



Outsourcing brief

Q1 2021



P&A Grant Thornton Solutions, Inc. (P&A Grant Thornton)
Wholly-owned subsidiary of Punongbayan & Araullo (P&A), the Philippine member firm of Grant Thornton International, Ltd.

PHILHEALTH UPDATES

PHIC- Advisory Reiteration of the Guidelines on the Granting of Immediate Eligibility to Members

PHIC- Advisory Newly Accredited Collecting Agents

SEC UPDATES

SEC MC NO. 01s 2021 Guidelines in Preventing the Misuse of Corporations for Illicit Activities through Measures Designed to Promote Transparency of Beneficial Ownership (“BO Transparency Guidelines”)

SEC MC NO. 02s 2021 Compliance with Section 4 of SEC Memorandum Circular No. 18, Series of 2019 for Newly Registered Financing Companies (FCs) and Lending Companies (LCs)

SEC MC NO. 03s 2021 Schedule and Procedure for the Filing of Annual Financial Statements, General Information Sheet and Other Annual Reports

SSS UPDATES

SSS Advisory Extension of Temporary Suspension of the Annual Confirmation of Pensioners (ACOP) Program

SSS Advisory Member Data Change Request (Simple Correction)

DOLE UPDATES

Labor Advisory No. 01-21 CA Series of 2021 Waiver of Penalties for Alien Employment Permit (AEP) Renewal Applications in Areas covered by Community Quarantine

Labor Advisory No. 03-21 CA Series of 2021 Guidelines on the Administration of COVID-19 Vaccines in the Workplaces

AMLC Updates

Requires real estate developers and brokers, offshore gaming operators, and offshore gaming operator service providers, as new covered persons, to register with the AMLC





- > Philhealth Updates
- > SEC Updates
- > SSS Updates
- > DOLE Updates
- > AMLC Updates

PHILHEALTH Updates

Reiteration of the Guidelines on the Granting of Immediate Eligibility to Members

As stated under Section 9 of RA 11223 or the Universal Healthcare (UHC) and PhilHealth Circular 2019-0010, all Filipinos shall be granted “immediate eligibility” or automatic entitlement for PhilHealth benefit packages, not withstanding their contribution status. Such benefit is being provided by all Philhealth accredited and contracted Health Care Institutions (HCIs). PhilHealth is encouraging all Filipinos to avail of the PhilHealth benefit through registering with the nearest Local Health Insurance Office (LHIO) or PhilHealth Express.

For Employers and self-employed direct contributors, they shall be required to pay all missed contributions with an interest, compounded monthly, of at least three percent (3%) for employers and not exceeding one and one-half percent (1.5%) for self-earning, professional practitioners, and migrant workers.

Newly Accredited Collecting Agents

IPAY-MYEG Philippines, Inc. (MYEG) is now a collecting agent of Philhealth and is accepting premium contribution payments for self-paying members.

Philhealth members may now pay their premium contributions using their Debit/

Credit Cards or via GCash.

To see the full versions of the Circulars, please visit Philhealth’s website:

<https://www.philhealth.gov.ph>

SEC Updates



- > Philhealth Updates
- > SEC Updates
- > SSS Updates
- > DOLE Updates
- > AMLC Updates

Guidelines in Preventing the Misuse of Corporations for Illicit Activities through Measures Designed to Promote Transparency of Beneficial Ownership (“BO Transparency Guidelines”)

The Revised Corporation Code of the Philippines (RCCP) requires all corporations to keep and carefully preserve all pertinent information relating to the corporation which includes the current ownership structure, voting rights, stockholders and members, group structures, ownership data and beneficial ownership. Our law mandates that all corporations be established for legal purposes only and should not be used to justify wrong, protect fraud, defend crime or conduct other illicit activities.

To guard against the misuse of corporate vehicles, authority must have access to all adequate and accurate information about the corporation established. The Philippines shall not be used as a money laundering site for all unlawful activities.

Promoting the transparency of Beneficial Ownership of Legal Persons such as corporations is consistent with the nation’s commitment to implement international standards and promote best practices in combating money laundering and terrorist financing as recommended by various international standard-setting bodies.

The concealment or non-disclosure of

the beneficial owner/s of the corporation and the identity of the nominators and principals of its incorporators, directors/trustees and shareholders, would be in contravention of the policy embodied in pertinent provisions of the RCCP

Compliance with Section 4 of SEC Memorandum Circular No. 18, Series of 2019 for Newly Registered Financing Companies (FCs) and Lending Companies (LCs)

Prohibition on Unfair Debt Collection Practices of Financing Companies (FC) and Lending Companies (LC) applies to all FCs and LCs whether existing or newly registered.

This requires the submission of a sworn certification stating the company’s compliance with the provisions of Section 4 SEC MC 18.

In lieu of this, the SEC hereby issues this circular to serve as a guide for newly registered MCs and LCs in their compliance.

FCs and LCs that were incorporated after 08 September 2019, until the effectivity date of this Circular, shall submit the Sworn Certification within thirty (30) calendar days from effectivity.

