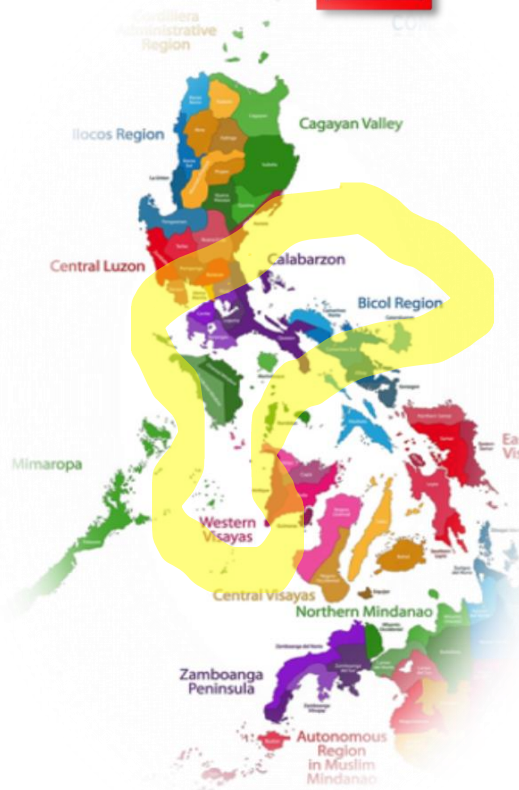


The background features a blurred desk scene with a white potted plant, a black pen, and a spiral notebook. A large, semi-transparent grey circle is overlaid on the left side, containing a smaller black circle. The text is centered within the grey circle.

AHON SA HIRAP, INC.
(a Microfinance
NGO)



AHON SA HIRAP, INC. (a Microfinance NGO)



- ▶ ASHI IS 35 YEARS OLD
- ▶ ASHI OPERATES IN 10 PROVINCES
(CALABARZON, BICOL, NCR AND PANAY ISLAND)
- ▶ SERVES 114,234 MARGINALIZED WOMEN & SMALL HOLDER FARMERS .
- ▶ WE CONTINUE TO ADAPT THE GRAMEEN APPROACH.

VISION

We are community of servant leaders working with marginalized families for social transformation and prosperity

MISSION

We provide a holistic approach for human and environmental development through Microfinance.



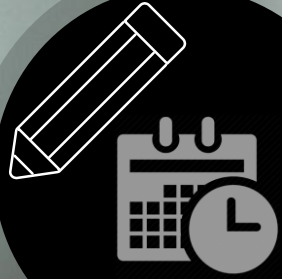
VALUES

Accountability

Social commitment

Human dignity

Integrity



Compliance with Regulatory Requirements



Compliance to

1 LGU

- Barangay Clearance
- Business Permit (Municipal)

2 BIR

- Annual Registration
- Books of accounts
- ATP & OR printing
- DST payment
- Updates or Change

Compliance to

3

DOLE

- Job Displacement Report- monthly
- 13th Month Pay Report-Yearly
- Employers Work Accident/Illness Form-Monthly

1

LGU

- Barangay Permit
- Business Permit

Accreditation with LGU's.

Barangay permit/clearance

Requirements (may vary per barangay):

1. Application form (if any)
2. Previous year's barangay permit, original
3. Previous year's official receipt/proof of payment
4. Application fee (this varies per Barangay)
5. Recent Community Tax Certificates or Cedula
6. Vicinity map, office picture, if any
7. Personal Cedula of the liaison, if any

Deadline: enough lead time before processing a business permit

Remarks:

- initial requirement for Business/Mayor's permit
- For more information regarding the process , go to the Barangay Hall or Municipal Hall where the branch is located.





