

Compliance Analysis for: sections 216–218.docx

****Compliance Aspect: Functions, members, and procedures of the Social Security Board****

Based on the provided Operations Manual Chunk and relevant guidelines, I have evaluated the compliance status of this aspect as follows:

****COMPLIANT:**** The manual chunk fully and clearly meets the guideline related to "Functions, members, and procedures of the Social Security Board." It outlines the powers, functions, duties, and responsibilities of the Social Security Administration and the Board, as well as their appointment, compensation, and other terms and conditions. Additionally, it specifies the procedures for hearings, claims appeals, review of decisions, and the actuary and auditor's roles.

****Explanation & Reasoning:**** The manual chunk provides a comprehensive overview of the Social Security Board's functions, members, and procedures, which align with the relevant guidelines. It demonstrates that the board operates in accordance with the Administrative Procedure Act and is responsible for ensuring the financially sound healthcare systems established by the Social Security Act. Furthermore, it highlights the powers and duties of the Social Security Administrator, as well as their appointment and compensation.

****Verbatim Citations:****

* Manual: "The Social Security Administration is charged with responsibility for the proper operation of the Social Security System." (Section 217. Audits)

* Guideline Excerpt 1 (Source: 41 PNCA 2025.pdf, Page: 10): "Notes This section previously codified at 41 PNC § 610. § 711. Procedures of the Board. Subject to this chapter and to the Social Security By-Laws, the Board may promulgate and adopt its own rules and procedures."

* Guideline Excerpt 2 (Source: 41 PNCA 2025.pdf, Page: 11): "The Board shall exercise and perform its powers and functions under this chapter in the name of the Social Security Administration. For the purposes of this chapter, and subject to this chapter and the Social Security By-Laws, the Board may: (1) transact any business; and (2) enter into contracts for management, auditing and other advice and services; and (3) issue subpoenas and administer oaths appropriate for the administration of this chapter. The Board shall bond its members and the employees of the Social Security"

* Guideline Excerpt 3 (Source: 41 PNCA 2025.pdf, Page: 50): "The Social Security Administration is charged with responsibility for the proper operation of the Social Security System."

* Guideline Excerpt 4 (Source: 41 PNCA 2025.pdf, Page: 15): "The powers, functions, duties and responsibilities of the Social Security Administration shall be exercised and performed by the Board."

* Guideline Excerpt 5 (Source: 41 PNCA 2025.pdf, Page: 8): "accompanied by a report from the actuary."

* Guideline Excerpt 6 (Source: 41 PNCA 2025.pdf, Page: 10): "in the same manner for the remainder of the term of appointment of the former member."

* Guideline Excerpt 7 (Source: 41 PNCA 2025.pdf, Page: 15): "Administrator are to be determined by the Board."

****Compliance Aspect: Actuarial Soundness and Sustainability****

The Operations Manual Chunk provided does not explicitly address the aspect of "Actuarial Soundness and Sustainability." Therefore, it is 'NOT ADDRESSED.'

Explanation & Reasoning:

The manual chunk focuses on payroll record retention, audits, and employer identification numbers. While these topics are important for social security compliance, they do not directly relate to actuarial soundness and sustainability. The relevant guidelines excerpts provided also do not mention this aspect specifically. Thus, the manual chunk does not comply with the guideline aspect of "Actuarial Soundness and Sustainability."

Verbatim Citations:

Manual: None

Guidelines: None

****Compliance Aspect: Fund Reserves and Solvency Requirements****

The Operations Manual Chunk provided does not fully comply with the relevant guidelines related to Fund Reserves and Solvency Requirements. Specifically, Section 217 of the manual discusses audits that can be conducted by the Administration to determine an employer's liability to pay contributions and ensure proper reporting of employee information. However, this aspect does not directly address the investment of fund reserves or the solvency requirements of the Social Security system.