FCs and LCs that will be incorporated subsequent to the effectivity of this

Circular shall submit the Sworn Certification within thirty (30) calendar days from the issuance of their Certificates of Authority to Operate as a Financing/Lending Company.

Violation of this circular shall be subject to the penalties prescribed.

Schedule and Procedure for the Filing of Annual Financial Statements, General Information Sheet and Other Annual Reports

The Inter-Agency Task Force (IATF) orders all government agencies to adopt the minimum health standards to prevent and/or minimize the spread of emerging infectious diseases such as the COVID-19.

As it is imperative to maintain an organized filing of the 2021 Annual Financial Statements (AFS), General Information Sheet (GIS), General Form for Financial Statements (GFFS), industry-specific Special Form for Financial Statements (SFFS) and other covered reports in compliance with the preceding laws, sustainable practices and health protocols.

The commission hereby issues and promulgates the following guidelines on the 2021 Filings and the use of the Online Submission Tool (OST) in filing aforementioned reports with the commission.



- > Philhealth Updates
- > SEC Updates
- > SSS Updates
- > DOLE Updates
- > AMLC Updates

SEC Updates

Section 1 – Mode of Submission of Reports

– The submission of annual reports shall be done online using the Commission’s Online Submission Tool (OST).

The commission shall no longer accept hard copies of reports. No submission through email, mail, courier and chatbox shall be allowed.

The submission of GFFS and SFFS in diskette or compact disc is no longer required.

Section 2 – Reports Accepted through the OST – For its initial implementation, the following reports shall be accepted.

- a. Annual Financial Statements
- b. General Information Sheet
- c. Sworn Statement of Foundation
- d. General Form for Financial Statements
- e. Special Form for Financial Statements
- f. Affidavit of Non-Operation
- g. Affidavit of Non-Holding of Annual Meeting

For the full versions of the Circulars, please visit: <https://www.sec.gov.ph>.

SSS Updates



- > Philhealth Updates
- > SEC Updates
- > SSS Updates
- > DOLE Updates
- > AMLC Updates

SSS Advisory – Updating of Information for Members with Rejected Benefit Claim due to Incorrect Details in the Disbursement Account

Below are the most common reasons for rejected disbursement accounts in the Disbursement Account Enrollment Module (DAEM) or non-crediting of benefit payment to a member's enrolled account:

- Closed Account
- Dormant Account
- Frozen Account
- Joint account with another person
- No existing Account
- Prepaid account/ cash card account
- Time deposit settlement account
- Dollar/foreign currency account
- Account name is different from member/ employer/payee name in SSS records
- Restricted Accounts
- Account is a non-PesoNet participating Bank
- Typographical errors in encoding

You may change or update your disbursement account through the Benefit Re-Disbursement Module in your My.SSS Account in the SSS Website.

Ensure that your Disbursement Account is an active, single savings account in a PESONET Participating bank, without any restrictions.

SSS Advisory – Extension of Temporary Suspension of the Annual Confirmation of Pensioners (ACOP) Program

All SSS Pensioners who are continuously receiving their pension benefit are notified of the following:

- Compliance with the ACOP Program remains suspended until the last day of the Community Quarantine (CQ)
- Pension benefit shall still be granted to those with birth months from January 2020 until end of CQ
- Once the CQ is lifted, pensioners will be given a 60-day period of compliance with ACOP Program from the last day of CQ. Failure to do so will result to suspension of pension benefits.

All SSS Pensioners who are not receiving their pension benefit due to non-compliance with the ACOP Program are notified of the following:

- Payment of pension benefit shall resume upon submission of a duly accomplished ACOP Form and documents as follows:

- For pensioners residing abroad: through email – ofw.relations@sss.gov.ph / corporate email of the SSS Foreign Office

- For pensioners residing in the Philippines: through email – member_relations@sss.gov.ph/corporate_email of the SSS branch

SSS Advisory – Member Data Change Request (Simple Correction)

It is important for all SSS Members to update and correct their personal records. An up-to-date membership record avoid delays in the processing of your loan applications, benefit claims and other equally important transactions.

All SSS Members can now make Simple Data Change Requests online through their My.SSS Accounts in the SSS Website.

One can conveniently correct their personal information anytime using the following steps:

1. Log-in to your My.SSS Account via www.sss.gov.ph
2. Under E-Services, click on “Request for Member Data Change (Simple Correction)”
3. Choose one (1) data change being requested
4. Upload the required supporting documents (as requested) depending on the desired change
5. When uploading supporting documents remember to attach a readable colored image or PDF file with a maximum file size of 2MB



- > Philhealth Updates
- > SEC Updates
- > SSS Updates
- > DOLE Updates
- > AMLC Updates

SSS Updates

6. Take note of the transaction number, then check your registered email for a Notice of Approval or Rejection from SSS

More complex personal data changes may be requested via personal submission of a Member Data Change Request Form or SSS Form E-4 and supporting documents to an SSS Branch.

