



**ATN HOLDINGS, INC.  
CORPORATE GOVERNANCE SURVEY FOR THE YEAR 2016**

DESCRIPTION	COMPLY	EXPLAIN
<b>GUIDELINE NO. 1: DEVELOPS &amp; EXECUTES A SOUND BUSINESS STRATEGY</b>		
1.1 Have a clearly defined vision, mission and core values.	C	The Company is currently focused on the promotion, use and generation of solar energy. This is to further help contribute to nation building not only through its affordable healthcare services, entrepreneurship building, but also through the promotion of renewable energy to supply daily peaking demand in Metro Manila. Kindly refer to our corporate site at <a href="http://www.atnholdings.com/ourcompany.html">http://www.atnholdings.com/ourcompany.html</a> for the business strategy
1.2 Have a well developed business strategy.	C	
1.3 Have a strategy execution process that facilitates effective performance management, and is attuned to the company's business environment, management style and culture.	C	ATN Holdings' investments in real properties are several units of Summit One Tower, a 48-storey building, with its own separate 6-level parking building & 2 basement parking levels. 80% of the office spaces in Summit One, a PEZA-accredited building, is occupied by foreign BPOs.
1.4 Have its board continually engaged in discussions of strategic business issues.	C	The positions that are taken up by the major shareholders are filled by members with remarkable skills & knowledgeable experiences. Their diversity in experiences promotes growth & development to the company as a whole.

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<b>GUIDELINE NO.2 : ESTABLISHES A WELL STRUCTURED AND FUNCTIONING BOARD</b>		
2.1. Have a board composed of directors of proven competence and integrity.	C	The profile, accomplishments and work experiences of directors are disclosed.
2.2. Be lead by a chairman who shall ensure that the board functions in an effective and collegial manner.	C	
2.3 Have at least three (3) of thirty percent (30%) of its directors as independent directors	C	The By-Laws of the Company observe the requirement of The Securities and Exchange Commission (SEC) that Publicly listed companies must have at least two (2) Independent directors or at least twenty percent (20%) of its board size, whichever is the lesser. The company has 3 independent out of 11 directors.
2.4 Have in place written manuals, guidelines and issuances that outline procedures and processes.	C	Updated and distributed as needed.
2.5 Have Audit, Risk, Governance and Nomination & Election Committees of the board.	C	A new Audit Charter has been issued to augment new rules and regulations.
2.6 Have its Chairman and CEO positions held separately by individuals who are not related to each other.	NC	The Chairman and CEO are currently unified in the Company.
2.7 Have a director nomination and election process that ensures that all shareholders are given the opportunity to nominate and elect directors individually based on the number of shares voted.	C	
2.8 Have in place a formal board and director development program	C	Directors are encouraged to participate in in-house seminars and lectures held outside.
2.9 Have a corporate secretary.	C	
2.10 Have no shareholder agreements, by-laws provisions, or other arrangements that constrains the directors' ability to vote independently.	C	
<b>GUIDELINE NO. 3: MAINTAINS A ROBUST INTERNAL AUDIT AND CONTROL SYSTEM</b>		
3.1 Establish the internal audit function as a separate unit in the company which would be overseen at the Board level.	C	A new Audit Charter has been issued to augment new rules and regulations .

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3.2 Have a comprehensive enterprise-wide compliance program that is annually reviewed.	C	Attendance to Annual Corporate Governance Seminars is required.
3.3 Institutionalize quality service programs for the internal audit function.	C	A new Audit Charter has been issued to augment new rules and regulations
3.4 Have in place a mechanism that allows employees, suppliers and other stakeholders to raise valid issues.	C	Critical issues are immediately addressed & internally resolved to further the growth and development of the company.
3.5 Have the Chief Executive Officer and Chief Audit Executive attest in writing, at least annually, that a sound internal audit, control and compliance system is in place and working effectively.	C	A new Audit Charter has been issued to augment new rules and regulations.
<b>GUIDELINE NO. 4: RECOGNIZES AND MANAGES ITS ENTERPRISE RISKS</b>		
4.1 Have its board oversee the company's risk management function.	C	Decision making by the board of directors and its officers are carefully calculated to minimize risks.
4.2 Have a formal risk management policy that guides the company's risk management and compliance processes and procedures.	C	
4.3 Design and undertake its Enterprise Risk Management (ERM) activities on the basis of, or in accordance with, internationally recognized frameworks such as but not limited to, COSO, (The Committee of Sponsoring Organizations of the Treadway Commission) I and II.	C	Risk Assessment Activities are done and reported at each Committee level (Audit, Remuneration, Executive)
4.4 Have a unit at the management level, headed by a Risk Management Officer (RMO).	C	Risk Assessment Activities are done and reported at each Committee level (Audit, Remuneration, Executive)
4.5 Disclose sufficient information about its risk management procedures and processes as well as the key risks the company is currently facing including how these are being managed.	C	The company is competitive in pricing its real estate properties for lease/sale. Its low leverage allows the company to survive even during a slump in real-estate market. The company enjoys PEZA incentives.
4.6 Seek external technical support in risk management when such competence is not available internally.	C	Consultants are hired as needed.