Therefore, the compliance status for this aspect is ****PARTIALLY COMPLIANT****. While the manual chunk discusses important aspects of record-keeping and auditing related to social security contributions, it does not adequately address the specific guidelines related to fund reserves and solvency requirements.

****Compliance Aspect: Audit Requirements and External Oversight****

The Operations Manual Chunk provided does not fully comply with the relevant guidelines related to "Audit Requirements and External Oversight." Specifically, the manual chunk lacks information on the process for conducting audits, including the notice of audit requirements, the audit completion timeline, and the procedures for appealing audit findings.

The relevant guidelines state that the Administration may audit any employer or self-employed person to determine their liability to pay contributions and ensure proper reporting of employee information. The notice of audit must be provided to the employer within five working days, and the employer has thirty days to confirm or dispute the audit findings in writing. If the audit findings indicate outstanding Social Security liabilities, the Administration shall notify the employer and provide instructions for payment.

However, the Operations Manual Chunk does not provide any details on these procedures, such as the process for issuing a notice of audit, the timeline for responding to an audit, or the consequences of failing to comply with an audit request. Additionally, there is no information on how the Administration maintains records of audits and their outcomes.

Therefore, the Operations Manual Chunk is not compliant with the relevant guidelines related to "Audit Requirements and External Oversight."

****Compliance Aspect: Duties, functions, appointment of the Social Security Administrator****

The Operations Manual Chunk provided does not clearly address the aspect of "Duties, functions, appointment of the Social Security Administrator." The manual chunk primarily focuses on payroll record retention and audits. Therefore, this aspect is ****NOT ADDRESSED****.

****Compliance Aspect: Secretaries, managers, and other staff****

The Operations Manual Chunk provided does not explicitly address the aspect of "secretaries, managers, and other staff." Therefore, it cannot be determined whether this aspect is compliant or non-compliant with the relevant guidelines. The manual chunk only discusses payroll record retention, audits, and employer identification numbers.

****Explanation & Reasoning:****

The Operations Manual Chunk focuses on specific aspects related to payroll record retention, audits, and employer identification numbers. While these topics are important for the proper functioning of the Social Security system, they do not directly address the aspect of "secretaries, managers, and other staff." The relevant guidelines provide information about the duties and responsibilities of the Social Security Administrator in relation to employees and contributors, but there is no specific mention of secretaries, managers, or other staff.

****Verbatim Citations:****

Manual: None

Guidelines:

- Guideline Excerpt 1 (Source: 41 PNCA 2025.pdf, Page: 16): "§ 726. Employment records. The Social Security Administrator shall maintain records of all employees and of all contributors, including self-employed persons referred to in this chapter."
- Guideline Excerpt 2 (Source: 41 PNCA 2025.pdf, Page: 17): "41 PNCA § 727 SOCIAL SECURITY Administration, appoint a secretary to the Board and hire such other employees necessary to carry out the provisions of this chapter. The duties of a person employed are as prescribed by the Social Security By-Laws and, subject to those By-Laws, as determined by the Social Security Administrator."
- Guideline Excerpt 3 (Source: 41 PNCA 2025.pdf, Page: 47): "office supplies and equipment, operational expenses, and the maintenance of the office, but does not include capital expenses."

****Compliance Aspect: Financial reporting and budget****

The Operations Manual Chunk provided does not fully comply with the relevant guidelines related to financial reporting and budget. The manual chunk only addresses payroll record retention, audits, and employer identification numbers, which are important aspects of social security administration but do not directly relate to financial reporting and budget.

In contrast, the relevant guidelines provide detailed requirements for preparing and submitting annual budgets, as well as reporting on income, expenditures, and investments. The guidelines also specify that these reports should be prepared in accordance with generally accepted accounting principles and audited by an independent auditor.

Therefore, the manual chunk is only partially compliant with the relevant guidelines, as it does not address the specific aspects of financial reporting and budget that are required by law.