DOLE UPDATES



- > Philhealth Updates
- > SEC Updates
- > SSS Updates
- > DOLE Updates
- > AMLC Updates

Waiver of Penalties for Alien Employment Permit (AEP) Renewal Applications in Areas covered by Community Quarantine

Alien Employment Permit (AEP) renewal applications shall be treated as new applications and shall not be assessed for penalties. In accordance with the Bayanihan to Recover as One Act and the Memorandum of the Executive Secretary dated 23 October 2020 which provide for regulatory relief during the community quarantine.

Waiver of the necessary penalties for the applications shall be observed.

For more information on this advisory please access: <https://www.dole.gov.ph/news/labor-advisory-no-01-21-waiver-of-penalties-for-alien-employment-permit-aep-renewal-applications-in-areas-covered-by-community-quarantine/?fbclid=IwAR2IS5YGdwQ45FLBFwjk-tony6yoq8L4qaShUwUeSfBz6HhpkIMQ6j3REnY>

Guidelines on the Administration of COVID-19 Vaccines in the Workplaces

This Guidelines applies to all establishments and employers in the private sector that administer COVID-19 vaccines in the workplace.

All covered establishments and employers must adopt and implement the appropriate vaccination policy in the

workplace as part of their Occupational Safety and Health program.

Covered establishments and employers may procure COVID-19 vaccines, supplies, and other services.

No cost shall be charged against or passed on, directly or indirectly, to the employees.

All DOLE Regional Offices shall enforce this Guidelines and provide appropriate assistance to covered establishments and employers to facilitate their compliance thereof.

For more information on this circular you may access: https://www.dole.gov.ph/news/labor-advisory-no-03-21-guidelines-on-the-administration-of-covid-19-vaccines-in-the-workplaces/?fbclid=IwAR2DE4zkzg8r_qhW93dwv3Sgj7ub8Msbkk48G5EUYBUj-pN1jE9OCifGrm0



- > Philhealth Updates
- > SEC Updates
- > SSS Updates
- > DOLE Updates
- > AMLC Updates

AMLC Updates

Requires real estate developers and brokers, offshore gaming operators, and offshore gaming operator service providers, as new covered persons, to register with the AMLC

The recently amended Republic Act No. 11521 declared real estate developers (REDs), real estate brokers (REBs), offshore gaming operators (OGOs), and OGO-service providers (OGO-SPs) as covered persons.

In lieu of this, the entities are required to report covered and suspicious transactions to the AMLC within the period prescribed.

Non-registration is an administrative offense penalized under the Rules of Procedure on Administrative Cases. Failure to register would mean failure to electronically file covered and suspicious transaction reports with the AMLC, which is a money laundering offense per Sec. 4 of the AMLA, as amended.

For more information please access <http://www.amlc.gov.ph/news-and-announcements/16-news-and-announcements/257-advisory-for-real-estate-developers-real-estate-brokers-offshore-gaming-operators-ogo-and-ogo-service-providers?tmpl=component&print=1&page=>

About P&A Grant Thornton Solutions, Inc.

P&A Grant Thornton Solutions, Inc. provides, first rate support for your key accounting and administrative activities, such as outsourced accounting, payroll, and accounting-related tasks.

We see ourselves as your partner: we work steadily and efficiently in the background, enabling you to take center stage and focus on meeting your corporate objectives, goals and targets and drive your business to greater heights.

If you would like to know more about our services

Paz V. Malubay

President

P&A Grant Thornton Solutions, Inc.

T +63 2 8864 0741 ext. 810

D +63(2) 8864 0458/8988 2297

E Paz.Malubay@ph.gt.com



Outsourcing brief is a quarterly publication of P&A Grant Thornton Solutions, Inc. that aims to keep the company's clientele, as well as the general public, informed of various developments in outsourcing, compensation, and other related matters. This publication is not intended to be a substitute for competent professional advice. While careful effort has been exercised to ensure the accuracy of the contents of this publication, it should not be used as the basis for formulating business decisions. Government pronouncements, laws and official interpretations are all subject to change.

We welcome your suggestions and feedback so that the Outsourcing brief may be even more useful to you. Please get in touch with us if you have any comments and if it would help you to have the full text of the materials in the Outsourcing Brief.



grantthornton.com.ph

© 2021 P&A Grant Thornton Solutions, Inc. - All rights reserved. P&A Grant Thornton Solutions, Inc. is an entity wholly owned by Punongbayan & Araullo (P&A), the Philippine member firm of Grant Thornton International Ltd (GTIL). "Grant Thornton" refers to the brand under which the Grant Thornton member firms provide assurance, tax and advisory services to their clients and/or refers to one or more member firms, as the context requires. GTIL and the member firms are not a worldwide partnership. GTIL and each member firm is a separate legal entity. Services are delivered by the member firms. GTIL does not provide services to clients. GTIL and its member firms are not agents of, and do not obligate, one another and are not liable for one another's acts or omissions.