<b>GUIDELINE NO. 5: ENSURES THE INTEGRITY OF FINANCIAL REPORTS AS WELL AS ITS EXTERNAL AUDITING FUNCTION</b>		
5.1 Have the board Audit Committee approve all non-audit services conducted by the external auditor. The Committee should ensure that the non-audit fees do not outweigh the fees earned from the external audit.	C	A new Audit Charter has been issued to augment new rules and regulations.
5.2 Ensure that the external auditor is credible, competent, and should have the ability to understand complex related party transactions, its counterparties, and valuations of such transactions.	C	External auditor is selected from the list of accredited Class A external auditors of the SEC.
5.3 Ensure that the external auditor has adequate quality control procedures.	C	External auditor is selected from the list of accredited Class A external auditors of the SEC.
5.4 Disclose relevant information on the external auditors.	C	External auditor has the credentials needed to conduct the audit.
5.5 Ensures that the external audit firm is selected on the basis of a fair and transparent tender process.	C	
5.6 Have its audit committee conduct regular meetings and dialogues with the external audit team without anyone from management present.	C	
5.7 Have the financial reports attested to by the Chief Executive Officer and Chief Financial Officer.	C	Financial reports are reviewed and confirmed before disclosing.
5.8 Have a policy of rotating the lead audit partner every five years.	C	
<b>GUIDELINE NO. 6: RESPECTS AND PROTECTS THE RIGHTS OF ITS SHAREHOLDERS, PARTICULARLY THOSE THAT BELONG TO THE MINORITY OR NON- CONTROLLING GROUP</b>		
6.1 Adopt the principle of "one share, one vote."	C	
6.2 Ensure that all shareholders of the same class are treated equally with respect to voting rights, subscription rights and transfer rights.	C	
6.3 Have an effective, secure and efficient voting system	C	
6.4 Have effective shareholder voting mechanisms such as supermajority or "majority of minority" requirements to protect minority shareholders against actions of controlling shareholders.	C	
6.5 Provide all shareholders with the notice and agenda of the annual general meeting (AGM) at least thirty (30) days before a regular meeting and twenty	C	Time frame is strictly followed in the distribution and notice to all shareholder

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(20) days before a special meeting.		concerning Annual General Meetings and Special Meetings.
6.6 Allow shareholders to call a special shareholders meeting, submit a proposal for consideration at the AGM or the special meeting, and ensure the attendance of the external auditor and other relevant individuals to answer shareholder questions in such meetings.	C	
6.7 Ensure that all relevant questions during the AGM are answered.	C	The Board of Directors and its Officers respond to the queries of attendees.
6.8 Have clearly articulated and enforceable policies with respect to treatment of minority shareholders.	C	
6.9 Avoid anti-takeover measures or similar devices that may entrench management or the existing controlling shareholder group.	C	
6.10 Provide all shareholders with accurate and timely information regarding the number of shares of all classes held by controlling shareholders and their affiliates.	C	Updated as needed.
6.11 Have a communications strategy to promote effective communication with shareholders.	C	Concerns and issues are resolved immediately.
6.12 Have at least thirty percent (30%) public float to increase liquidity in the market.	C	Adopts the minimum public float required by PSE.
6.13 Have a transparent dividend policy.	C	
<b>GUIDELINE NO. 7: ADOPTS AND IMPLEMENTS AN INTERNATIONALLY ACCEPTED DISCLOSURE AND TRANSPARENCY REGIME</b>		
7.1 Have written policies and procedures designed to ensure compliance with the PSE and SEC disclosure rules, as well as other disclosure requirements under existing laws and regulations.	C	To provide transparency, corporate disclosures in compliance to PSE and SEC rulings are all posted in our website: <a href="http://www.atnholdings.com/companydisclosures.html">http://www.atnholdings.com/companydisclosures.html</a>
7.2 Disclose the existence, justification, and details on shareholders agreements, voting trust agreements, confidentiality agreements, and such other agreements that may impact on the control, ownership, and strategic direction of the company.	C	

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7.3 Disclose its director and executive compensation policy.	C	The Board members are entitled to receive a reasonable per diem of Php5,000 for attendance at each Board of Directors meeting. Other than such per diem, there is no other compensation is due to the directors for services rendered as such.
7.4 Disclose names of groups or individuals who hold 5% or more ownership interest in the company, significant cross -shareholding relationship and cross guarantees, as well as the nature of the company's other companies if it belongs to a corporate group.	C	Updated as needed.
7.5 Disclose annual and quarterly consolidated reports, cash flow statements and special audit revisions. Consolidated financial statements shall be published within 90 days from the end of the financial year, while interim reports shall be published within 45 days from the end of the reporting period.	C	
7.6 Disclose to shareholders and the Exchange any changes to its corporate governance manual and practices, and the extent to which such practices conform to the SEC and PSE CG Guidelines.	C	
7.7 Publish and/or deliver to its shareholders in a timely fashion all information and materials relevant to corporate actions that require shareholder approval.	C	
7.8 Disclose the trading of the corporation's shares by directors, officers (or persons performing similar functions) and controlling shareholders. This shall also include the disclosure of the company's purchase of its shares from the market (e.g share buy-back program).	C	
7.9 Disclose in its annual report the principal risks to minority shareholders associated with the identity of the company's controlling shareholders; the degree of ownership concentration; cross-holdings among company affiliates; and any imbalances between the controlling shareholders' voting power and overall equity position in the company.	C	The directors of the corporation shall be elected by plurality vote at the AGM of the stockholders at which a quorum is present. Every stockholder shall have the right to vote, in person or by proxy, the number of shares owned by him for as many persons as there are directors to be elected.

