MEMORANDUM CIRCULAR NO: 2018-07-26-005

TO: BOARD OF GOVERNORS
ALL PRESIDENTS AND TREASURER OF:
COMPONENT SOCIETIES
SPECIALTY DIVISIONS
SPECIALTY SOCIETIES
AFFILIATE SOCIETIES

DATE: JULY 26, 2018

SUBJECT: PAYMENT OF MEMBERSHIP DUES

In connection with the proper monitoring of accounting records related to its receipts and disbursements, please be informed of the following matters:

1. Payment of membership dues can be made in the following manner:

   • Fill-out the payment slip through any United Coconut Planters Bank (UCPB) branch with complete information as follows:

     | Payment for (Name of Institution) | PHILIPPINE MEDICAL ASSOCIATION |
     |-----------------------------------|--------------------------------|
     | Payor’s Name                      | PMA ID Number (old or new)     |
     | Subscriber Account No.            | PRC Number                      |
     | Other Information                 |                                |

   • Please send a copy of payment slip to PMA Accounting within three (3) working days if made by an individual and at least one (1) month for bulk remittances from component societies for confirmation of payment and to claim official receipt. Ensure that local dues were paid before payment of membership dues to PMA and send proof of payment for individuals from...
Component Societies. This is to monitor all cash receipts for bank reconciliation purposes, avoid accumulation of unidentified deposits and to update membership standing of the members.

- Payment through PMA Cashier.
- Please contact PMA Accounting for other details and queries.

2. Listed below are the PMA bank accounts which will **NO LONGER** be available for membership dues deposits:

<table>
<thead>
<tr>
<th>Bank</th>
<th>Account No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unionbank of the Philippines</td>
<td>000-480-001-984</td>
</tr>
<tr>
<td>Unionbank of the Philippines</td>
<td>000-480-014-863</td>
</tr>
<tr>
<td>Metrobank</td>
<td>273-3-273-803-000</td>
</tr>
<tr>
<td>Banco de Oro (BDO)</td>
<td>405-0000-124</td>
</tr>
<tr>
<td>Philippine National Bank (PNB)</td>
<td>501-904-000-029</td>
</tr>
<tr>
<td>Philippines Savings Bank (PSBank)</td>
<td>123-332-001-214</td>
</tr>
</tbody>
</table>

*These accounts will be used for a different purpose other than membership dues.

3. All checks for reimbursements of local dues, sponsorships and other temporary deposits of the local components will be issued directly to the component societies' official bank accounts. We will no longer issue checks named under personal or individual accounts of the officers. PMA is ready to assist you for the completion of bank requirements and on your other concerns regarding opening of bank accounts.

Thank you for your cooperation.

Very truly yours,

BENJAMIN M. ALABAN, MD
Secretary General

Noted by:

JOSE P. SANTIAGO JR., MD
President
For those component societies wherein UCPB branch is accessible:

1. Go to the component society Treasurer.
2. For National Annual Dues or Arrears - fill up the UCPB Bills Payment slip. Local dues will be remitted directly to the component.
3. The PMA member will be given the official PMA temporary receipt for both the local and national dues/arrears.
4. The Treasurer will collect all the individual remittances for the national dues and will forward your payment to the nearest UCPB branch.
5. Representative/Treasurer will wait for the Machine Validated Bills Payment slip from the teller and will be treated as Proof of Payment.
6. The National PMA will acknowledge your payment by sending the PMA Official Receipt with PMA ID Card.

Thanks for your full cooperation.