

D.1 Transparent ownership structure		Y/ N	Reference/ Source document	
D.1.1	Does the information on shareholdings reveal the identity of beneficial owners, holding 5% shareholding or more?	N/A	DEFAULT	
D.1.2	Does the company disclose the direct and indirect (deemed) shareholdings of major and/or substantial shareholders?	N/A	DEFAULT	
D.1.3	Does the company disclose the direct and indirect (deemed) shareholdings of directors (commissioners)?	N/A	DEFAULT	
D.1.4	Does the company disclose the direct and indirect (deemed) shareholdings of senior management?	N/A	DEFAULT	
D.1.5	Does the company disclose details of the parent/holding company, subsidiaries, associates, joint ventures and special purpose enterprises/ vehicles (SPEs)/ (SPVs)?	N/A	DEFAULT	

D.2 Quality of Annual Report					
Does the company's annual report disclose the following items:					
D.2.1	Key risks	"OECD Principle V (A): (1) The financial and operating results of the company;	Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Page 20 ) Key Risks - Market, Credit & Liquidity Risk
D.2.2	Corporate objectives	(2) Company objectives, including ethics, environment, and other public policy commitments; (3) Major share ownership and voting rights, including group structures, intra-group relations, ownership data, beneficial ownership; (4) Remuneration policy for members of the board and key executives, including their qualifications, the selection process, other company directorships and whether they are regarded as independent by the board; (6) Foreseeable risk factors, including risk management system;	Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Page 5) Associations Objectives  Praxis Fides aimed to achieve the following in 2019 1. Review and update the internal control manual of the association. 2. Open new areas in Malolos, Pulong Buhangin and San Miguel in Bulacan. 3. Improved the collection process for loans. 4. Equity loan maximization of at least 50% of total unused equity.
D.2.3	Financial performance indicators	(7) Issues regarding employees and other stakeholders; (8) Governance structure and policies, in particular, the content of any corporate governance code or policy and the process by which it is implemented.  OECD Principle V (E): Channels for disseminating information should provide for equal, timely and cost-efficient access to relevant information by users.  ICGN 2.4 Composition and structure of the board ICGN 2.4.1 Skills and experience ICGN 2.4.3 Independence	Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT (Page 22) <b>Financial and Non- Financial Indicators</b> Praxis Fides MBI has been compliant to the policies and regulations of the Insurance Commission. The Risk Based Capital Ratio for 2018 is 177%.
D.2.4	Non-financial performance indicators	ICGN 5.0 Remuneration ICGN 5.4 Transparency  UK Corporate Governance Code (2010) A.1.2 - the number of meetings of the board and those committees and individual attendance by directors.	Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT (Page 22) <b>Financial and Non- Financial Indicators</b> Protection of Member – Credit life of member borrower to include interest in computing the annual premium.
D.2.5	Dividend policy	CLSA-ACGA (2010) CG Watch 2010 - Appendix 2 (I) CG rules and practices (19) Disclose the exact remuneration of individual directors.	Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT (Page 22) <b>Policy on Dividends</b> Praxis Fides MBI being a non-stock non-profit mutual association, does not distribute dividends to its members. However, pursuant to Circular Letter Number 2015-46 dated 8 September 2015 section 408 paragraph 3 of the amended Insurance Code of the Philippines, it may distribute the excess of its free and unassigned surplus to the member benefits' fund, whether in cash or in kind, and duly verified by the Insurance Commission. The table below shows the earnings and equitable dividend for members.
D.2.6	Details of whistle-blowing policy		Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Page 23) Anti-Corruption Program The Association prohibits the Board of Trustees, Employees and Workforce to give and receive gifts in any kind of form monetary or things in exchange of favors and decisions that may affect or compromise the Praxis Fides MBI's integrity or may have a negative impact to the associations.

