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Outsourcing brief

Q1 2016



BIR updates

RMC No. 35, s2016: Availability of eBIRForms Package Version 6.0 and other concerns

The eBIRForms Package Version 6.0 has been made available and downloadable online from any of the following sites:

- a. www.knowyourtaxes.ph;
- b. www.dof.gov.ph;
- c. Dropbox using this link: <http://goo.gl/UCr8XS>
- d. Direct link: http://ffp.pregi.net/bir/ebirforms_package_v6.0.zip; or
- e. www.bir.gov.ph

The new eBIRForms package has the following modifications:

- a) One-click submission of tax returns; and
- b) Reduced package size for easier downloading.

Taxpayers shall follow these steps:

Step 1. DOWNLOAD, INSTALL and RUN eBIRForms Package version 6.0;

Step 2. Create a Profile by providing a valid Taxpayer Identification Number (TIN), RDO Code, line of business, registered name, registered address, ZIP Code, telephone number and an active email address;

Step 3. Choose from the List of BIR Forms then click FILL UP. Re-enter TIN and email address to confirm that the provided information are correct.

Step 4. Accomplish the selected tax return then click VALIDATE button. If there are changes to make, click EDIT button. Make sure to click VALIDATE button after every change made.

Step 5. Click SUBMIT/FINAL COPY button:

- If taxpayer is enrolled and activated in Electronic Filing and Payment System (eFPS), he/she/it will be redirected to eFPS Login page and shall enter his/her/its Username and Password then follow steps in eFPS; or
- If taxpayer is an eBIRForms user, he/she/it shall be required to fully and unconditionally agree to the Terms of Service Agreement (TOSA) by clicking AGREE. Taxpayers will then receive a system-generated confirmation email.

eFPS taxpayers filing Annual Income Tax Returns (ITR) (i.e. 1700, 1701, 1702-RT, 1702-EX and 1702-MX) and Excise Tax Returns (i.e. 2200-A and 2200-T) shall prepare the tax returns using the offline package and submit

COPY button. eFPS taxpayers filing other returns (i.e. 1601-C, 1601-E, 2550M, 2550Q, 2551M, etc.) shall use the online eFPS. Thereafter, payment shall be made online thru the eFPS facility by clicking the proceed to payment button.

Non-eFPS taxpayers using eBIRForms shall print the tax return and pay the tax due through Authorized Agent Banks (AABs), Revenue Collection Officers (RCOs), or GCash.

The accompanying schedules and manual attachments (i.e. Financial Statements, Statement of Management Responsibility (SMR), scanned BIR Form Nos. 2307/2316 in DVD-R with sworn declaration per Revenue Regulations (RR) No. 2-2015, etc.) shall be manually filed within fifteen (15) days after the electronic filing of the return to the concerned LT Office/RDO where they are registered. Together with the said schedules and attachments, taxpayers shall also submit the duly signed printed efiled return and printed system-generated confirmation receipt. The Summary Alphabetical List of Withholding Tax (SAWT) shall be emailed to esubmission@bir.gov.ph.

BIR updates

Penalties provided in RR 5-2015 shall be imposed on taxpayers who fail to file and/or pay taxes using the mandated/prescribed mode/venue under existing revenue issuances.

RMC No. 41, s2016: Disclosures of other income of individuals suspended for 2015

This Circular was issued to inform all concerned that the requirement for individuals to disclose other income is suspended for the 2015 annual income tax return (ITR) due on or before 15 April 2016.

Unless further deferred, this will be mandatory for the 2016 ITR (BIR Forms 1700 and 1701). Hence, taxpayers are advised to demand from their payors, and properly document their BIR Form No. 2306 and other pieces of evidence for amount of income and final taxes withheld or paid.

To see the full versions of the circulars, please visit the BIR website: www.bir.gov.ph.



