



PRAXIS FIDES MUTUAL BENEFIT ASSOCIATION, INC.

35 Paseo del Congreso, Catmon, City of Malolos, Bulacan

Tel Nos. (044) 662-4288, (044) 791-3558

Mobile Nos. 0917-8264038, 0922-8032970

Email ad:praxisfides@gmail.com

RELATED PARTY TRANSACTIONS (RPT) COMMITTEE CHARTER

I. Purpose and Objective

The Committee shall have overall responsibility in ensuring transactions with related parties are handled in sound and prudent manner, with integrity, and in compliance with applicable laws and regulations to protect the interest of members.

II. Structure

A. Membership

1. The RPT Committee membership is to be composed of three (3) non-executives and headed by independent trustee.

2. The Chairman of the RPT Committee is not the Chairman of the Board or of any other committee.

B. Meetings

1. Meetings shall be held at a frequency determined by the RPT Committee but in any event not less than four (4) times a year. Special meetings may be convened by the Chairman as needed;

2. A quorum shall constitute more than half the number of members of the RPT Committee;

3. A resolution shall constitute the majority votes by committee members present during the meeting;

4. The RPT Committee may invite other officers/personnel or representatives of management as well as other members of the workforce (Area Coordinators and Area

Representatives) responsible for any matter related to the meeting agenda to provide representation in the meeting;

5. The Secretary of the RPT Committee shall arrange the meeting schedule and prepare the agenda. The Secretary shall provide copies of the meeting agenda, risk management reports, minutes of previous meeting, and other necessary documents to all committee members as soon as practicable before each meeting.

III. Duties and Responsibilities

1. Evaluate on an ongoing basis existing relations between and among businesses and counterparties to ensure that all parties are continuously identified, RPTs are monitored, and subsequent changes in relationship with counterparties (from non-related to related and vice versa) are captured.
2. Report to the board of trustees on a regular basis, the status and aggregate to each related party as well as the total amount of exposures to all related parties.
3. Ensure the transactions with related parties, including write-off of exposures, are subject to periodic independent review or audit process.
4. Oversee the implementation of the system for identifying, monitoring, controlling, and reporting RPTs, including the periodic review of RPT policies and procedures.