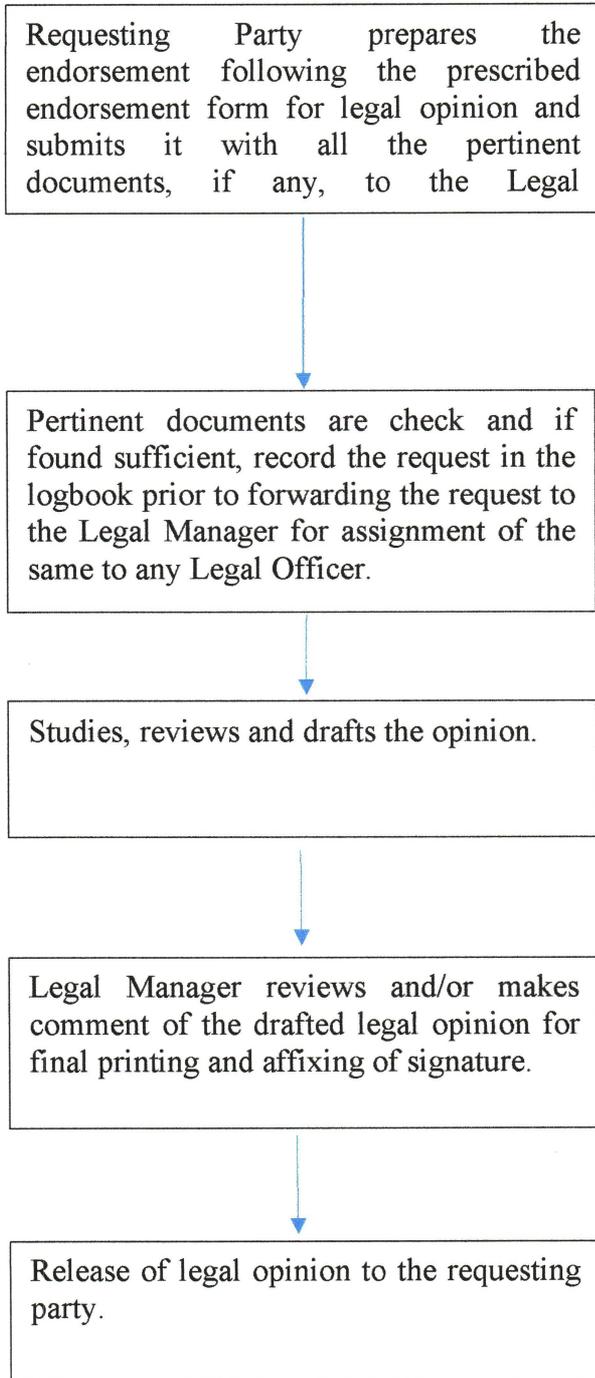
- 1) **Legal Assistant** - shall be the one responsible for determining whether the endorsement form filled out by the requesting party for legal opinion complied with the prescribed form for endorsement, record the request in the logbook for purposes of tracking the status of the request, and shall be the one responsible for releasing the legal opinion.
- 2) **Legal Officer** - shall be responsible in properly evaluating and analyzing the facts and documents presented, identify issue by understanding the legal question and facts involved, research the relevant laws, applicable jurisprudence and apply the legal principles and then draft the opinion.
- 3) **Legal Manager** - shall be responsible for assigning the request for opinion to any Legal Officer and will be responsible for the approval or comment on any opinions rendered by the Legal Officer.

Approved by:  <div style="text-align: center; margin-top: 5px;"> <u>Mary Ann P. Zarcilla</u> OIC-VP for Corporate Services </div>	Date:	<div style="border: 2px solid black; padding: 10px; display: inline-block;"> <p style="margin: 0;">PMDC</p> <p style="margin: 0; font-size: 1.5em;">UNCONTROLLED</p> <p style="margin: 0;">COPY</p> </div>
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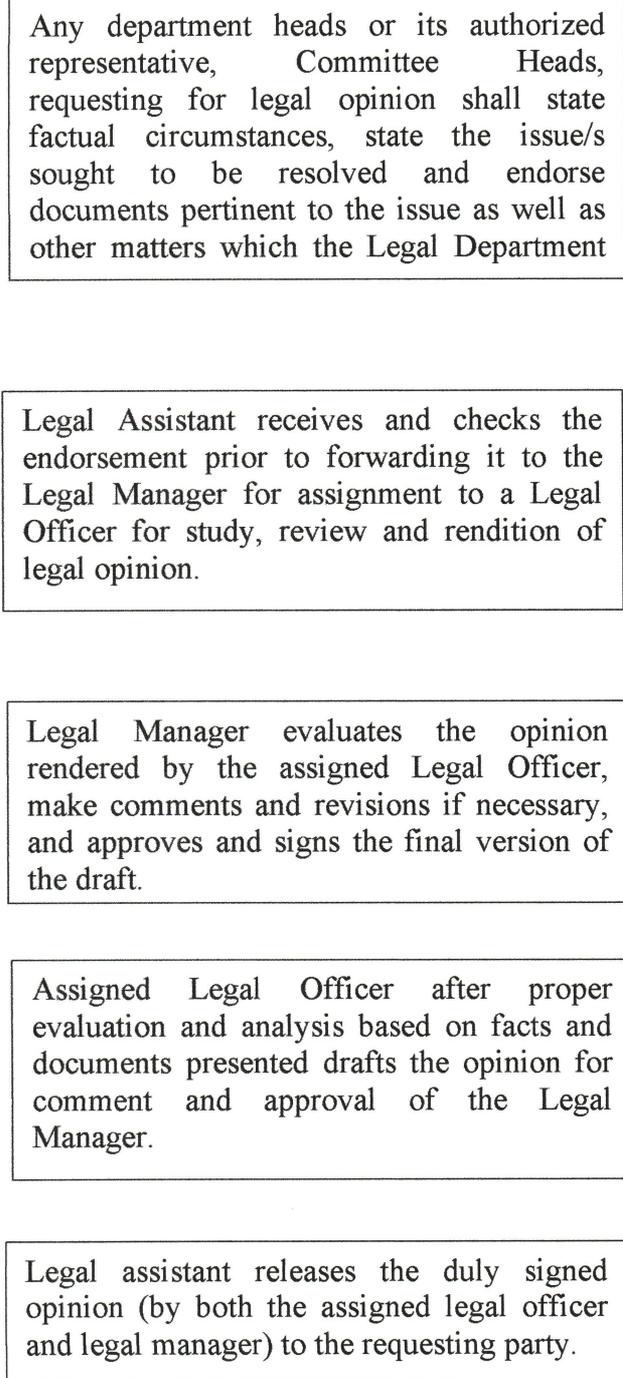
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6.0 PROCESS FLOW

PROCESS



PERSON RESPONSIBLE/NOTES



7.0 TIMELINES

The process flow timeline is reflected in the PMDC Citizen's Charter under Internal Services – Request for Legal Opinion.

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