D.2.7	Biographical details (at least age, qualifications, date of first appointment, relevant experience, and any other directorships of listed companies) of directors/commissioners		Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Page 14-16) Board of Trustees and Continuing Education
D.2.8	Training and/or continuing education programme attended by each director/commissioner		Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Pages 14-16) Board of Trustees and Continuing Education
D.2.9	Number of board of directors/commissioners meetings held during the year		Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Page 17) Board Meetings
D.2.10	Attendance details of each director/commissioner in respect of meetings held		Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Page 17) Board Meetings
D.2.11	Details of remuneration of each member of the board of directors/commissioners		Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Page 19) Board Remuneration

**Corporate Governance Confirmation Statement**

D.2.12	Does the Annual Report contain a statement confirming the company's full compliance with the code of corporate governance and where there is non-compliance, identify and explain reasons for each such issue?	<p><b>OECD PRINCIPLE V (A) (8)</b></p> <p><b>UK CODE (JUNE 2010): Listing Rules</b></p> <p>9.8.6 R (for UK incorporated companies) and 9.8.7 R (for overseas incorporated companies) state that in the case of a company that has a Premium listing of equity shares, the following items must be included in its Annual Report and accounts: a statement of how the listed company has applied the Main Principles set out in the UK CG Code, in a manner that would enable shareholders to evaluate how the principles have been applied; a statement as to whether the listed company has complied throughout the accounting period with all relevant provisions set out in the UK CG Code; or not complied throughout the accounting period with all relevant provisions set out in the UK CG Code, and if so, setting out:</p> <p>(i) those provisions, if any, it has not complied with;</p> <p>(ii) in the case of provisions whose requirements are of a continuing nature, the period within which, if any, it did not comply with some or all of those provisions; and</p>	Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Page 22) Commitment to Good Governance Praxis Fides MBI take corporate governance to mean "a system whereby management enhances the value of a corporation by the way objectives are set and achieved, risk is monitored and managed, and performance is optimized, by taking into account corporate social responsibility." With this understanding, Praxis Fides MBI binds itself "to promote fairness, transparency and accountability" in all its corporate actions and endeavors.
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**D.3. Disclosure of related party transactions (RPT)**

D.3.1	Does the company disclose its policy covering the review and approval of material/significant RPTs?	<p><b>OECD Principle V: Disclosure and Transparency</b></p> <p>(A) Disclosure should include, but not limited to, material information on:</p> <p>(5) Related party transactions</p> <p><b>ICGN 2.11.1 Related party transactions</b></p> <p>The company should disclose details of all material related party transactions in its Annual Report.</p>	Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Page 23) Review of Related Party Transactions Praxis Fides MBI Independent Trustee shall review the materials and significant Related Party Transactions to determine whether they are in the best interest of the association and its members.
D.3.2	Does the company disclose the name of the related party and relationship for each material/significant RPT?		Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Page 19) Disclosure of transactions of Board of Trustees, Employees and Workforce of the associations are reported during the meetings. The extent of the related party transactions involves the beneficiary, amount, nature and term of transactions. A total of 9,667,602.11 pertain to Privileged Loan/ Car Loan of Staff. The committee has conducted the review and ensured that the transactions are fair and at arm's length.

D.3.3	Does the company disclose the nature and value for each material/significant RPT?		Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Page 19) Disclosure of transactions of Board of Trustees, Employees and Workforce of the associations are reported during the meetings. <b>The extent of the related party transactions involves the beneficiary, amount, nature and term of transactions. A total of 9,667,602.11 pertain to Privileged Loan/ Car Loan of Staff.</b> The committee has conducted the review and ensured that the transactions are fair and at arm's length.
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<b>D.4 Directors and commissioners dealings in shares of the company</b>					
D.4.1	Does the company disclose trading in the company's shares by insiders?	<p><b>OECD Principle V (A):</b> (3) Major share ownership and voting rights</p> <p><b>ICGN 3.5 Employee share dealing</b> Companies should have clear rules regarding any trading by directors and employees in the company's own securities.</p> <p><b>ICGN 5.5 Share ownership</b> Every company should have and disclose a policy concerning ownership of shares of the company by senior managers and executive</p>	N/A		

