

D.1 Transparent ownership structure		Y/ N	Reference/ Source document
D.1.1	Does the information on shareholdings reveal the identity of beneficial owners, holding 5% shareholding or more?	N/A	
D.1.2	Does the company disclose the direct and indirect (deemed) shareholdings of major and/or substantial shareholders?		
D.1.3	Does the company disclose the direct and indirect (deemed) shareholdings of directors (commissioners)?		
D.1.4	Does the company disclose the direct and indirect (deemed) shareholdings of senior management?		
D.1.5	Does the company disclose details of the parent/holding company, subsidiaries, associates, joint ventures and special purpose enterprises/ vehicles (SPEs)/ (SPVs)?		

D.2 Quality of Annual Report	
	<i>Does the company's annual report disclose the following items:</i>

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D.2.1	Key risks	<p>"OECD Principle V (A): (1) The financial and operating results of the company; (2) Company objectives, including ethics, environment, and other public policy commitments; (3) Major share ownership and voting rights, including group structures, intra-group relations, ownership data, beneficial ownership; (4) Remuneration policy for members of the board and key executives, including their qualifications, the selection process, other company directorships and whether they are regarded as independent by the board; (6) Foreseeable risk factors, including risk management system; (7) Issues regarding employees and other stakeholders; (8) Governance structure and policies, in particular, the content of any corporate governance code or policy and the process by which it is implemented.</p> <p>OECD Principle V (E): Channels for disseminating information should provide for equal, timely and cost-efficient access to relevant information by users.</p> <p>ICGN 2.4 Composition and structure of the board ICGN 2.4.1 Skills and experience ICGN 2.4.3 Independence</p>	Y	CCT MBA AMLA Manual - Title 3, section 1, item 1a.
D.2.2	Corporate objectives		Y	CCT MBA Articles of Incorporation page 1.
D.2.3	Financial performance indicators		N	On-going
D.2.4	Non-financial performance indicators		N	On-going
D.2.5	Dividend policy		Y	CCT MBA Board Resolution no. 18-005.
D.2.6	Details of whistle-blowing policy		Y	CCT MBA's Anti-Fraud Manual.
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	IC submission of Biographical Data of Members of the Board of Trustees.
D.2.8	Training and/or continuing education programme attended by each director/commissioner		Y	IC submission of Corporate Governance Certificates of the members of the Board of Trustees.
D.2.9	Number of board of directors/commissioners meetings held during the year		Y	Minutes of the Board of Trustees meetings for 2017.
D.2.10	Attendance details of each director/commissioner in respect of meetings held		Y	Attendance sheet of the Board of Trustees meetings for 2017.
D.2.11	Details of remuneration of each member of the board of directors/commissioners		N/A	CCT MBA's By-Laws Article IV, Section 7
Corporate Governance Confirmation Statement				

<p>D.2.12</p>	<p>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?</p>	<p>OECD PRINCIPLE V (A) (8)</p> <p>UK CODE (JUNE 2010): Listing Rules</p> <p>9.8.6 R (for UK incorporated companies) and 9.8.7 R (for overseas incorporated companies) state that in the case of a company that has a Premium listing of equity shares, the following items must be included in its Annual Report and accounts: a statement of how the listed company has applied the Main Principles set out in the UK CG Code, in a manner that would enable shareholders to evaluate how the principles have been applied; a statement as to whether the listed company has complied throughout the accounting period with all relevant provisions set out in the UK CG Code; or not complied throughout the accounting period with all relevant provisions set out in the UK CG Code, and if so, setting out:</p> <ul style="list-style-type: none"> (i) those provisions, if any, it has not complied with; (ii) in the case of provisions whose requirements are of a continuing nature, the period within which, if any, it did not comply with some or all of those provisions; and (iii) the company's reasons for non-compliance. <p>ASX CODE:</p> <p>Under ASX Listing Rule 4.10.3, companies are required to provide a statement in their Annual Report disclosing the extent to which they have followed the Recommendations in the reporting period. Where companies have not followed all the Recommendations, they must identify the Recommendations that have not been followed and give reasons for not following them. Annual Reporting does</p>	<p>Y</p>	<p><u>CCT MBA Corporate Governance Manual.</u></p>
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<p>D.3.</p>	<p>Disclosure of related party transactions (RPT)</p>
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D.3.1	Does the company disclose its policy covering the review and approval of material/significant RPTs?	OECD Principle V: Disclosure and Transparency (A) Disclosure should include, but not limited to, material information on: (5) Related party transactions ICGN 2.11.1 Related party transactions The company should disclose details of all material related party transactions in its Annual Report.	Y	IC Submission - Related Party Transactions per IC Circular Letter no. 2017-29.
D.3.2	Does the company disclose the name of the related party and relationship for each material/significant RPT?		Y	IC Submission - Related Party Transactions per IC Circular Letter no. 2017-29.
D.3.3	Does the company disclose the nature and value for each material/significant RPT?		Y	IC Submission - Related Party Transactions per IC Circular Letter no. 2017-29.