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DOLE update

Wage Order No. RBVI-DW-01: Prescribing new minimum wage rates for domestic workers in Region VI – Western Visayas

The DOLE-RTWPB of Region VI issued Wage Order RBVI-DW-01 prescribing the following new monthly minimum wage rates of domestic workers effective 15 February 2016:

- P2,500 in chartered cities and first class municipalities
- P2,000 in other municipalities

Region VI covers the provinces of Aklan, Antique, Capiz, Guimaras, Iloilo and Negros Occidental including their respective component cities and the highly urbanized cities of Bacolod and Iloilo.

To see the full version of the Wage Order, please refer to the website of the National Wages and Productivity Commission (NWPC) at www.nwpc.dole.gov.ph.



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SSS-DOLE agreement on information sharing to intensify employer compliance

The Social Security System (SSS) and Department of Labor and Employment (DOLE) signed a memorandum of agreement (MOA) on information sharing last 22 December 2015 to formalize their joint commitment to intensify employer compliance and impose penalties on violators of labor and social security policies.

Under the MOA, DOLE would provide the SSS with a monthly summary of employees' SSS-related Requests for Assistance received under the labor department's Single Entry Approach (SEnA) Program. DOLE would furnish copies of official records on final and executory orders in all its labor standards involving employer violations of the Social Security Law such as registration of employees, reporting and under reporting of employees and non-remittance or under remittance of SSS contributions. DOLE would also give the contact details on employment, employees and employers involved in such cases, and allow the SSS to use pertinent documents such as Labor Compliance Inspection Reports and transcripts and evidence obtained from DOLE adjudication hearings.

The SSS, on the other hand, through its Operations Group Heads, would coordinate with the DOLE Regional Directors within their respective areas for appropriate action on the referred SSS cases. These SSS Operations Group Heads would also update their respective DOLE Regional Directors of the steps taken against the involved employers and SSS actions on the workers' requests for assistance relayed by DOLE.

To see the full version of the news articles, please visit the SSS website at www.sss.gov.ph.

Globe GCash now a facility for members' contribution and loan payments

Globe GCash, a virtual wallet service offered by Globe Telecom that enables users to carry out financial transactions using their mobile phones, can now be utilized by SSS members in paying their contributions and monthly amortizations for salary and real estate loans. The GCash payment scheme is available for SSS members registered as self-employed or voluntary, including non-working spouses, overseas Filipino workers (OFWs), and farmers and fisher folk.

An SSS member must have a prepaid or postpaid Globe or Touch Mobile account to gain

access to the GCash payment facility. To register, the member can dial *143#, select GCash, and key in the needed personal data, or simply download the GCash mobile application and complete the enrollment procedure. A Personal Identification Number would be required during every transaction to ensure that the member's funds are kept safe and secure. After every transaction, a text message will be sent to the member's mobile phone to confirm the SSS payment, and such contribution or loan payment would be posted in the SSS database on the following day. No transaction fee is charged on the member's account for payments made through GCash.

To see the full versions of the news articles, please visit the SSS website at www.sss.gov.ph.

PhilHealth updates



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PhilHealth Advisory No. 2016-0001: PhilHealth to tap PEERs from formal economy

To strengthen its engagement with employers, PhilHealth encouraged all employers in the government and private sectors to nominate their PhilHealth Employer Engagement Representatives (PEERs) who will be tasked to:

- Manage the registration and updating of membership records of employees, premium remittance and reporting using the Electronic Premium Remittance System; and
- Facilitate the empowerment of employee-members on their rights and benefits as PhilHealth members by organizing orientations, seminars, information, education and communication activities in coordination with their respective PhilHealth Accounts Information Management Specialist (PAIMS).

The PEERs to be nominated by the employer should be the one performing HR or Finance/Accounting/Payroll functions only. They shall be given direct link and access to PhilHealth through the PAIMS assigned

to them, and priority shall be granted to them to facilitate registration/updating of their employees' membership records. They shall be considered for training courses on Social Health Insurance (SHI) or similar related activities.

Employers may refer to PhilHealth Circular No. 026-2015 for more details. Other queries may be referred to PhilHealth's Action Center at (02) 441-7442 or through any of their Regional Offices nationwide.