<b>D.5 External auditor and Auditor Report</b>					
D.5.1	Are audit fees disclosed?	<p><b>OECD Principle V (C):</b> An annual audit should be conducted by an independent, competent and qualified, auditor in order to provide an external and objective assurance to the board and shareholders that the financial statements fairly represent the financial position and performance of the company in all material respects.</p> <p><b>OECD Principle V (D):</b> External auditors should be accountable to the shareholders and owe a duty to the company to exercise due professional care in the conduct of the audit.</p> <p><b>ICGN 6.5 Ethical standards (Audit)</b> The auditors should observe high-quality auditing and ethical standards. To limit the possible risk of possible conflicts of interest, non-audit services and fees paid to auditors for non-audit services should be both approved in advance by the audit committee and disclosed in the Annual Report.</p>	Y	<a href="https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf">https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf</a>	AGM MINUTES (Page 12) B. Financial Report Trustee Precy Cabuhut, Head of the Audit Committee, presented the Financial Position & Statement of Comprehensive Income for the year 2019. She then discussed and affirmed the correctness, true and fair presentation of the Annual Financial Statements report. <b>She also disclosed the fees of audit and non-audit fees services of AMC &amp; Associates for 2019, a total of P121, 000.00 for the annual audit and non-audit fee of P44, 000.00 for the Compiler's fee and Annual Statement fee.</b>
	<b>Where the same audit firm is engaged for both audit and non-audit services</b>		Y	<a href="https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf">https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf</a>	AGM MINUTES (Page 12) B. Financial Report Trustee Precy Cabuhut, Head of the Audit Committee, presented the Financial Position & Statement of Comprehensive Income for the year 2019. She then discussed and affirmed the correctness, true and fair presentation of the Annual Financial Statements report. <b>She also disclosed the fees of audit and non-audit fees services of AMC &amp; Associates for 2019, a total of P121, 000.00 for the annual audit and non-audit fee of P44, 000.00 for the Compiler's fee and Annual Statement fee.</b>
D.5.2	Are the non-audit fees disclosed?		Y	<a href="https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf">https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf</a>	AGM MINUTES (Page 12) B. Financial Report Trustee Precy Cabuhut, Head of the Audit Committee, presented the Financial Position & Statement of Comprehensive Income for the year 2019. She then discussed and affirmed the correctness, true and fair presentation of the Annual Financial Statements report. She also disclosed the fees of audit and non-audit fees services of AMC & Associates for 2019, a total of P121, 000.00 for the annual audit and non-audit fee of P44, 000.00 for the Compiler's fee and Annual Statement fee.
	Does the non-audit fee exceed the audit fees?		N	<a href="https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf">https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf</a>	AGM MINUTES (Page 12) B. Financial Report She also disclosed the fees of audit and non-audit fees services of AMC & Associates for 2019, a total of <b>P121, 000.00 for the annual audit and non-audit fee of P44, 000.00</b> for the Compiler's fee and Annual Statement fee.

<b>D.6 Medium of communications</b>	
<b>Does the company use the following modes of communication?</b>	

D.6.1	Quarterly reporting	<b>OECD Principle V (E):</b> Channels for disseminating information should provide for equal, timely and cost-efficient access to relevant information by users.  <b>ICGN 7.1 Transparent and open communication</b> Every company should aspire to transparent and open communication about its aims, its challenges, its achievements and its failures.	Y	<a href="https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf">https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf</a>	AGM MINUTES (Page 12) His report highlighted the status of Praxis Fides MBAI 2019 operations in terms of membership, people and processes as well as financial and non- financial risks. ( Please see power point presentation of GM's Report). <i>For quarterly reporting, he announced that local assemblies will be cancelled because of the pandemic, instead reporting will be via zoom</i>
D.6.2	Company website		Y	<a href="https://praxisfides.webs.com/">https://praxisfides.webs.com/</a>	COMPANY WEBSITE
D.6.3	Analyst's briefing		N/A		
D.6.4	Media briefings /press conferences	<b>ICGN 7.2 Timely disclosure</b> Companies should disclose relevant and	Y	<a href="https://www.facebook.com/praxisfides">https://www.facebook.com/praxisfides</a>	Social Media Account in Facebook, were announcements and other updates are posted.

