

REVISED ACCREDITATION GUIDELINES FOR PRIVILEGE (LOYALTY) CARD PARTNER-MERCHANTS

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Adopted: 16 January 2018

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Pursuant to the approval of the Senior Management Committee in a meeting held last 11 September 2017, the Revised Accreditation Guidelines for Privilege (Loyalty) Card Partner-Merchants are hereby issued:

I. OBJECTIVE

This Guidelines aims to implement a uniform system in the accreditation of eligible, established and reputable partner establishments capable to sustain delivery as Pag-IBIG Fund Privilege (Loyalty) Card Partner- Merchants.

II. MERCHANT ACCREDITATION

Accreditation of partner-merchants of the Pag-IBIG Fund Privilege Card Project is open to all business enterprises such as sole proprietorships, partnerships and corporations involved in the delivery of the following products and services:

1. Food and Groceries
2. Hospitalization
3. Medicine
4. Housing
5. Education
6. School Supplies
7. Clothing
8. Home Appliances
9. Fuel
10. Transportation
11. Other members' needs

A. Eligibility Requirements

Business enterprises who shall apply as a partner-merchant must initially satisfy the following Eligibility Requirements using a Non-Discretionary Pass or Fail Rating:

1. HDMF Registration & Remittance
 - a. Compliant with mandatory membership registration of the Fund
 - b. Updated Remittances

2. Department of Trade & Industry (DTI)/Securities & Exchange Commission (SEC) Registration;

3. Local Government Permits & Licenses; and

4. License from Appropriate Regulatory Agency/ies

Only applicants that comply with all the appropriate requirements shall be deemed eligible. Otherwise, they shall be considered ineligible.

Ineligible applicants may reapply for accreditation six (6) months reckoned from date of disapproval.

B. Assessment for Accreditation

Eligible applicants shall be assessed based on the following:

1. Capacity to provide quality products/services to a significant number of our membership;
2. Established stature in the industry represented;
3. Significance and value of the benefit offered; and
4. Market presence in the region, in the case of regional partners or nationwide market presence, in case of national partners;

All eligible applicants with a score of at least sixty (60) shall be considered for accreditation as partner-merchants. Applications and assessment based on the above criteria shall be submitted to the Office of the Senior Vice President, Member Services Operations Sector for approval.

C. Approval of Accreditation

All applications and assessments of eligible applicants for accreditation as a partner-merchant shall be approved by the Chairperson of the Project Management Committee (PMC), subject to the recommendation of the Chairperson of Project Management Team (PMT).

D. Automatic Renewal

All approved partnerships shall be automatically renewed for another term of two (2) years upon expiration of the agreement subject to the same terms and conditions enumerated in the Memorandum of Agreement (MOA) or as may be provided by the parties, unless the Fund or partner-merchant receives written notice of non-renewal from the other party at least two (2) months prior to expiration of the MOA.

E. Pre-Termination

Both parties reserve the right to pre-terminate the agreement without cause at anytime, provided that written notice thereof shall be served to the other party at least thirty (30) calendar days prior to its intended date of termination.

The termination of the agreement shall be without prejudice to any rights or remedies that a party may be entitled to under the MOA and shall neither affect any accrual of rights in favor of a party nor the coming into or continuance in force of any provision hereof which is expressly or by implication intended to come into or continue in force on or after such termination.

All Notices of Termination shall be duly signed by the Chair or Vice-Chair of the PMC.

F. Grounds for Automatic Termination of Accreditation

Each party shall be entitled in its discretion at any time to terminate the accreditation with immediate effect by written notice to the other party in any of the following events:

- a. Proceedings are commenced or a resolution is passed for the winding up or dissolution of the other party or proceedings are commenced for the judicial management of the said party or a receiver and manager is appointed over the said party or any of its assets;

- b. Garnishment, distress or other executions is levied against the other party or any of its assets;
- c. The other party enters into any composition or arrangement with its creditors;
- d. The other party commits a breach of any of its obligations under this Agreement; or
- e. The other party or any of its officers, employees and/or agents is or is suspected to be involved in any fraudulent or unlawful activity whether or not relating to the party's business.

All Notices of Termination shall be duly signed by the Chair or Vice-Chair of the PMC.

III. MECHANISM ON RESOLUTION OF ISSUES

Any issue in the interpretation and implementation of this Guidelines shall, as much as possible, be resolved by the concerned officer. Matters that are not hereby satisfactorily resolved shall be escalated to the next higher approving authority.

IV. REPEALING CLAUSE

All other memoranda, rules, regulations and other issuances contrary to or inconsistent with the provisions of this Guidelines are hereby repealed, amended, or modified accordingly.

V. EFFECTIVITY

This Circular takes effect after fifteen (15) days following the completion of its publication in the Official Gazette or in a newspaper of general circulation.

(SGD) ACMAD RIZALDY P. MOTI

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