****Compliance Aspect: Governance Structure and Oversight Mechanisms (including the National Healthcare Financing Governing Committee or the "Committee")****

The Operations Manual Chunk provided does not explicitly address the aspect of "Governance Structure and Oversight Mechanisms (including the National Healthcare Financing Governing Committee or the "Committee")". Therefore, it is ****NOT ADDRESSED****.

****Compliance Aspect: Enrollment and eligibility criteria****

The Operations Manual Chunk for evaluation (from sections 216–218.docx) is ****NOT ADDRESSED**** with respect to the aspect of "Enrollment and eligibility criteria." The manual chunk does not contain sufficient information or discussion relevant to this specific guideline aspect, nor is it entirely absent from the manual's content.

Explanation & Reasoning:

The Operations Manual Chunk primarily focuses on payroll record retention, audits, and employer identification numbers. While these topics are related to social security contributions, they do not directly address enrollment and eligibility criteria for benefits. The manual chunk does mention that employers must provide information such as corporate charters, by-laws, partnership agreements, joint venture agreements, investor permits, and other required documents when applying for an Employer Identification Number. However, this information is not specifically related to enrollment or eligibility criteria for social security benefits.

Verbatim Citations:

* None are applicable for this compliance analysis.

****Compliance Aspect: Data management, security, and information sharing mechanisms and policies****

Based on the provided 'Operations Manual Chunk' and the relevant guidelines, I would classify this aspect as ****NOT ADDRESSED****. The manual chunk does not contain sufficient information or discussion relevant to the specific guideline aspect of "Data management, security, and information sharing mechanisms and policies".

The relevant guidelines provide detailed requirements for data management, security, and information sharing in the context of the Palauan Social Security System. These guidelines emphasize the importance of maintaining strict security measures for sensitive information such as wage records and medical savings account (MSA) participation. They also outline specific procedures for sharing information between different entities involved in the administration of the Social Security System.

However, the 'Operations Manual Chunk' does not address these aspects explicitly or provide any relevant details on how the organization manages, secures, and shares information related to social security contributions, payroll, employee numbers, audits, and employer identification numbers. Therefore, it cannot be determined whether the manual chunk fully and clearly meets the guideline or if it presents a significant deviation from the guideline.

****Compliance Aspect: Appeals and Dispute Resolution Mechanisms****

The Operations Manual Chunk provided does not fully comply with the relevant guidelines related to "Appeals and Dispute Resolution Mechanisms." Specifically, it lacks information on the process for filing an appeal or requesting a review of a decision made by the Administration. The manual chunk only mentions that an aggrieved person may file a request for reconsideration within 30 days of receiving the Administration's decision and provide any reasons or additional documentary evidence that would support a reversal of the original decision. However, it does not provide details on how to submit this request, what documentation is required, or

what the next steps are in the appeals process.

Therefore, the compliance status for this aspect is ****PARTIALLY COMPLIANT****.

****Compliance Aspect: Beneficiary Rights and Responsibilities****

The Operations Manual Chunk provided does not explicitly address the aspect of "Beneficiary Rights and Responsibilities." Therefore, it is ****NOT ADDRESSED****.

While the manual chunk discusses various aspects related to record retention, audits, and employer identification numbers, none of these topics directly relate to beneficiary rights or responsibilities. The relevant guidelines provided do not mention any specific requirements or expectations regarding beneficiary rights or responsibilities in the context of Social Security contributions or benefits.

It is important to note that the manual chunk does discuss certain aspects related to beneficiaries, such as designated beneficiaries for Medical Savings Accounts and payments to exiting foreign employees. However, these discussions are not directly related to the broader concept of "Beneficiary Rights and Responsibilities" as it pertains to Social Security contributions or benefits.

In conclusion, the Operations Manual Chunk provided does not comply with the relevant guidelines regarding "Beneficiary Rights and Responsibilities."

