



May 20, 2022

BOARD RESOLUTION NO. 36-2022

APPROVAL OF THE REVISED COMPLIANCE PROGRAM

WHEREAS, Manila Teachers' Mutual Aid System, Inc. ("MTMASI") has an existing Compliance Program which was approved by the Board on February 1, 2014;

WHEREAS, the Association deems it necessary to update and revise the Compliance Program in order to include all new issuances and amendments to laws, rules and regulations affecting the Association;

WHEREAS, a revised Compliance Program, attached as Annex "A", was submitted to the Audit and Compliance Committee for further review;

WHEREAS, after proper deliberation, the Association deems it proper to approve the revised Compliance Program;

NOW, THEREFORE, the revised Compliance Program submitted by the Audit and Compliance Committee is hereby approved;

RESOLVED, FURTHER, that the program shall be revisited and updated from time to time as the need arises or at least annually.

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Chairman

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MANILA TEACHERS' MUTUAL AID SYSTEM, INC.

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REVISED COMPLIANCE PROGRAM

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MANILA TEACHERS' MUTUAL AID SYSTEM, INC.

Chapter 1: INTRODUCTION

Compliance Policy

It is the policy of Manila Teachers' Mutual Aid System, Inc. (the "Association", "MTMASI") to comply with all applicable laws, rules and regulations. This policy statement is intended to assist all affected employees in understanding and carrying out that mandate. MTMASI has developed a compliance program that will provide adequate guidance and directions to trustees, officers, and personnel, particularly the Compliance Officer, in identifying relevant laws, rules and regulations, and pertinent Insurance Commission (IC) rulings governing the operations of mutual benefit associations and that these are observed to avoid penalties and administrative sanctions.

This policy is intended to meet the following objectives:

1. Provide a method to interface the operations of all departments of the Association with the applicable laws, rules and regulations.
2. Ensure a training program for all employees so they have, at a minimum, a working knowledge of the laws, rules and regulations associated with their duties and responsibilities.
3. Provide for the development of compliance procedures for all departments of the Association which will result in greater efficiency in total operations of the Association, including the compliance aspect.
4. Establish monitoring, control and enforcement of procedures for compliance.

This Manual serves as guide of the Board of Trustees, Officers and Employees to carry out the Association's policies and objectives.

Authorization

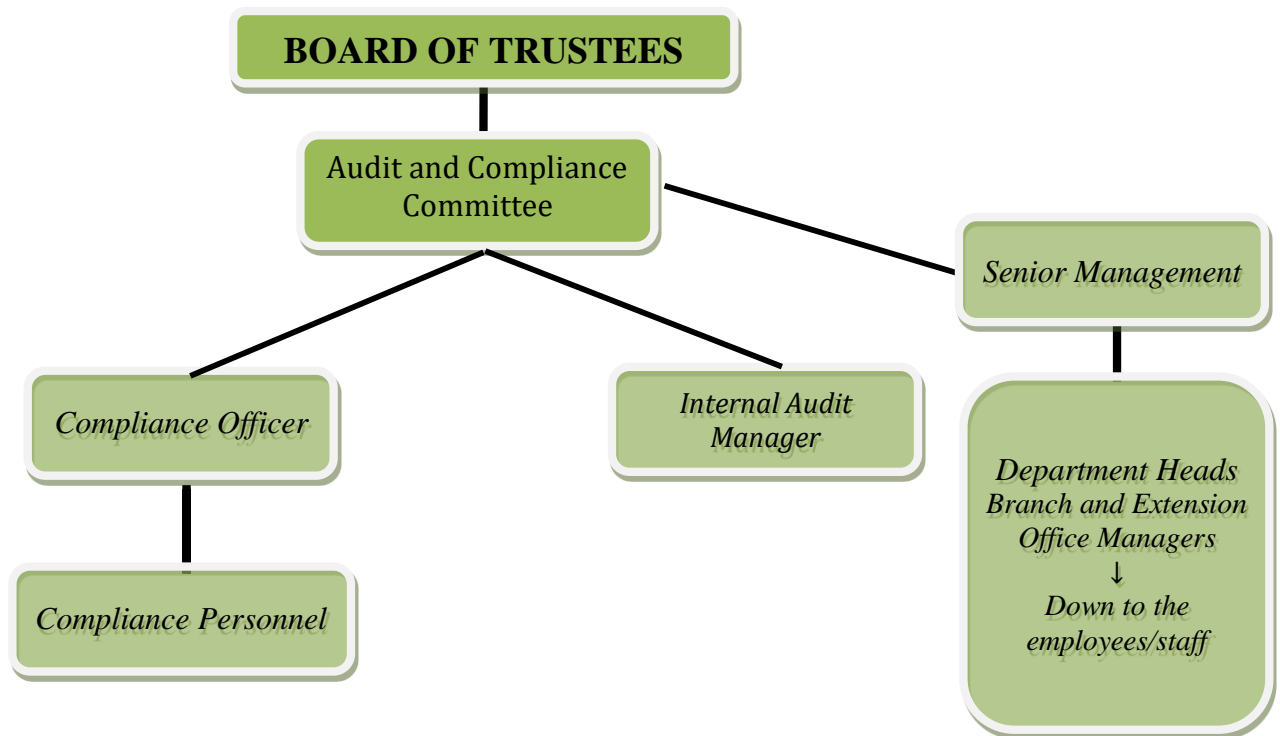
The Board of Trustees (BOT) of the Association, in recognition of its responsibility to comply with all applicable laws, rules and regulations establishes this policy.