PhilHealth Advisories Nos. 2016-0003, 2016-0005 and 2016-0008: Newly accredited Collecting Agents under PhilHealth Regional Offices (PROs) XII, IV-A and VIII

The following Local Government Units (LGUs) under the operational jurisdiction of PRO XII, IV-A, IV-B VIII, and XII will be accepting PhilHealth premium payments from all PhilHealth members:

Regional Office XII

Effective 4 January 2016:

- LGU – Libungan, North Cotabato
- Effective 1 February 2016:
- LGU – Columbio, Sultan Kudarat

- LGU – Alamada, North Cotabato

Regional Office IV-A

Effective 18 January 2016:

- LGU – Sampaloc, Quezon
- LGU – San Antonio, Quezon

Regional Office IV-B

Effective 1 February 2016:

- LGU – Pinamalayan, Oriental Mindoro
- LGU – Bulalacao, Oriental Mindoro
- LGU – Bongabong, Oriental Mindoro

Regional Office VIII

Effective 18 January 2016

- LGU – Catarman, Northern Samar
- Effective 1 February 2016
- LGU – Sto. Niño, Samar
 - LGU – San Vicente, Samar
 - LGU – Mayorga, Leyte

For a complete list of ACAs and information on contact details of PROs, members may call the Action Center at (02) 441-7442 or visit www.philhealth.gov.ph/partners/collecting.

PhilHealth updates

PhilHealth Advisory No. 2016-0004: Planters Development Bank is now Chinabank Savings, Inc.

PhilHealth issued this advisory to inform its members that Planters Development Bank has merged with Chinabank Savings, Inc. All Planters Development Bank branches are now using the name “Chinabank Savings, Inc.” PhilHealth members may continue to pay their premium contributions through any of Chinabank Savings, Inc.’s branches nationwide.

PhilHealth Advisory No. 2016-0010: Updated list of BancNet member-banks accepting PhilHealth premium contributions through eGov facility

Metropolitan Bank & Trust Company (MBTC) has been accredited to use the eGov facility in accepting PhilHealth premium contributions. Aside from MBTC, the following BancNet member-banks are also accredited:

1. Asia United Bank
2. China Banking Corporation
3. CTBC Bank (Philippines) Corporation
4. Development Bank of the Philippines
5. East West Bank Corporation
6. Philippine National Bank
7. RCBC Savings Bank

8. Philippine Veterans Bank

For a complete list of ACAs, please visit www.philhealth.gov.ph.



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SEC updates

Securities and Exchange Commission (SEC)'s Express Nationwide Submission (SENS)

The SEC is now introducing an innovative, integrated solution to address the increasing volume of Annual Reports submission consisting of Audited Financial Statements stamped received by the BIR and General Information Sheet (GIS) that will be able to integrate seamlessly with the SEC process resulting in a more efficient, reliable and convenient process for compliance of Annual Reportorial Requirements of entities without the need to proceed to the SEC personally to submit the said documents.

In line with this, on 18 March 2016, the SEC soft-launched a new system for the submission of these documents called the SEC Express Nationwide Submission or SENS. This allows filers an additional submission option to the SEC's standard procedures. With this option, filers can simply send their documents to the SEC through a designated courier or courier of their choice instead of submitting these personally at SEC office and/or Satellite Offices.

Below is the step-by-step process when using SENS when submitting documents to the SEC:

1. Log on to www.secexpress.ph/sens
2. Accomplish, print and sign the SENS form, checklist and undertaking. Enclose these documents with the reports to be filed with the SEC in one envelope.
3. Filers who do not require a return copy of the document submissions may proceed to the nearest courier office of their choice and pay the courier fee.
4. Filers who require a return copy of their document submissions may proceed to the designated SENS courier and pay the service/ courier fees. A list of designated SENS Couriers is available at www.secexpress.ph/sens for your reference.

The SEC Express System hotline is available to answer any questions regarding SENS. For inquiries, one may dial the hotline at 737-8888 from 8am to 5pm, Mondays to Saturdays.