1

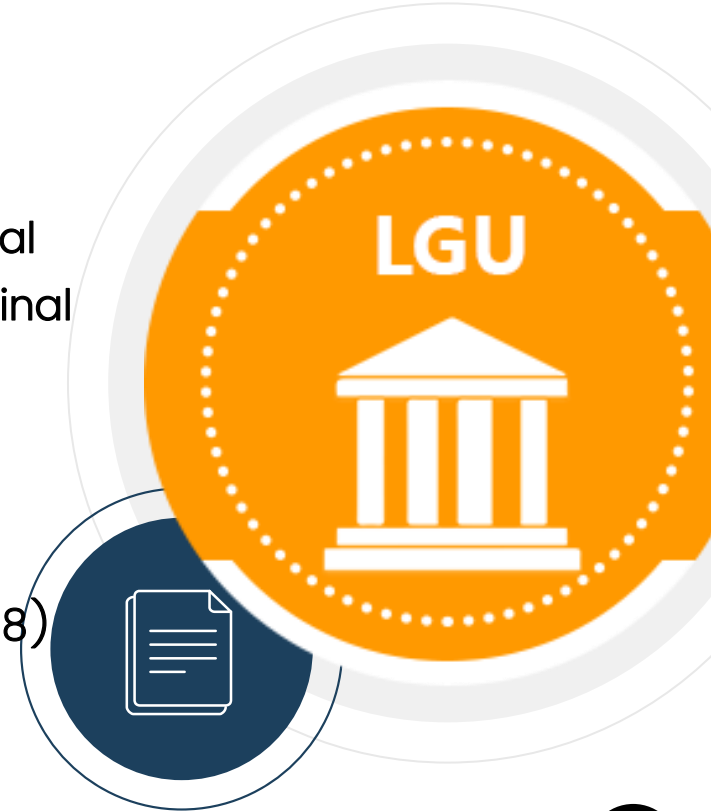
LGU

- Barangay Permit
 - Business Permit
- 

Business/Mayor's permit

Requirements:

1. New Barangay Permit
2. Last year's Mayor's Permit/Business Permit, original
3. Last year's official receipt/proof of payment, original
4. Local Insurance (Paid at City Hall or external companies)
5. Last year's financial statements
6. Submission of new Mayor's Permit application
7. Contract of Lease (2018, or cover stay during 2018)
8. Community Tax Certificate (CTC) / Cedula



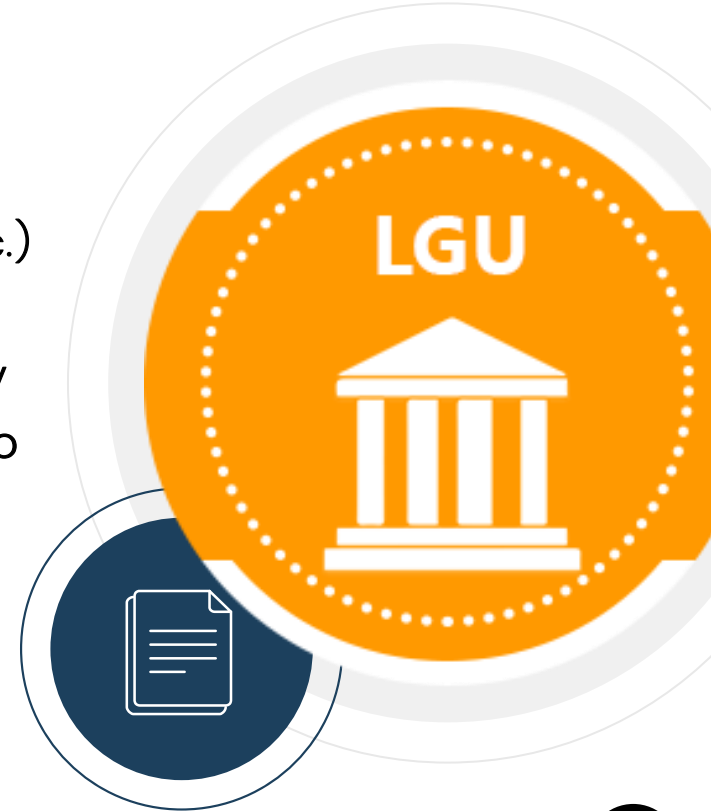
Business/Mayor's permit

Requirements:

9. Renewal fee
10. Other documents (SSS clearance, authorization & etc.)
11. Office owner/lessor business permit, if any
12. Staff's medical, cedula and working permit, if any
13. SSS, PHIC and/or HDMI Clearance certificate (c/o HR)