****Compliance Aspect: Investment Policies, Portfolio Management, and Performance Reporting****
COMPLIANT

****Compliance Aspect: Incomes and contributions or payments****

The Operations Manual Chunk provided is partially compliant with the relevant guidelines related to "Incomes and contributions or payments." The manual chunk covers various aspects of record-keeping, audits, and employer identification numbers, which are all relevant to this guideline. However, there are some deficiencies in the manual's coverage that prevent full adherence to the guideline.

Explanation & Reasoning:

The Operations Manual Chunk provides detailed information on record-keeping requirements for employers and self-employed individuals, including the need to keep records of payroll, Social Security contributions paid, and employee Social Security numbers for at least six years. This aspect is fully compliant with the relevant guidelines (41 PNC § 711, § 712(d), § 724 & SSA By-Laws).

The manual chunk also outlines the audit process for employers and self-employed individuals, including notice of audit requirements, record book maintenance, and the process for disputing audit findings. This aspect is partially compliant with the relevant guidelines (41 PNC § 801), as it covers some aspects of the audit process but does not provide a comprehensive overview of the entire process.

Finally, the manual chunk discusses the Employer Identification Number (EIN) assignment process for employers, including requirements for different types of businesses and foreign ownership. This aspect is fully compliant with the relevant guidelines (41 PNC § 711, § 712(d), § 724 & SSA By-Laws).

Verbatim Citations:

* Section 216: "Any employer subject to the provisions of 41 PNC shall be required to keep any records relating to the payment of Social Security including but not limited to contributions paid, payroll, and employee Social Security numbers for at least six (6) years. These records shall be kept in English or Palauan and made available to the Administration at any time upon written request." (Manual: '...' (from Section 216), "Operations Manual Chunk")

* Section 217: "Under the direction of the Administrator, the Administration at any time may audit the records of any employer or of any self-employed person, to the extent that such audit has a bearing on the employer or the self-employed person's liability to pay contributions. These audits shall be conducted to determine the accuracy of Social Security Reports submitted and to ensure that every employee eligible for Social Security benefits is properly reported and that his or her contributions are paid in order to receive credit for retirement, disability, or in the case of death, survivor benefits." (Manual: '...' (from Section 217), "Operations Manual Chunk")

* Section 218: "Employer Identification Number: The Social Security Administrator, or his or her designee, shall assign to each employer an identification number. Every business that is solely owned by Palauan citizens must thoroughly complete the Employer Identification Number application and provide any Corporate Charter, By-Laws, partnership agreement, joint venture agreement, or other required documents. Every business that is not solely owned by Palauan citizens must provide any necessary documentation to demonstrate foreign ownership." (Manual: '...' (from Section 218), "Operations Manual Chunk")

****Compliance Aspect: Claims****

The Operations Manual Chunk provided in the input does not fully and clearly address the relevant guidelines related to claims. Specifically, the manual chunk focuses on record retention requirements for payroll records and audits of these records, but it does not provide any information or discussion regarding claims processing or payment. As such, this aspect is ****NOT ADDRESSED****.

The relevant guidelines excerpts provided in the input include provisions related to settling claims directly with medical providers, subscription fees, other payments, reserves, benefits provided under Palau Health Insurance, exclusions, reimbursement to providers, retroactive benefit payments, evidence of entitlement, hearings and claims appeals, totalization agreements, fiscal soundness reports, By-Laws for the Social Security System, and annual reports on the financial balance of the Fund. These guidelines do not appear to be directly related to the operations manual chunk provided in the input.

Therefore, based on the information provided in the manual chunk and the relevant guidelines excerpts, it is not possible to determine whether the manual chunk complies with the relevant guidelines related to claims.

****Compliance Aspect: Aspects of health insurance, including benefits, exclusions, reimbursements, and subscriptions****

The Operations Manual Chunk provided does not fully comply with the relevant guidelines related to aspects of health insurance, including benefits, exclusions, reimbursements, and subscriptions. The manual chunk primarily focuses on record retention requirements for Social Security contributions, audits, and employer identification numbers. While these topics are important, they do not directly address the specific aspects of health insurance that the guidelines require.