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<b>GUIDELINE NO.8: RESPECTS AND PROTECTS THE RIGHTS AND INTERESTS OF EMPLOYEES, COMMUNITY, ENVIRONMENT, AND OTHER STAKEHOLDERS</b>		
8.1 Establish and disclose a clear policy statement that articulates the company's recognition and protection of the rights and interests of key stakeholders specifically its employees, suppliers & customers, creditors, as well the community, environment and other key stakeholder groups.	C	
8.2 Have in place a workplace development program.	C	
8.3 Have in place a merit-based performance incentive mechanism such as an employee stock option plan (ESOP) or any such scheme that awards and incentivizes employees at the same time aligns their interests with those of the shareholders	C	Bonus/reward/compensation is given on a case to case basis.
8.4 Have in place a community involvement program.	C	Operation Smiles & Operation Blessing Medical Missions c/o Managed Care Phils. Inc., our ambulatory healthcare clinic.
8.5 Have in place an environment-related program.	C	Tree planting activities and more clean energy advocacies are being discussed.
8.6 Have clear policies that guide the company in its dealing with its suppliers, customers, creditors, analysts, market intermediaries and other market participants	C	
<b>GUIDELINE NO.9: DOES NOT ENGAGE IN ABUSIVE RELATED-PARTY TRANSACTIONS AND INSIDER TRADING</b>		
9.1 Develop and disclose a policy governing the company's transactions with related parties.	C	Taken up by the various Committees, Independent Directors & the Board of the Directors, with the Ratification of the Shareholders during the ASM.
9.2 Clearly define the thresholds for disclosure and approval for RPTs and categorize such transactions according to those that are considered <i>de minimis</i> or transactions that need not be reported or announced, those that need to be disclosed, and those that need prior shareholder approval. The aggregate amount of RPT within any twelve (12) month period should be considered for purposes of applying the thresholds for disclosure and approval.	C	



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9.3 Establish a voting system whereby a majority of non-related party shareholders approve specific types of related party transactions in shareholders meetings	C	
9.4 Have its independent directors or audit committee play an important role in reviewing significant RPTs.	C	The external Auditor examines related party transactions (RPT) of the Company
9.5 Be transparent and consistent in reporting its RPTs. A summary of such transactions shall be published in the company's annual report.	C	
9.6 Have a clear policy in dealing with material non-public information by company insiders.	C	
9.7 Have a clear policy and practice of full and timely disclosure to shareholders of all material transactions with affiliates of the controlling shareholders, directors or management.	C	
<b>GUIDELINE NO.10: DEVELOPS AND NURTURES A CULTURE OF ETHICS, COMPLIANCE, &amp; ENFORCEMENT</b>		
10.1 Formally adopt a code of ethics and proper conduct that guides individual behavior and decision making, clarify responsibilities, and inform other stakeholders on the conduct expected from company personnel.	C	
10.2 Have a formal comprehensive compliance program covering compliance with laws and relevant regulations. The program should include appropriate training and awareness initiatives to facilitate understanding, acceptance and compliance with the said issuances.	C	
10.3 Not seek exemption from the application of a law, rule or regulation especially when it refers to a corporate governance issue. Should it do so, it has to disclose the reason for such action as well present the specific steps being taken to finally comply with the applicable law, rule or regulation.	C	
10.4 Have clear and stringent policies and procedures on curbing and penalizing company or employee involvement in offering, paying and receiving bribes.	C	Illegal & unethical behavior when reported will properly be investigated by legal counsel and concerned authorities.
10.5 Have a designated officer responsible for ensuring compliance with all relevant laws, rules, and regulation, as well as all regulatory requirements.	C	
10.6 Respect intellectual property rights.	C	

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10.7 Establish and commit itself to an alternative dispute resolution system so that conflicts and difference with counterparties, particularly with shareholders and other key stakeholders, would be settled in a fair and expeditious manner.	C	
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This is to certify that the undersigned reviewed the contents of this document and to the best of my knowledge and belief, the information contained set forth in this document is true, complete and correct.

Done this \_\_\_\_\_ in Mandaluyong City.

  
Bonifacio Choa  
Independent Director

  
Arsenio T. Ng  
President and CEO