MEMORANDUM CIRCULAR NUMBER 2021-06-18-004

TO: ALL COMPONENT SOCIETIES, SPECIALTY DIVISIONS
SPECIALTY SOCIETIES AND AFFILIATE SOCIETIES

DATE: JUNE 18, 2021

SUBJECT: VATABILITY OF RECEIPTS

The PMA Accounting Department together with the A.M. Yu & Associates, CPAs has conducted a tax compliance review in pursuant with the provisions of the National Internal Revenue Code (NIRC), as amended, the rules and regulations issued by the Bureau of Internal Revenue (BIR), and other relevant laws and regulations.

In line with the result of the said review, and with the approval of the Board of Governors, please be informed that starting the Fiscal Year 2021–2022, the following fees will be subject to a 12% value added tax (VAT), which will be added in the base amount of the payment to be made:

- Rental fees and facility fees
- Convention souvenir program and booth exhibit
- Doctor’s inn accommodation fees
- Sale of coffee table book
- Sale of masks and PPEs
- Sale of provisional receipts
- Other sale of goods and services

On the other hand, membership dues, affiliation dues and Convention registration fees will remain VAT exempt as these are derived from the primary purpose of the Association.
Other matters

- For donations in kind to PMA, the donor should accomplish and submit Donation Receipt (Annex A) indicating the description and fair value of their donations. The PMA will issue a Certificate of Donation for cash and in-kind donations amounting to ₱50,000.00 and above.
- Sponsorships to PMA for advocacies, assemblies and other events should be supported by a written agreement.
- Payment for affiliation dues shall be made on or before November 30 of each year.
- Funds due to Component Societies (CS) such as sponsorships, excess remittances and others shall be deposited in the CS official bank accounts. In case the CS has no bank account, it shall be deposited to the personal joint account of the current President and the Treasurer.
- We encourage the CS to register their office in the Securities and Exchange Commission (SEC) and Bureau of Internal Revenue (BIR) to have secured an official receipt to be used for their sponsorships and local dues and to be able to open their official bank account.
- All outstanding dues to PMA shall be paid within one (1) month from the date the billing statement was received; otherwise, collection should commence immediately.
- Payment of membership dues can be made thru:

  1. **Online banking and bank deposit to the following banks:**

     Account Name: **PHILIPPINE MEDICAL ASSOCIATION, INC.**

     | Bank      | Account Type | Account No.  |
     |-----------|--------------|--------------|
     | Unionbank | Checking     | 000-480-001-984 |
     | BDO       | Savings      | 004-050-000-124   |
     | PNB       | Savings      | 105-510-034-601   |
     | UCPB      | Savings      | 201-660-003-726   |
     | Metrobank | Savings      | 198-7-198-550-970   |
2. **Bills payment**

**UCPB**

- Go to nearest UCPB branch.
- Fill up UCPB Payment Slip.
- Secure the Acknowledgement receipt from teller as proof of payment.

**UnionBank**

- Fill up UnionBank ANNUAL MEMBERSHIP DUES.
- Sign the receipt.
- Keep the receipt for proof of payment.

**PNB**

- Get a Bills Payment Slip and fill out the necessary information.
- Submit the filled-out Bills Payment Slip to the Branch Teller for validation and processing of payment.
- The Branch Teller will return the validated Bills Payment Slip as proof of your payment.

**BDO**

- Fill up the BDO Cash Transaction Slip.
- Proceed to the BDO counter.
- Pay the membership dues.
• Bank deposits, remittances and details of payment made in the PMA bank accounts should be e-mailed to pma1903acctg@gmail.com within three (3) days to avoid floating of fund and to acknowledge and identify your payment.

For other queries and concerns, please call:

**PMA accounting numbers:**
Globe – 09063416554
Smart – 09608670259
Phone – (02) 8929-7361 / 2447 / 6366

And look for Ms. Anne for payment of membership and other dues and Ms. Josette for status of your check requests.

Thank you for compliance and cooperation.

MILDRED M. MARIANO, M.D.  
PMA National Treasurer

MA. REALIZA G. HENSON, M.D.  
PMA Secretary General

Noted by:

BENITO P. ATIENZA, M.D.  
President
Annex A: Donation Receipt

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Total

Acknowledged by: ___________________________ Date: ___________________________