MANILA TEACHERS' MUTUAL AID SYSTEM, INC.

Chapter 2: COMPLIANCE STRUCTURE

The Compliance System shall involve all the people in the Association, from the Board of Trustees down to the lowest ranking employee of the Association.



The chart above shows the lines of communication of the compliance program.

The **Board of Trustees** has assigned the *Audit and Compliance Committee* to oversee and manage the compliance issues within the Association.

The **Audit and Compliance Committee** shall be responsible for developing, maintaining and overseeing the implementation of the Corporate Compliance Program for the Association. The Audit and Compliance Committee should advise the President and CEO thru the Board of any on-going investigation, the result and recommended action or sanction as necessary.

The **Compliance Officer** is assisted by the Compliance Personnel in the implementation of the Corporate Compliance Program. Likewise, the Compliance Staff shall

provide efficient and effective specialized (*e.g. compliance monitoring and testing, analysis, research, assessments, data analytics, etc.*) and administrative (*e.g. research, reports, schedules, preparation of manual, etc.*) support services to the Compliance Officer. The Compliance Officer reports to the Audit and Compliance Committee at least once a month.

The **Internal Auditor** is responsible for the evaluation of the effectiveness of the Compliance Program and this should be part of the Audit Program. The Internal Auditors will conduct compliance testing based on its Audit Program. The Internal Auditor will report to the Audit and Compliance Committee at least once a month.

The **Senior Management headed by the President & CEO** should establish a compliance policy, ensures that it is observed, reports to the board of trustees or the Audit and Compliance Committee on its ongoing implementation, assesses its effectiveness and appropriateness, and matters relevant to compliance policy.



MANILA TEACHERS' MUTUAL AID SYSTEM, INC.

Chapter 3: COMPLIANCE SYSTEM

COMPLIANCE SYSTEM

The Association shall develop and implement and appoint/designate a Compliance Officer to oversee its implementation.

- The Compliance Program shall enable the Association to identify the relevant Philippine laws and regulations, analyze the corresponding risks of non-compliance, and prioritize the compliance risks (e.g., *low, medium, high*)
- The Compliance Program shall provide for periodic compliance testing with applicable legal and regulatory requirements. Testing frequency shall be commensurate with identified risk levels (e.g., annual testing for low-risk, quarterly testing for medium-risk, monthly testing for high-risk). It shall also provide for the reporting of compliance findings noted to appropriate levels of Management.
- The Program shall establish the responsibilities and duties of the Compliance Officer and other personnel, if any, involved in the compliance function.
- The Audit and Compliance Committee of the BOT shall review the Compliance Program at least once a year to incorporate changes in applicable laws and regulations. The review shall include assessment of the performance of the Compliance Officer and the efficiency of the monitoring, testing, and reporting system. Appropriate revisions of the program shall be adopted to minimize losses from non-compliance.
 - **A constructive working relationship with regulatory agencies.** The Association, through its Compliance Officer, may consult the regulatory agencies for additional clarification on specific provisions of laws and regulations and/or discuss compliance findings with the regulatory authorities. A dialogue may also be initiated with respect to borderline issues.
 - **A clear and open communication process within the Association to educate and address compliance matters.** Officers and staff shall be trained on the regulatory requirements through regular meetings, distribution of manuals and dissemination of regulatory issuance.
 - **Continuous monitoring and assessment of the compliance program.** The program shall provide for the periodic review of the compliance function to measure its effectiveness. The review may be carried out by the Internal Audit Department of the Association. The compliance program may operate parallel to or as part of the Association's internal control and auditing program.