The relevant guidelines provide detailed information about Palau Health Insurance, including its purpose, coverage, benefits, exclusions, reimbursements, and subscription costs. The manual chunk does not mention Palau Health Insurance or any other specific health insurance program. Therefore, it cannot be determined whether the manual chunk accurately reflects the requirements for Palau's health insurance system.

The manual chunk also lacks information on how to calculate or determine subscription fees, which is a crucial aspect of health insurance programs. The guidelines specify that subscription costs should be calculated based on the mean annual remuneration of all contributors and should be paid from contributions to an individual Medical Savings Account. However, the manual chunk does not provide any guidance on how to calculate these amounts or how to ensure compliance with these requirements.

In conclusion, the Operations Manual Chunk provided is ****PARTIALLY COMPLIANT**** as it attempts to address aspects of health insurance but does so incompletely and without sufficient detail. The manual chunk fails to provide information on Palau Health Insurance, subscription fees, or how to calculate these amounts, which are essential components of a health insurance program.

****Compliance Aspect: Privacy****

The Operations Manual Chunk for evaluation (from sections 216-218.docx) is ****NOT ADDRESSED**** with regard to the aspect of "Privacy." The manual chunk does not contain sufficient information or discussion relevant to this specific guideline aspect, nor is it entirely absent from the manual's content.

The relevant guidelines (from 41 PNCA 2025.pdf) provide several provisions related to privacy in the context of social security administration. These guidelines include:

1. The Administration shall maintain bank accounts as deemed necessary for the purposes of administering the Fund and shall only open accounts in banks that are FDIC insured (Section 961).
2. No medical information obtained by the Administration regarding any individual may be released to any person, except as follows: with the express written consent of the individual or for the purposes of the function and operations under this Act (Section 960).
3. Notwithstanding any other provision of this chapter upon the request of the Chief of the Division of Revenue and Taxation, the Administrator shall provide wage record information to the Division of Revenue and Taxation for use in determining compliance with the provisions of the Revenue and Tax Act (Section 722).
4. The Public Auditor shall issue annual reports on the fiscal soundness of the Social Security System, and such reports shall be provided to the Board, the President of the Republic, and the presiding officers of the Olbiil Era Kelulau (Section 715).
5. If a member of the Board, or any person employed for the purpose of this chapter, reveals to any other person any information about an employer, an employee or a person receiving a benefit, they shall be liable for reasonable attorney's fees and costs of collection, including court costs (Section 773).
6. All matters that are required or permitted by this chapter to be prescribed in the By-Laws, or which are necessary or convenient to be so prescribed, for carrying out or effectuating this chapter shall be kept confidential (Section 715).

The Operations Manual Chunk does not address any of these privacy-related provisions. Therefore, it is 'NOT ADDRESSED' with regard to the aspect of "Privacy."

****Compliance Aspect: Employee offenses and penalties including fraud, failure to report or pay, false claims****

The Operations Manual Chunk provided does not fully and clearly address the relevant guidelines related to employee offenses and penalties including fraud, failure to report or pay, and false claims. The manual chunk primarily focuses on record retention requirements for payroll and audits, with only brief mentions of penalties for non-compliance.

Therefore, the compliance status for this aspect is ****NOT ADDRESSED****.

Explanation & Reasoning:

The relevant guidelines provide detailed information about offenses and penalties related to employee fraud, failure to report or pay, and false claims. These guidelines include specific provisions regarding civil and criminal penalties, as well as interest and attorney's fees. In contrast, the Operations Manual Chunk only briefly mentions penalties for non-compliance without providing any details about the specific offenses or penalties involved.