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?	OECD Principle V (A): (3) Major share ownership and voting rights ICGN 3.5 Employee share dealing Companies should have clear rules regarding any trading by directors and employees in the company's own securities. ICGN 5.5 Share ownership Every company should have and disclose a policy concerning ownership of shares of the company by senior managers and executive directors with the objective of aligning the interests of these key executives with those	N/A	CCT MBA is a non-stock and non-profit Mutual Benefit Association (MBA) under the laws of the Republic of the Philippines. Articles of Incorporation page 1.

D.5 External auditor and Auditor Report				
D.5.1	Are audit fees disclosed?	OECD Principle V (C): An annual audit should be conducted by an independent, competent and qualified, auditor in order to provide an external and objective assurance to the board and shareholders that the financial statements fairly represent the financial position and performance of the company in	Y	CCT MBA's Engagement contract with its External Auditor - Isla Lipana & Co.
	Where the same audit firm is engaged for both audit and non-audit services			

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D.5.2	Are the non-audit fees disclosed?	the financial position and performance of the company in all material respects.	Y	
D.5.3	Does the non-audit fee exceed the audit fees?		Y	

D.6 Medium of communications				
<i>Does the company use the following modes of communication?</i>				
D.6.1	Quarterly reporting	OECD Principle V (E): Channels for disseminating information should provide for equal, timely and cost-efficient access to relevant information by users.	Y	On-going. CCT MBA's website is currently being prepared and finalized to accommodate this. Http://www.mba.cct.org.ph
D.6.2	Company website		ICGN 7.1 Transparent and open communication Every company should aspire to transparent and open communication about its aims, its challenges, its achievements and its failures.	Y
D.6.3	Analyst's briefing		N/A	
D.6.4	Media briefings /press conferences	ICGN 7.2 Timely disclosure Companies should disclose relevant and material	Y	On-going. CCT MBA's website is currently being prepared and finalized to accommodate this. Http://www.mba.cct.org.ph

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?	OECD Principle V (C) OECD Principle V (E) OECD Principle V-(A).	Y	CCT MBA Audited Financial Statements for 2017. Page 4, submitted March 19, 2018.
D.7.2	Is the annual report released within 120 days from the financial year end?	ICGN 7.2 Timely disclosure	Y	CCT MBA Audited Financial Statements for 2017. Page 4, submitted March 19, 2018.

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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?	ICGN 7.5 Affirmation of financial statements The board of directors and the corporate officers of the company should affirm at least annually the accuracy of the company's financial statements or financial accounts.	Y	CCT MBA Audited Financial Statements for 2017. Page 4, submitted March 19, 2018.
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D.8 Company website <i>Does the company have a website disclosing up-to-date information on the following:</i>				
D.8.1	Business operations	OECD Principle V (A) OECD Principle V (E)	Y	On-going. CCT MBA's website is currently being prepared and finalized to accommodate this. Http://www.mba.cct.org.ph
D.8.2	Financial statements/reports (current and prior years)	ICGN 7.1 Transparent and open communication ICGN 7.2 Timely disclosure	Y	On-going. CCT MBA's website is currently being prepared and finalized to accommodate this. Http://www.mba.cct.org.ph
D.8.3	Materials provided in briefings to analysts and media		Y	On-going. CCT MBA's website is currently being prepared and finalized to accommodate this. Http://www.mba.cct.org.ph
D.8.4	Shareholding structure		Y	On-going. CCT MBA's website is currently being prepared and finalized to accommodate this. Http://www.mba.cct.org.ph
D.8.5	Group corporate structure		Y	On-going. CCT MBA's website is currently being prepared and finalized to accommodate this. Http://www.mba.cct.org.ph
D.8.6	Downloadable annual report		Y	On-going. CCT MBA's website is currently being prepared and finalized to accommodate this. Http://www.mba.cct.org.ph

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D.8.7	Notice of AGM and/or EGM		Y	On-going. CCT MBA's website is currently being prepared and finalized to accommodate this. Http://www.mba.cct.org.ph
D.8.8	Minutes of AGM and/or EGM		Y	On-going. CCT MBA's website is currently being prepared and finalized to accommodate this. Http://www.mba.cct.org.ph
D.8.9	Company's constitution (company's by-laws, memorandum and articles of association)		Y	On-going. CCT MBA's website is currently being prepared and finalized to accommodate this. Http://www.mba.cct.org.ph

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?	ICGN 7.1 Transparent and open communication	N/A	