Article I. BOARD OF TRUSTEES AND MANAGEMENT OVERSIGHT

Key actions that Board of Trustees and Management may take to demonstrate their commitment in maintaining an effective Compliance Program and to set a positive climate for compliance include:

- a. Demonstrating clear and unequivocal expectations about consumer compliance, awareness and understanding of the relevant laws, rules and regulations affecting the Association's operations;
- b. Appointing a Compliance Officer with authority and accountability;
- c. Allocating resources to compliance functions commensurate with the level and complexity of the institution's operations;
- d. Identifying compliance risk in the Association's products, services, and other activities, and responding to deficiencies and violations, if any;
- e. Conducting periodic compliance audits; and

The Board of Trustees and Management should discuss compliance topics during their meetings. They should include compliance matters in their communications to Association's personnel and its members. The Management and staff/employees should have a clear understanding that compliance is important to the BOT and Management, and that they are expected to incorporate compliance in their daily operations.

In developing the organizational structure of the compliance program, BOT and Management must grant a Compliance Officer sufficient authority and independence to:

- Have access to all areas of the Association's operations; and,
- Effect corrective action(s).

Article II. COMPLIANCE OFFICER

Compliance Officer

The principal function of the compliance officer is to oversee and coordinate the implementation of the compliance program. His/her duties and responsibilities shall include but are not limited to the following:

- Build up a library of all relevant laws, rules and regulations issued by the regulatory bodies such as the Insurance Commission (IC), Securities and Exchange Commission (SEC), Bureau of Internal Revenue (BIR), Social Security System (SSS), Department of Labor and Employment (DOLE), the local government, etc., and the respective implementing guidelines of said issuances.

- Keep the library current and up to date by seeing to it that copies of new law and regulatory body issuances, interpretations thereof, amendments thereto, and repeal/revocation thereof are on file with the Association and properly disseminated to officers and employees.
- Ensure proper onboarding of new directors (*i.e.* orientation on company's business, charter, articles of incorporation and by-laws, among others)
- Monitors, reviews, evaluates and ensures the compliance by the corporation, its officers and directors with the relevant laws, this Code, rules and regulations and all governance issuances of regulatory agencies;
- Reports the matter to the Board if violations are found and recommends the imposition of appropriate disciplinary action;
- Ensures the integrity and accuracy of all documentary submissions to regulators;
- Collaborates with other departments to properly address compliance issues, which may be subject to investigation;
- Identifies possible areas of compliance issues and works towards the resolution of the same;
- Ensures the attendance of board members and key officers to relevant trainings;
- Performs such other duties and responsibilities as may be provided by the IC.
- Participates in meetings to bring the compliance perspective to the development of new products and services, and modifications of existing ones.
- Assists in preparing for audits and regulatory examinations, coordinates audit and compliance examination efforts, and provides responses to compliance examinations and audits.
- Reports to the Audit and Compliance Committee at least quarterly and to the President & CEO on an on-going basis.

To be effective at overseeing compliance and maintaining a strong compliance posture, a Compliance Officer must be provided with ongoing training, as well as sufficient time and adequate resources to do the job. The Compliance Officer may utilize third-party service providers or consultants to help administer the compliance program or audit functions. However, the Compliance Officer should perform sufficient due diligence to verify that the provider is qualified, because ultimately the Association's BOT and Management are responsible for identifying and controlling compliance risks arising from third-party relationships to the same extent as if the third-party activity was handled within the Association.