Notice of confirmation of Company Name reservation

The SEC has issued an advisory to inform that Company Names reserved online must be confirmed at the Name Reservation Unit,

2nd Floor SEC Building, EDSA-Greenhills, Mandaluyong City or at any of the SEC Satellite Offices within four (4) calendar days from date of online reservation. Non-confirmation of reservation within the specified period will forfeit the online reservation.

Confirmation is required to determine if reserved names are "not identical or deceptively or confusingly similar to that of any existing corporation or to any other name already protected by law or is patently deceptive, confusing or contrary to existing laws."

After confirmation, applicant must secure a Reservation Payment Confirmation. A mere Reservation Notice is not sufficient for the acceptance of any application for registration, or change of name of a corporation or partnership.

Once the Reservation payment Confirmation has been issued, the reservation fee must be paid at the Cashier, SEC Main Office or at any of the designated Landbank branches.

HDMF update

Pag-Ibig Fund Circular No. 355 notice of implementation

HDMF has adopted and implemented an electronic collection platform in partnership with its various accredited banks as part of its implementation of Pag-Ibig Fund Circular No. 355. This Circular mandates all government and private employers with at least ten (10) employees to remit membership savings (MS) and loan amortizations through electronic payment and collection facilities (EPCF) accredited by HDMF to assist employers in the preparation of the monthly collection and remittance list.

Employers with at least ten (10) employees shall enroll and open a Current/Savings Account from any accredited banks where its remittances for PAG-IBIG Fund shall be debited and are required to use the EPCF not later than 31 July 2016. Employers with less than ten (10) Employees may continue to transact directly at any PAG-IBIG Fund Office.

The following are the easy steps on how to avail of this service benefit:

A. Register with Pag-Ibig Fund.

- number (ERID), visit the nearest Pag-Ibig branch office to register. Employers shall be notified of their ERID through

text message.

- For employers with ERID, proceed to Step B.
- B. If you have an account with any of Pag-Ibig's partner-banks, enroll with the partner-bank's EPCF.
- Accomplish the partner-bank's enrollment form and comply with requirements. The enrollment form may be downloaded from the partner-bank's website.
- Submit accomplished Enrollment Form (hard copy) and all other requirements to the preferred partner-bank.
- The partner-bank shall:
 - Process the enrollment of employer to Electronic Payment and Collection Facility (EPCF).
 - Submit the enrollment file to Pag-Ibig Fund for approval.

The partner bank shall provide the employer with his user ID and two (2) passwords for the following: Maker (manages the employee list and prepares the remittance list) and Approver (approves the remittance list and generates the Payment Instruction Form or PIF).

HDMF accredited banks:

1. Bank of the Philippine Islands
2. Land Bank of the Philippines
3. Security Bank Corporation
4. Union Bank of the Philippines

Bancnet participating banks:

1. Asia United Bank
2. China Bank Corporation
3. Citystate Savings Bank
4. CTBC Bank (formerly Chinatrust)
5. East West Bank
6. Development Bank of the Philippines

Required information in EPCF enrollment

- a. Pag-Ibig servicing branch
- b. Employer ID number
- c. Employer type
- d. Employer name
- e. Employer address and ZIP code
- f. Telephone number

HDMF update

C. Remit membership savings and loan amortization.

- Once the partner-bank enrollment is approved, the employer's registered "Maker" will log in to the partner-bank's website to remit online; or log in to Pag-Ibig Fund website. Click the "Pag-Ibig Payments Made Easy" and go to the "Employers' On-line Payment Facility". Select the preferred bank to do the transactions online.
- The employer's "Registered Authorizer(s)" will receive an email notification from the partner-bank to log-in to the partner-bank's website to approve remittance for MS/payment for loan amortization.
- After approval of the remittance, print the Transaction Reference Number (TRN) to serve as proof of payment in lieu of Pag-Ibig Fund Receipt (PFR).

All employers are enjoined to coordinate with the nearest Pag-Ibig Fund Office regarding the orientation and registration to accredited participating banks. For more information, visit the Pag-Ibig website at www.pagibigfund.gov.ph



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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.

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