



## **Orientation on the Template Articles of Incorporation and By-Laws, and Manual on Good Governance for Microfinance NGOs**

December 6, 2018 | ASA Philippines Office

15<sup>th</sup> Floor, Prestige Tower, F. Ortigas Jr. Rd., Ortigas Center, Pasig City, Philippines

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### **Description**

The Orientation on the Template Articles of Incorporation and By-Laws, and Manual on Good Governance is a follow-up to the Corporate Governance and Risk Management workshops conducted in 2017 and 2018 organized by the Microfinance Council of the Philippines, Inc. (MCPI).

The orientation introduces microfinance NGOs to the governance templates developed by the Microfinance NGO Regulatory Council (MNRC). It also aims to guide MF NGOs to appropriately integrate the templates in their respective institutions and familiarize them with the policies, guidelines and procedures in the issuance of Tax Identification Number (TIN) of clients.

The one-day orientation is being conducted in preparation for compliance of MF NGOs with the MNRC's accreditation requirements in 2019 for taxable year 2018.

### **Objectives**

At the end of the one-day orientation, participants would be able to:

- Familiarize themselves with the template Articles of Incorporation and By-Laws that are compliant with governance standards of the MNRC;
- Understand the important sections of the template Manual on Good Governance and its importance in the corporate governance of MF NGOs; and
- Learn about the policies, guidelines and procedures in the issuance of Tax Identification Number (TIN) of clients, as set by the Bureau of Internal Revenue (BIR).

### **Participants**

The orientation is open to members of the Board, Presidents, CEOs, Executive Directors, Top Management and Compliance Officers of microfinance NGOs.

Each institution can send a maximum of two (2) participants. Slots are limited and will be offered on a first come, first-served basis.

### **Date and Venue**

The workshop will be held on **December 6, 2018** at the ASA Philippines Office, 15th Floor, Prestige Tower, F. Ortigas Jr. Rd., Ortigas Center, Pasig City, Philippines.

### **Registration Fee**

MCPI member: **Php 2,000.00**  
Non-MCPI member: **Php 3,000.00**

The participation fee will cover meals (lunch, morning and afternoon snacks) and materials for the one-day orientation. Participants will take care of their travel, accommodation, and meals outside the orientation proper.

Deadline for submission of registration form is on **November 29, 2018**.

### **Registration and Payment**

Participants are considered registered upon receipt by MCPI of accomplished registration form and validated deposit slip for the orientation fee.

Registration and payment can be accomplished in three easy steps:

1. Prepare check payment in the name of Microfinance Council of the Philippines, Inc.
2. Deposit your check at the nearest branch of the Bank of the Philippine Islands.

Account Name: Microfinance Council of the Philippines, Inc.  
Account Number: 9821-0011-26  
Branch: Ortigas Emerald Branch, Unit 101 G/F Jollibee Plaza  
Condominium, F. Ortigas Jr. Road, Ortigas Center, Pasig City

3. Send a copy of the accomplished registration form and the validated deposit slip from the Bank of the Philippine Islands (scan whole page) to MCPI at [secretariat@microfinancecouncil.org](mailto:secretariat@microfinancecouncil.org). Ensure that the registration form includes names of your participants and the branch of the Bank of Philippine Islands where the deposit has been made.

For questions or clarifications, you may contact Mr. Roniel Cupido at (02) 631-6184 or through e-mail at [roniel.cupido@microfinancecouncil.org](mailto:roniel.cupido@microfinancecouncil.org).

### **Draft Agenda**

Time	Topic	Responsible
8:30 – 9:00	Registration	
9:00 – 9:30	Welcome Remarks and Introduction	MCPI
9:30 – 10:00	Template Articles of Incorporation	SEC

<b>10:00 – 10:45</b>	Template By-Laws	SEC
<b>10:45 – 11:00</b>	Break	
<b>11:00 – 12:00</b>	Template Manual on Good Governance – Definition of Terms and Board’s Governance Responsibilities	SEC
<b>12:00 – 1:00</b>	Lunch Break	
<b>1:00 – 3:00</b>	Template Manual on Good Governance – Board’s Governance Responsibilities (cont.)	SEC
<b>3:00 – 3:15</b>	Break	
<b>3:15 – 4:30</b>	Policies, Guidelines and Procedures in the Issuance of TIN to Clients	BIR
<b>4:30 – 5:00</b>	Wrap-up and End of Orientation	SEC