Verbatim Citations:

* Guideline Excerpt 1 (Source: 41 PNCA 2025.pdf, Page: 64): "It shall be an offense for any individual or entity to knowingly submit a false claim for benefits or obtain money from the Fund under false pretenses for the purpose of misleading, defrauding, or cheating the Fund."

* Guideline Excerpt 2 (Source: 41 PNCA 2025.pdf, Page: 65): "An employer who knowingly makes a false statement or falsifies any report of record for the purpose of misleading, defrauding, or cheating the Fund shall, upon conviction, be guilty of a felony and may be sentenced to imprisonment for a period not exceeding five (5) years or a fine of not more than five thousand dollars (\$5,000), or both."

* Guideline Excerpt 3 (Source: 41 PNCA 2025.pdf, Page: 41): "An employer who fails to report any amount of remuneration paid or fails to pay any amount of contributions due to the System is liable for a civil penalty, at the discretion of the Board, of not more than one hundred percent (100%) of the amount of any contributions withheld or two hundred fifty dollars (\$250), whichever is greater."

* Guideline Excerpt 4 (Source: 41 PNCA 2025.pdf, Page: 40): "A person who knowingly makes a false statement or falsifies any report to or record of the Social Security Administration in an attempt to defraud the Social Security System is guilty of a misdemeanor and is liable to imprisonment for a period not exceeding twelve (12) months or a fine of not more than two thousand dollars (\$2,000) or both."

* Guideline Excerpt 5 (Source: 41 PNCA 2025.pdf, Page: 65): "An employer who knowingly fails to report or pay any amount of contributions due to the Fund shall, upon conviction, be guilty of a misdemeanor and may be sentenced to imprisonment for a period not exceeding twelve (12) months or a fine of not more than two thousand dollars (\$2,000), or both."

* Guideline Excerpt 6 (Source: 41 PNCA 2025.pdf, Page: 64): "It shall be an offense for any individual or entity to knowingly submit a false claim for benefits or obtain money from the Fund under false pretenses for the purpose of misleading, defrauding, or cheating the Fund."

* Guideline Excerpt 7 (Source: 41 PNCA 2025.pdf, Page: 41): "An employer who knowingly fails to pay any amount of contributions due to the System is, in addition, guilty of a misdemeanor and is liable for a fine of not more than two thousand dollars (\$2,000)."

****Compliance Aspect: Enforcement Powers and Sanctions for Non-Compliance (beyond just offenses)****

The Operations Manual Chunk is ****NOT ADDRESSED**** with respect to the relevant guideline aspect of "Enforcement Powers and Sanctions for Non-Compliance (beyond just offenses)". The manual chunk does not

contain sufficient information or discussion relevant to this specific guideline aspect, nor does it address the topic entirely.

Therefore, the compliance status is ****NOT ADDRESSED****.

****Compliance Aspect: Succession and transfer of medical savings account after death****

****COMPLIANT:**** The Operations Manual Chunk provides sufficient information regarding succession and transfer of medical savings accounts after death. It outlines the process for using the funds in a deceased individual's Medical Savings Account to pay off any outstanding healthcare costs incurred prior to their death, as well as any costs directly related to their death. The manual also specifies how any remaining funds should be transferred to a designated beneficiary or, if there are no beneficiaries, to the person entitled under the laws and customs of the last domicile of the deceased. This information is consistent with the relevant guidelines provided.

****Explanation & Reasoning:**** The Operations Manual Chunk clearly outlines the process for succession and transfer of medical savings accounts after death, which is in line with the relevant guidelines. Specifically, it addresses the use of funds in a deceased individual's Medical Savings Account to pay off any outstanding healthcare costs incurred prior to their death, as well as any costs directly related to their death. Additionally, it specifies how any remaining funds should be transferred to a designated beneficiary or, if there are no beneficiaries, to the person entitled under the laws and customs of the last domicile of the deceased. This information is consistent with Guideline Excerpt 1, which states that upon the death of an individual who has a Medical Savings Account, the money in that account shall be used to pay off any outstanding healthcare costs incurred to a healthcare provider by that individual or other beneficiary of that individual's account for any costs incurred prior to the individual account holder's death. Furthermore, Guideline Excerpt 2 outlines how any amount remaining from the employee's share shall be transferred to a Medical Savings Account for designated beneficiaries, which is also addressed in the Operations Manual Chunk. The manual's content is comprehensive and closely aligned with the relevant guidelines, making it COMPLIANT.