Article III. COMPLIANCE OFFICER'S GENERAL RESPONSIBILITY

A Compliance Officer's general responsibilities, regardless of the size or complexity of the institution's operations, include:

1. Oversee and coordinate the implementation of the compliance system to include identification, monitoring and controlling of compliance risk;
2. Assess product, compliance, or operational risks and develop risk management strategies;
3. Conduct periodic internal reviews or audits to ensure that compliance procedures are followed;
4. Conduct or direct the internal investigation of compliance issues;
5. Assist in the examination and evaluation of the adequacy and effectiveness of the internal control systems;
6. Assist in the review of the application and effectiveness of risk management procedures and risk assessment methodologies
7. Assist in the review of the management and financial information systems, including the electronic information system and electronic services system;
8. Assist in the review of the systems and procedures of safeguarding assets;
9. Assist in the review of the system of assessing capital in a relation to the estimate of organizational risk;
10. Assist in transaction testing and assessment of specific internal control procedures;
11. Provide cordial assistance to all members of the Association.
12. Others duties as may be assigned the Board of Trustees of the Association.

When more than one individual is responsible for compliance matters, responsibility and accountability must be clearly defined.

If an Association engages the services of a third party, the Board and management must ensure that the third-party operations, products, services, and activities are reviewed for compliance with consumer protection laws and regulations.

Article IV. COMPLIANCE PROGRAM

A sound compliance program is essential to the efficient and successful operation of the Association, much as a business plan. A compliance program includes the following components:

- Policies and Procedures
- Training
- Monitoring and/or Audit of findings/exceptions noted by external auditors, including IC audit examinations

In order to ensure compliance with laws and regulatory issuances in the daily operations of the Association, the following shall be observed:

I. Identification of Compliance Risks.

Compliance Office identifies the compliance risks that the Association is faced with as well as the necessary measures to mitigate the effect of such risks to the Association.

Compliance risk is defined as a risk that may erode the value of the Association as a result of its failure to comply with the laws, rules, related self-regulatory organization standards and codes of conducts or inability to manage conflict of interest, treat members fairly and/or money laundering and terrorist financing activities.

For this purpose, the Compliance Office shall provide concerned units with the list of laws, rules, regulations, and practices that are applicable to their respective operations for their guidance.

Initially, MTMASI has identified its compliance risks as follows:

- a. **Operational Risk** – relates to policies and procedures business processes, safeguards for an efficient discharge of functions, safe keep of resources both human and material, business continuity and recovery, disruption in the delivery of committed services, competitiveness, and social dimension of the Association.

If not properly managed, operational risk may result to internal/external fraud, violations on employment practices and workplace safety, damage to physical assets, business disruption and systems failures, leak of sensitive or confidential information and errors in the execution, delivery and process management.

- b. **Credit Risk** – it encompasses policies and procedure for its products and services, including but not limited to, Basic Life Insurance Plan, Credit Life Insurance Plan, and financial assistance to beneficiaries of deceased members and Loan Grant to members.
- c. **Liquidity Risk** – is the risk that the Association could not meet its short-term debt obligations or cater the member's demand for withdrawals as a result of the Association's inability to properly manage its cash flows and have adequate available alternative fund sources. Exposure of the Association to this risk may result in higher costs (due to penalties and interest).

- d. **Reputational/Consumer Protection Risk** – is a risk resulting from negative publicity, misdeeds of personnel, internal or external failures, legal action from members/counterparties and regulatory sanctions. If not properly managed, exposure on this risk may lead to loss of members confidence or difficulty in convincing members or prospective members to avail the Associations products/services or continue their membership with the Association.
- e. **Money Laundering and/or Terrorist Financing Risk** – is the risk associated with the violations of the Anti-Money Laundering Act (AMLA) and/or combating financing of terrorism. Exposure to this risk may result in material monetary sanctions/penalties, imprisonment of personnel and criminal liability on the Association’s trustees.
- f. **Legal Risk/Risk on Regulatory Sanction/s** – is the risk of the Association to reputational or financial loss (cost of lawsuits and other legal proceedings) resulting from its non-awareness or misunderstanding on the way the corporate and regulatory laws should be applied. Risk on regulatory sanction is the exposure of the Association’s to regulatory fines, sanctions and penalties caused by its non-compliance with the regulator’s mandated rules, regulations, practices and standards.