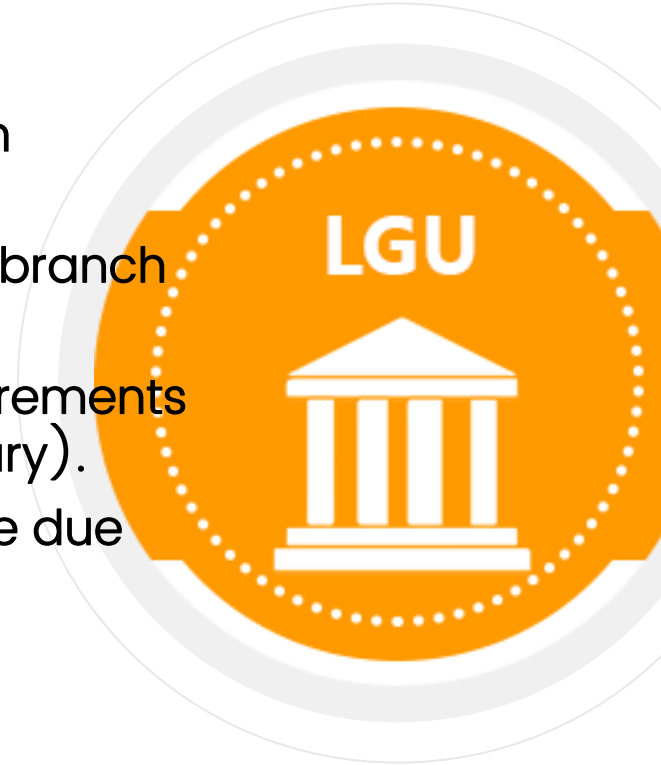
Deadline: every January 20 of the year

Penalty: P2,000 to P20,000



A useful guide for securing Brgy. & Municipal permit


- ❖ Send out reminders to BM's for compliance in January. Deadline is every Jan. 20.
- ❖ Conduct compliance-related orientation for branch managers and new accounts officers.
- ❖ Stay informed and be prepared for the requirements of the Barangays and Municipalities (they vary).
- ❖ Submit all the requirements to LGU before the due date.
- ❖ Befriend to processors.
- ❖ Someone is attending to it.





2

BIR

- Annual Registration
 - Books of accounts
 - New/ updated Lease contract
 - Updates or Change
- 

BIR annual registration

Requirements:

Fill up through eBIR (ORUS-online registration and update System).

Deadline: every January 31 of the taxable year


Penalty: P1,000 for none filing plus 25% surcharge and 12% interest rate





2

BIR

- Annual Registration
 - Books of accounts
 - New/ updated Lease contract
 - Updates or Change
- 

Submission of Books of Accounts

Requirements:

1. No physical submission of books, it should be through ORUS.

Deadline: on or before **January 15** of the taxable year

Penalty: P 1,000 – P25,000

Remarks:


- For BIR-approved loose-leaf books, taxpayer must submit to the BIR bound books of account for the taxable year on or before January 15.





2

BIR

- Annual Registration
 - Books of accounts
 - New/ updated Lease contract
 - Updates or Change
- 

New/renewal of Lease Contract

Requirements

1. BIR Form 2000 (DST Form)
2. Photocopy of Lease contract

Deadline: within **5 days** after notarization of lease contract

Penalty: P 1,000 plus 25% surcharge and 12% interest rate of DST

Remarks:

- New/renewal of Lease Contract has an implication with documentary stamp tax to pay with BIR.
- Go **directly** to BIR office, fill-out basic information, and the *Officer of the Day* will provide the computation for payment.
- Can be found in eBIR offline form





Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Rentas Internas

Documentary Stamp Tax Declaration/Return

BIR Form No.

2000

June 2006 (ENCS)

1 Date of Transaction/Purchase (MM/DD/YYYY)

03 - March 10 2019

Notarization date

2 Amended Return?

Yes No

3 No. of Sheets Attached?

0

4 ATC

Part I

B a c k g r o u n d I n f o r m a t i o n

5 TIN 001 025 903 000

6 RDO Code 040

7 Line of Business/Occupation A MICROFINANCE NGO

8 Taxpayer's Name (Last Name, First Name, Middle Name for Individuals) /(Registered Name for Non-Individuals)

AHON SA HIRAP, INC. (A MICROFINANCE NGO)

9 Telephone Number

9132452

10 Registered Address

NO. 76 8TH AVENUE, BRGY. SOCORRO, CUBAO, QUEZON CITY

11 Zip Code

1109

Part II


D e t a i l s o f T r a n s a c t i o n s

Provided by BIR
(officer of the day)



2

BIR

- Annual Registration
 - Books of accounts
 - New/ updated Lease contract
 - Updates or Change
- 

Updates or changes in COR

Requirements:

1. BIR form 1905 (fill-out concerned section)
2. Original COR
3. Other documents supporting the change/update.
(AOI & by Laws, Lease contract and etc.)

Deadline: Immediately

Remarks:

- Braches should notify BIR with **any changes**, that will affect the correctness of content on COR, by filing BIR form 1905.



Compliance with DOLE

- Monthly submission of Job Displacement Report
- Yearly submission of 13th Month Pay Report
- Monthly submission of Employers Work Accident/Illness Form



**Thank
You!**