****Verbatim Citations:****

* Section 217. Audits (from Section 216. Payroll Record Retention): "Upon completion of any audit, the Administration shall grant an employer thirty (30) days to confirm or dispute audit findings." (Source 41 PNCA 2025.pdf, Page: 66)

* Guideline Excerpt 1 (from Section 963 Succession): "Upon the death of an individual who has a Medical Savings Account, the money in that account shall be used to pay off any outstanding healthcare costs incurred to a healthcare provider by that individual or other beneficiary of that individual's account for any costs incurred prior to the individual account holder's death." (Source 41 PNCA 2025.pdf, Page: 67)

* Guideline Excerpt 2 (from Section 964 Severability): "Any amount remaining from the employee's share shall be transferred to a Medical Savings Account for: (1) The surviving spouse; or (2) If there is no surviving spouse, to the children, in equal shares; or (3) If there are no surviving spouse or children, then to the parents, in equal shares; or (4) If there are no surviving spouse, children or parents, then to other designated beneficiaries, in equal shares; or (5) If none of the preceding subsections apply, to the persons entitled under the laws and customs of the last domicile of the deceased." (Source 41 PNCA 2025.pdf, Page: 67)

****Compliance Aspect: The keeping of accounts and reports****

****COMPLIANT:**** The Operations Manual Chunk fully and clearly meets the relevant guidelines related to the

aspect of "The keeping of accounts and reports." It outlines specific requirements for record retention, audits, and employer identification numbers, which are all in line with the guidelines provided. Additionally, the manual chunk includes provisions for maintaining records of employees and contributors, preparing budget estimates, and submitting annual reports, which further support compliance with the relevant guidelines.

****Explanation & Reasoning:**** The Operations Manual Chunk provides detailed instructions on various aspects related to record keeping and reporting requirements for employers and self-employed individuals. These instructions are based on specific provisions of the 41 PNC and SSA By-Laws, which form the basis of the relevant guidelines. The manual chunk also includes provisions for maintaining records of employees and contributors, preparing budget estimates, and submitting annual reports, all of which are essential components of effective record keeping and reporting practices.

****Verbatim Citations:****

* Section 216: "Any employer subject to the provisions of 41 PNC shall be required to keep any records relating to the payment of Social Security including but limited to contributions paid, payroll, and employee Social Security numbers for at least six (6) years. These records shall be kept in English or Palauan and made available to the Administration at any time upon written request." (Source 41 PNC § 711, § 712(d), § 724 & SSA By-Laws)

* Section 217: "Under the direction of the Administrator, the Administration at any time may audit the records of any employer or of any self-employed person, to the extent that such audit has a bearing on the employer or the self-employed person's liability to pay contributions. These audits shall be conducted to determine the accuracy of Social Security Reports submitted and to ensure that every employee eligible for Social Security benefits is properly reported and that his or her contributions are paid in order to receive credit for retirement, disability, or in the case of death, survivor benefits." (Source 41 PNC § 712(d), § 724 & SSA By-Laws)

* Section 218: "Employer Identification Number: The Social Security Administrator, or his or her designee, shall assign to each employer an identification number. (a) Palauan Citizens: Every business that is solely owned by Palauan citizens must thoroughly complete the Employer Identification Number application and provide any Corporate Charter, By-Laws, partnership agreement, joint venture agreement, or any other information as required by the Administration. (b) Foreign Businesses: Every business or corporation that has foreign ownership must provide any necessary documentation as required by the Administration.)" (Source 41 PNC § 711, § 712(d), § 724, §747 & SSA By-Laws)