II. Assessment of Risks

After the identification of the relevant laws, regulations, rules and standards and the compliance risks, to which the Association is exposed to, the risks of non-compliance shall be assessed as follows:

RISK LEVELS

High Risk - has the potential to greatly impact operational cost, schedule, or performance

- i. Strong concern, even one exception is vital, that should be acted upon immediately;
- ii. Unsound and unsafe acts and/or practices that may result in material loss or damage, or abnormal risk or danger to the safety, stability, liquidity or solvency of the Association and to the Members;
- iii. Those, which may be classified as major offenses by IC;
- iv. Transactions subject to severe administrative and substantial financial sanctions (may involve restrictions on activities and privileges, other non-monetary sanctions and severe sanctions such as administrative and/or criminal actions against the Trustees/Officers, among others);

Medium Risk - has the potential to slightly impact operational cost, schedule or performance

- i. Submission of reports to IC, SEC, etc.; or
- ii. Those, which after assessment, are not classified as High Risk.

Low Risk - Risk that has relatively little impact on operational cost, schedule or performance

- i. Limited or little concern but should be acted upon soonest;
- ii. Procedural lapses that can be remedied immediately and do not have material impact on the solvency, liquidity and operations of the Association and with lesser financial and administrative sanctions;

III. Periodic Compliance Testing and Reporting of Exceptions/Findings

- a. A compliance-testing process is hereby adopted.

The Compliance Office conducts testing of transactions/processes to determine observance and compliance with specific provisions of the laws, regulations, rules and standards issued by IC, including the AMLA, as amended and its RIRR.

The compliance testing process shall also include testing of reports prepared by Compliance Office, including those submitted to the IC and AMLC to determine and ensure integrity and accuracy of such reports.

If no exception is noted, a Certification jointly signed by the Compliance Office and the Branch/Extension Office Manager/In-Charge to the effect that the applicable laws, regulations, rules and standards are complied with, shall be submitted to Compliance Office every end of quarter.

- b. The Board of Trustees and/or Audit and Compliance Committee shall be advised by the Management through the Compliance Office, on a regular basis of any material breaches on the Compliance Program, laws, regulations, rules and standards and/or the general status of the Association's level of compliance therewith.

IV. Relationship with Regulatory Agencies

1. Compliance Office consults the regulatory agencies for clarifications on specific provisions of laws, regulations, rules, circulars, memorandum and other standards, and discusses compliance concerns/issues.
2. Compliance Office coordinates the IC evaluations and/or audit findings, if any, with the concerned Department/Branch/Extension Office of the Association and monitors the taking of corrective actions thereon through the Compliance Officer.

POLICIES AND PROCEDURES

1. Identifying the basic regulations applicable to the MBAs and corporate laws, regulations, rules and standards that the Association and its employees are required to observe/comply.

2. Disseminating regulatory requirements as well as new/changes in laws, regulations and rules to all concerned units, officers and staff either thru e-mail or timely distribution of copies of these regulatory issuances and other reference materials.
3. Maintaining a Compliance Library, which shall serve as repository of all relevant laws and corporate laws, regulations, rules and standards applicable to non-stock savings and loan associations.
4. Acting as the liaison for regulatory agencies and Compliance Officer of other MBAs and as such, shall act as the recipient of all correspondences. All written communications to and from regulatory agencies, including but not limited to IC, SEC, AMLC, DOLE and others, shall be handled and monitored by Compliance Office.
5. Providing assistance in the preparation of responses to correspondence and monitors the prompt submission to the regulatory agencies.
6. Coordinating with units concerned the implementation of new laws and regulations or updating and revisions to existing policies due to changes in regulations.
7. Consulting with the regulatory agencies to clarify on specific provisions of laws, regulations, rules, and standards.
8. Ensures timely and accurate documentary submissions of reports to the regulators.

PROCEDURES:

1. Identification of laws, regulations, rules and standards.
 - a. Each department/extension office shall be furnished a list of relevant laws, rules and regulations applicable to all their transactions which shall be observed by the officer and staff:
 - Insurance Code of the Philippines (as amended)
 - IC Circulars/Memoranda/Advisories
 - Anti- Money Laundering Act (AMLA)
 - Bureau of Internal Revenue (BIR)
 - Securities and Exchange Commission (SEC)
 - Department of Education (DepEd) Orders/Memoranda/Circulars
 - Revised Corporation Code
 - Financing Company Act
 - Department of Labor and Employment (DOLE)
 - Social Security System (SSS)
 - Local Government Issuances
 - b. Dissemination of New Regulatory Issuances.

