

Manilla Teachers' Mutual Aid System, Inc
PART D: Disclosure and Transparency

PART D:	DISCLOSURE AND TRANSPARENCY	Y/N	Source of Document / Location of Information
D.1 Transparent ownership structure			
D.1.1	Does the information on shareholdings reveal the identity of beneficial owners, holding 5% shareholding or more?	-	Not Applicable
D.1.2	Does the company disclose the direct and indirect (deemed) shareholdings of major and/or substantial shareholders?	-	Not Applicable
D.1.3	Does the company disclose the direct and indirect (deemed) shareholdings of directors (commissioners)?	-	Not Applicable
D.1.4	Does the company disclose the direct and indirect (deemed) shareholdings of senior management?	-	Not Applicable
D.1.5	Does the company disclose details of the parent/holding company, subsidiaries, associates, joint ventures and special purpose enterprises/ vehicles (SPEs)/ (SPVs)?	-	Not Applicable
D.2 Quality of Annual Report			
Does the company's annual report disclose the following items:			
D.2.1	Key risks	Y	Audited FS (Notes to FS No. 21 pages 44-48)
D.2.2	Corporate objectives	Y	Audited FS (Notes to FS No. 1 page 1)
D.2.3	Financial performance indicators	Y	Audited FS (Notes to FS)
D.2.4	Non-financial performance indicators	Y	Audited FS (Notes to FS)
D.2.5	Dividend policy	N	
D.2.6	Details of whistle-blowing policy	N	
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	Company website: www.manilateachers.com
D.2.8	Training and/or continuing education programme attended by each director/commissioner	N	
D.2.9	Number of board of directors/commissioners meetings held during the year	N	
D.2.10	Attendance details of each director/commissioner in respect of meetings held	N	
D.2.11	Details of remuneration of each member of the board of directors/commissioners	N	
Corporate Governance Confirmation Statement			

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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?	N	
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?	Y	Audited FS (Notes to FS No. 3 page 24 and No. 19 pages 43-44)
D.3.2	Does the company disclose the name of the related party and relationship for each material/significant RPT?	N	
D.3.3	Does the company disclose the nature and value for each material/significant RPT?	Y	Audited FS (Notes to FS No. 3 page 24 and No. 19 pages 43-44)
D.4 Directors and commissioners dealings in shares of the company			
D.4.1	Does the company disclose trading in the company's shares by insiders?	-	Not Applicable
D.5 External auditor and Auditor Report			
D.5.1	Are audit fees disclosed?	N	
	Where the same audit firm is engaged for both audit and non-audit services		
D.5.2	Are the non-audit fees disclosed?	N	
D.5.3	Does the non-audit fee exceed the audit fees?	N	
D.6 Medium of communications			
	Does the company use the following modes of communication?		
D.6.1	Quarterly reporting	N	
D.6.2	Company website	Y	Company website: www.manilateachers.com
D.6.3	Analyst's briefing	-	Not Applicable
D.6.4	Media briefings /press conferences	N	
D.7 Timely filing/release of annual/financial reports			
D.7.1	Are the audited annual financial report / statement released within 120 days from the financial year end?	Y	Audited FS (with stamped date of receipt of BIR)
D.7.2	Is the annual report released within 120 days from the financial year end?	Y	
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?	Y	Audited FS (Notes to FS No. 1 page 1) Audited FS "Statement of Management's Responsibility for Annual Income Tax Return"

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D.8 Company website		
	Does the company have a website disclosing up-to-date information on the following:	
D.8.1	Business operations	Y Company website: www.manilateachers.com
D.8.2	Financial statements/reports (current and prior years)	Y Company website: www.manilateachers.com
D.8.3	Materials provided in briefings to analysts and media	Y Company website: www.manilateachers.com
D.8.4	Shareholding structure	Y Company website: www.manilateachers.com
D.8.5	Group corporate structure	Y Company website: www.manilateachers.com
D.8.6	Downloadable annual report	Y Company website: www.manilateachers.com
D.8.7	Notice of AGM and/or EGM	N
D.8.8	Minutes of AGM and/or EGM	N
D.8.9	Company's constitution (company's by-laws, memorandum and articles of association)	Y Company website: www.manilateachers.com
D.9 Investor relations		
D.9.1	Does the company disclose the contact details (e.g. telephone, fax, and email) of the officer / office responsible for investor relations?	- Not Applicable