<b>D.7 Timely filing/release of annual/financial reports</b>					
D.7.1	Are the audited annual financial report / statement released within 120 days from the financial year end?	<b>OECD Principle V (C)</b>  <b>OECD Principle V (E) OECD Principle V-(A).</b>	Y	<a href="https://praxisfidembai4.webs.com/PRAXIS%20Fides%20Mutual%20Benefit%20Association_2019%20ITR.pdf">https://praxisfidembai4.webs.com/PRAXIS%20Fides%20Mutual%20Benefit%20Association_2019%20ITR.pdf</a>	Because of the ECQ, the Audited Financial Statements was uploaded on June 30, 2020
D.7.2	Is the annual report released within 120 days from the financial year end?	<b>ICGN 7.2 Timely disclosure</b>  <b>ICGN 7.3 Affirmation of financial statements</b>	Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	Because of the ECQ, the Audited Financial Statements was uploaded on June 30, 2020
D.7.3	Is the true and fairness/fair representation of the annual financial statement/reports affirmed by the board of directors/commissioners and/or the relevant officers of the company?	The board of directors and the corporate officers of the company should affirm at least annually the accuracy of the company's financial statements or financial accounts.	Y	<a href="https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf">https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf</a>	AGM MINUTES (Page 12) B. Financial Report Trustee Precy Cabuhut, Head of the Audit Committee, presented the Financial Position & Statement of Comprehensive Income for the year 2019. <b><i>She then discussed and affirmed the correctness, true and fair presentation of the Annual Financial Statements reports.</i></b>

<b>D.8 Company website</b> <i>Does the company have a website disclosing up-to-date information on the following:</i>					
D.8.1	Business operations	<b>OECD Principle V (A)</b>	Y	<a href="https://praxisfides.webs.com/contact_us_log.html">https://praxisfides.webs.com/contact_us_log.html</a>	Bus. Hours on the company website under contacts
D.8.2	Financial statements/reports (current and prior years)	<b>OECD Principle V (E)</b>  <b>ICGN 7.1 Transparent and open communication</b>	Y	<a href="https://praxisfidembai.webs.com/reports">https://praxisfidembai.webs.com/reports</a>	I. FINANCIAL STATEMENTS ( from year 2012-2019)
D.8.3	Materials provided in briefings to analysts and media	<b>ICGN 7.2 Timely disclosure</b>	N/A		
D.8.4	Shareholding structure		Y	<a href="https://praxisfides.webs.com/">https://praxisfides.webs.com/</a>	Official Company Website & Head office provides information and service regarding shareholding structure of a member, also <b><u>accepts comments and complaints</u></b>
D.8.5	Group corporate structure		Y	<a href="http://praxispf6.webs.com/">http://praxispf6.webs.com/</a>	PF MBAI Group Corporate Structure (Management & BOT Group)
D.8.6	Downloadable annual report		Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019
D.8.7	Notice of AGM and/or EGM		Y	<a href="https://praxisfidembai4.webs.com/Notice-of-Annual-General-Meeting-2020.pdf">https://praxisfidembai4.webs.com/Notice-of-Annual-General-Meeting-2020.pdf</a>	Notice of AGM
D.8.8	Minutes of AGM and/or EGM		Y	<a href="https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf">https://praxisfidembai4.webs.com/AGM-MINUTES-2020.pdf</a>	AGM MINUTES 2019
D.8.9	Company's constitution (company's by-laws, memorandum and articles of association)		Y	<a href="https://praxisfidembai.webs.com/amended-by-laws">https://praxisfidembai.webs.com/amended-by-laws</a>	By Laws, Articles of Incorporation

<b>D.9 Investor relations</b>					
D.9.1	Does the company disclose the contact details (e.g. telephone, fax, and email) of the officer / office responsible for investor relations?	<b>ICGN 7.1 Transparent and open communication</b>	Y	<a href="https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf">https://praxisfidembai4.webs.com/Annual%20Report%202019.pdf</a>	ANNUAL REPORT 2019 (Page 97) Praxis Fides Contact Information Investor Relation Officer : Melody Gaddi