- i. New regulatory issuances and other laws applicable to the Association shall be downloaded by the Compliance Officer from the regulators' website.
 - ii. The Compliance Officer shall regularly check the IC's and other regulators' website daily for new postings of Advisories, Circulars and Memoranda for downloading and printing.
 - iii. The downloaded regulations/laws shall be disseminated immediately to all each department/Extension Office of the Association via e-mail. The email shall contain at least the following:
 - Compliance Circular number
 - Subject
 - Date of the memo
 - Level of Importance
 - Date of Issue
 - Summary Deliverables
 - Affected Units
- c. Updating of Compliance Library
- The Compliance Officer shall immediately upload the new regulatory issuances downloaded from the regulator's website to keep the Compliance Library updated.
- d. The Compliance Office shall liaise with the regulators for and in behalf of the Association. The Compliance Officer shall be designated as one of the recipients of electronic and regular correspondence from the regulators, particularly from the Insurance Commission (IC), AMLC and SEC.
 - e. As liaison office, the Compliance Office shall provide assistance in the drafting of replies to correspondence received from the regulators to ensure appropriateness.
 - f. The Compliance Office shall ensure proper implementation of new regulations that are applicable to the Association. Hence, it shall coordinate with the concerned Departments for the drafting of the implementing guidelines, if necessary.
 - g. Compliance may occasionally confer with the regulators for the proper interpretation of a new or existing regulation. For this purpose, the Compliance Officer may draft and sign the letter. An inquiry may also be in the form of an electronic mail.
 - h. The Compliance Office shall monitor prompt submission of replies/reports and other documents to the regulatory agencies.

Article V. ANNUAL UPDATING AND APPROVAL

I. Annual Updating

The Compliance Program shall be reviewed and updated as the need arises or at least annually.

The annual updating process takes into consideration, among others, new laws, regulations, rules and standards and updates, if any, and shall be the basis in the prioritization of compliances risks and corresponding testing procedures and frequency.

II. Approval

The Compliance Office shall submit the Compliance Manual for review and pre-clearance to the Audit and Compliance Committee for endorsement to the Board of Trustees approval.

Amendments to the Manual shall have the same approval and submission processes.

Article VI. MONITORING OF ALL ASSOCIATION'S REPORTS AND SUBMISSION TO THE FOLLOWING AGENCIES

**MANILA TEACHERS' MUTUAL AID SYSTEM, INC.
LIST OF REPORTS/DOCUMENTS SUBMITTED TO INSURANCE COMMISSION (IC)**

Report title	Regulatory Body	Section/Department	Frequency	Date of Submission	Basis
1. Report on Negative List of Officers and Employees	Insurance Commission	Corporate Governance Unit (online filing)	Quarterly	15th day of the month following the end of quarter to be reported	IC Circular Letter No. 2020-90
2. Report of Investment Made and Sold or Dispose of	Insurance Commission	Investment Services Division (online filing)	Quarterly	20th day of the month following the end of quarter to be reported	IC Circular Letter No. 2016-24
3. Quarterly Report on Selected Financial Statistics	Insurance Commission	Statistics Division (online filing)	Quarterly	20th day of the month following the end of quarter to be reported	IC Circular Letter No. 2020-80
4. Annual Corporate Governance Report (ACGR)	Insurance Commission	Corporate Governance Unit (manual filing)	annually	must be filed on or before May 30 of the following year **must be uploaded to website within 5 business days from submission to the IC	IC Circular Letter No. 2020-72
5. Annual Statement	Insurance Commission	MBA Division	annually	On or before April 30 of each year	
6. AML & CTF Compliance Questionnaire	Insurance Commission	Corporate Governance Unit (online filing)	annually	60 days after the end of each calendar year	IC Circular Letter No. 2021-37

