

# Organizational Narrative

MMF Consulting Grp (Pte. Ltd.)

June 2018

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Table 1: Control satisfaction

Standard	Controls Satisfied
TSC	CC1.2, CC1.3, CC1.4, CC1.5, CC3.1, CC3.2, CC3.3

Table 2: Document history

Date	Comment
Jun 1 2018	Initial document

# 1 Organizational Narrative

The following provides a description of the corporate and management structure of MMF Consulting Grp (Pte. Ltd.).

The intent of this description is to establish both the legal jurisdiction and corporate cultural norms that serve as the foundation for MMF Consulting Grp (Pte. Ltd.)'s compliance program.

## 2 Entity Type

MMF Consulting Grp (Pte. Ltd.) is a Asia-based corporation headquartered in Singapore. MMF Consulting Grp (Pte. Ltd.) was established in 2013.

## 3 Company Overview

MMF Consulting Grp (Pte. Ltd.) is a consulting firm operating in Greater China, Northeast Asia, and other international markets. Founded in 2013 and headquartered in Singapore, the organization provides contract compliance auditing and consulting services. The company's operational philosophy combines Eastern and Western business practices to deliver services to global clients.

## 4 Integrity and Ethics

The Director and management team of MMF Consulting Grp (Pte. Ltd.) aspire to and demonstrate standards of ethics and integrity consistent with professional norms in the consulting and audit industry.

Chief among these standards is a commitment to honesty in interactions with and among managers, employees, contractors, customers, and other stakeholders.

## 5 Management Structure

MMF Consulting Grp (Pte. Ltd.) maintains a documented organizational structure with the Director as the principal manager responsible for:

- Oversight of entity-wide operations and governance
- Assignment of authority and responsibility
- Implementation and maintenance of internal controls

This centralized management structure facilitates clear lines of reporting and responsibility, which is formally documented in the organizational chart and role descriptions maintained by HR.

## 6 Organizational Structure

MMF Consulting Grp (Pte. Ltd.) is a focused organization composed of approximately 20+ employees strategically distributed across multiple locations:

- **Leadership:** Director
- **Support Functions:** Legal/HR employee and IT administrator
- **Core Operations:** Team of specialized auditors and analysts
- **Consultants:** Independent contractors providing specialized consulting services

**Office Locations:**

- Singapore office (headquarter)
- Taipei office
- Hsinchu office

**Work Model:** MMF Consulting Grp (Pte. Ltd.) operates on a hybrid work model, enabling employees to work flexibly across all office locations while maintaining effective collaboration and service delivery to clients globally.

## 7 Service Portfolio

MMF Consulting Grp (Pte. Ltd.) provides the following defined services:

**Royalty Audits:** Independent examination of contract compliance with royalty payment terms, using standardized audit procedures and controls to ensure the integrity of findings.

**Channel Inspection:** Assessment of control processes within sales channels using documented methodologies and objective evaluation criteria.

**Supplier Reviews:** Structured evaluation of supplier compliance with contractual terms through standardized assessment procedures.

**Data Mining & KPI Analysis:** Application of defined analytical methodologies to client data with appropriate access controls and data protection procedures.

For each service area, MMF Consulting Grp (Pte. Ltd.) has documented:

- Service definitions and boundaries
- Control procedures for service delivery
- Risk assessment methodologies
- Client data handling protocols

## 8 Management Objectives

Work objectives are set and communicated by the Director in collaboration with team leads. Given the company's size and specialized nature, objectives are aligned around:

- Delivering high-quality contract compliance audit services with defined performance expectations
- Maintaining and enhancing client relationships through quality engagement standards
- Developing team expertise and measuring capabilities against defined metrics
- Ensuring operational efficiency across all locations through established targets
- Implementing appropriate compliance requirements and control objectives

This approach allows MMF Consulting Grp (Pte. Ltd.) to maintain quality and efficiency while adapting to changing business needs and compliance requirements.

## 9 Risk Management Approach

MMF Consulting Grp (Pte. Ltd.) has established a risk assessment process that identifies and addresses risks related to the achievement of objectives. The risk assessment process includes:

- Identifying risks to service delivery and operational objectives
- Analyzing identified risks for potential impact and likelihood
- Developing risk responses and mitigation strategies
- Monitoring risks through established control activities

## 10 Fraud Risk Management

MMF Consulting Grp (Pte. Ltd.) has established a fraud risk assessment process as part of its overall risk management framework. This process includes:

- Developing formal financial control procedures
- Establishing audit trail requirements for client engagements
- Implementing background verification processes for employees
- Creating incident reporting and investigation procedures
- Leveraging information technology for monitoring and detection capabilities

## 11 Authorship and Approval

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Approved by Yusheng Li (YushengLi@users.noreply.github.com) on Thu, 21 Aug 2025 11:54:21 +0800 in commit 8e0c1296a6a80185ef11d1631bbf6ca59ccc896b.