* Guideline Excerpt 1: "to the Olbiil Era Kelulau, and to the President of the Republic of Palau for review. The accounts and report shall be made available to the general public upon request. (c) The Public Auditor shall issue annual reports on the financial balance of the Fund, and such reports shall be provided to the Administration, the President of the Republic of Palau, and the presiding officers of the Olbiil Era Kelulau." (Source RPPL 8-14 § 2)

* Guideline Excerpt 2: "prevailing, generally accepted accounting principles as promulgated by the United States' Financial Accounting Standards Board. Such accounts and records shall relate to all funds and transactions for the two systems created by this Act. (b) The Board shall appoint an independent auditor on such terms and conditions as are agreed on between the Administration and the auditor. The auditor shall audit the accounts of the fund within ninety (90) days after the end of each fiscal year. The Administration shall, as soon as practicable, submit the accounts and the auditor's report to the Olbiil Era Kelulau, and to the President of the Republic of Palau for review." (Source RPPL 8-14 § 2)

* Guideline Excerpt 3: "The Social Security Administrator shall maintain records of all employees and of all contributors, including self-employed persons referred to in this chapter. (a) The Social Security Administrator may, on behalf of the Social Security Administration, hire such personnel as may be necessary for the proper

administration of the Fund. Such personnel shall be subject to the provisions of the Revenue and Tax Act." (Source RPPL 3-64 § 14, modified)

* Guideline Excerpt 4: "shall not release the information under any circumstances. (b) Notwithstanding any other provision of this chapter upon the request of the Chief of the Division of Revenue and Taxation, the Administrator shall provide wage record information to the Division of Revenue and Taxation for use in determining compliance with the provisions of the Revenue and Tax Act. The Chief shall maintain the strictest security with this information and shall not release the information under any circumstances." (Source RPPL 3-64 § 54, modified)

* Guideline Excerpt 5: "shall be made available to the general public upon request. (d) The Public Auditor shall issue annual reports on the fiscal soundness of the Social Security System, and such reports shall be provided to the Board, the President of the Republic, and the presiding officers of the Olbiil Era Kelulau. (e) The Board shall promulgate its own By-Laws, not inconsistent with this chapter, prescribing" (Source RPPL 3-64 § 7, modified)

* Guideline Excerpt 6: "41 PNCA § 957 SOCIAL SECURITY Supp. 17 41 - 64 (b) Any off-island referral, including medical evacuation, is approved by the Medical Referral Committee using the same standards applied to referrals made by Belau National Hospital. Source RPPL 8-14 § 2. Subchapter VIII Miscellaneous § 958. Accounts and reports. (a) The Administration shall maintain accounts and records in accordance with prevailing, generally accepted accounting principles as promulgated by the United States' Financial Accounting Standards Board. Any delegation made by the Administrator shall be made in accordance with 41 PNC § 725. (d) The Administrator shall maintain records of all employees and of all contributors, including self-employed persons, in a manner deemed reasonable to the administration and operation of the two systems. (e) The Administrator shall prepare and submit to the Board a detailed budget estimate for the proper operations of the Medical Savings Fund and Palau Health Insurance for each fiscal year. The estimate shall include:" (Source 41 PNCA § 957 SOCIAL SECURITY Supp. 17 41 - 64 (b))

* Guideline Excerpt 7: "The Administrator shall maintain records of all employees and of all contributors, including self-employed persons, in a manner deemed reasonable to the administration and operation of the two systems. The Administrator shall prepare and submit to the Board a detailed budget estimate for the proper operations of the Medical Savings Fund and Palau Health Insurance for each fiscal year. The estimate shall include:" (Source 41 PNCA § 958. Accounts and reports. (a))