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7. Renewal of License	Insurance Commission	Licensing Department	annually	At least 3 months before the expiration of the MBA license	Chapter VII, Title I of the Insurance Code
8. Supervision Fee	Insurance Commission	MBA Division	annually		
9. Minutes of the Meeting of MBA Members	Insurance Commission	Corporate Governance Unit	annually	within 30 days after each regular/special meeting	IC Circular Letter No. 35-2006
10. Biographical Data of the Members of the Board of Trustees	Insurance Commission	Corporate Governance Unit	annually whenever change/s occur	within 30 days after the election of the concerned Trustee within 30 days from the date when such change occurs	IC Circular Letter No. 35-2006 IC Circular Letter No. 35-2006
11. List of Members of the Board of Trustees and Officers (as defined in By-Laws)	Insurance Commission	Corporate Governance Unit	annually	within 30 days after the appointment/designation of the concerned Officer	IC Circular Letter No. 35-2006
12. General Information Sheet (GIS)	Insurance Commission	Corporate Governance Unit	annually	within five (5) days from submission to the Securities and Exchange Commission	IC Circular Letter No. 2015-19
13. Survey on Covid-19 Claims/Coverage	Insurance Commission	via google forms indicated in the IC Advisory	Quarterly whenever required as per IC circular	within fifteen (15) days after end of quarter date determined by the Circular	IC Advisory No. RS-2022-025 (July 20, 2022)

MANILA TEACHERS' MUTUAL AID SYSTEM, INC.

LIST OF REPORTS/DOCUMENTS SUBMITTED TO ANTI-MONEY LAUNDERING COUNCIL (AMLC)

Report	Regulatory Body	Section/Department	Frequency	Date of Submission	LEGAL BASIS
1. AMLC Update of Registration	AMLC	AMLC (online via AMLC Portal)	every two (2) years	once in every 2 years <i>Latest Update: January 10, 2022</i>	
2. Quarterly DIGICUR Status Report	AMLC	AMLC online filing via AMLC Portal	Quarterly	every 15 days after end of the quarter to be reported NOTE: This is only until September 2022	AMLC Issuance A, B C and No. 2
3. Covered / Suspicious Transactions	AMLC	AMLC online filing via AMLC Portal	as transaction occurs	within five (5) business days from date of transaction	2016 IRR of RA 9160, as amended

MANILA TEACHERS' MUTUAL AID SYSTEM, INC.

LIST OF REPORTS/DOCUMENTS SUBMITTED TO SECURITIES AND EXCHANGE COMMISSION (SEC)

Report	Regulatory Body	Section/Department	Frequency	Date of Submission	Legal Basis
1. General Information Sheet (GIS)	Securities and Exchange Commission	SEC eFAST	Annually	within thirty (30) days from the date of annual membership meeting	
2. Financial Statements stamped "received" by BIR	Securities and Exchange Commission	SEC eFAST	Annually	August 1-15, 2022 (depending on the last number of the corporations's SEC registration number)	SEC MC No. 2, series of 2022

MANILA TEACHERS' MUTUAL AID SYSTEM, INC.
LIST OF REPORTS/DOCUMENTS SUBMITTED TO BUREAU OF INTERNAL REVENUE (BIR)

Report title	Regulatory Body	Section/Department (if applicable)	Frequency	Date of Submission	Concerned Department Point Person
1. Audited Financial Statement	Bureau of Internal Revenue (BIR)	RDO 33	Annually	on or before April 15	Accounting Department
2. Corporate Income Tax Return	Bureau of Internal Revenue (BIR)	RDO 33	Annually	on or before 15th day of the 4th month following the close of the taxpayer's taxable year	Accounting Department
3. Registration Fee/Annual Fee	Bureau of Internal Revenue (BIR)	RDO 33	Annually	Upon payment of annual registration fee for new business & for renewals on or before January 31 of every year.	Accounting Department

MANILA TEACHERS' MUTUAL AID SYSTEM, INC.
LIST OF REPORTS/DOCUMENTS SUBMITTED TO LOCAL GOVERNMENT UNIT (LGU)

Report title	Regulatory Body	Section/Department (if applicable)	Frequency	Date of Submission	Concerned Department Point Person
1. Renewal of Mayor's Permit (For MTMAS Extension Offices)	Business Licensing Office of the concerned City/Municipality	Business Permit and Licensing Office	Annually	on or before January 20	Operations Department Extension Offices
2. Barangay Business Clearance (For MTMAS Extension Offices)	Business Licensing Office of the	Business Permit and Licensing	Annually		Operations Department Extension Offices
3. Fire Safety Inspection Certificate	Business Licensing Office of the concerned City/Municipality	Business Permit and Licensing	Annually		Operations Department Extension Offices
4. Sanitary Permit	Business Licensing Office of the concerned City/Municipality	Business Permit and Licensing	Annually		Operations Department Extension Offices
5. Real Property Tax (For MTMAS Head Office)	Manila Assessor's Office	Assessor's Office	Annually		Accounting Department