



# **Agrarian Services**

## **External Services**



## 1. Adjustment of Valuation for PD 27 / EO 228 Claims

Adjustment of the value by the Bank of the subject land covered by PD 27 or EO 228, in coordination with the Department of Agrarian Reform (DAR)

<b>Office or Division:</b>	Agrarian Operations Center (AOC)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2G - Government to Government
<b>Who may avail:</b>	Department of Agrarian Reform (DAR)
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Register of Deeds (ROD) e-copy of Emancipation Patent (EP), if available or ROD Certification that no EP was issued (1 original copy)	DAR-PARPO
Final Survey documents (original copies of each document)	DAR-PARPO
Operation Land Transfer (OLT) Form No. 1 (Land Valuation Summary and Farmer's Undertaking) (1 original copy)	DAR-PARPO
OLT Form No. 2 (DAR Municipal Office [DARMO] CF Transmittal to DAR Provincial Office [DARPO]) (1 original copy)	DAR-PARPO
OLT Form No. 3 (DAR Order to adjust Land Value and pay the Landowner [LO]) (1 original copy)	DAR-PARPO
OLT Form No. 4 (DARPO Claim Folder [CF] Transmittal to LBP-AOC (1 original copy)	DAR-PARPO



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Provide requirements	1.1 Receive claim folder with complete documents	None	1 Banking Day	<i>Agrarian Affairs Processor (AAP), AOC</i>
None	1.2 Prepare Claim Processing Form (CPF) and route for approval	None	5 Banking Days	<i>AAP, Agrarian Affairs Analyst (AAA), Agrarian Affairs Specialist I (AASI), AASII, Assistant Division Chief (ADC), Land Transfer Processing Department (LTPD)/Claims Review and Processing Unit (CRPU)/LBP CARP Claims Unit (LCCU), AOC</i>
	<b>TOTAL</b>	<b>None</b>	<b>6 Banking Days</b>	



## 2. Bond Redemption and Interest Payment

Processing, approval and releasing of bond maturities and interest to Bondholder

<b>Office or Division:</b>	Bond Servicing Department (BSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Bondholder or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
See <i>Annex A below</i>		See <i>Annex A below</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application for bond redemption and interest payment together with requirements	1.1 Receive complete documents and evaluate sufficiency	None	1 Banking Day	<i>Agrarian Affairs Analyst/Specialist (AAA/AAS), Payments Assessment and Preparation Division (PAPD), BSD</i>
None	1.2 Process computation of bond maturities and interest; submit for approval; and prepare payment instruments	None	1 Banking Day	<i>AAA/AAS, Assistant Division Chief (ADC)/Division Chief (DC), CA/SA Approvers PAPD - BSD</i>
None	1.3 Record and release payment instruments	None	1 Banking Day	<i>AAA/AAS, PAPD - BSD</i>
	<b>TOTAL</b>	<b>None</b>	<b>3 Banking Days</b>	



**Annex A**

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<b>1. Basic Requirements</b>	
Agrarian Reform (AR) Bond Certificate (1 original copy)	Bondholder/Authorized Representative
Photo-bearing valid Identification Document (ID) <sup>1</sup> of Bondholder/Heirs/Authorized Representative/Signatories (1 original copy)	Bondholder/Authorized Representative
Client Information and Specimen Signature Card (CISSC) to be accomplished by Bondholder/Heirs/Authorized Representative/Signatories (1 original copy)	PAPD - BSD
Data Privacy Consent Form (DPCF) to be accomplished by Bondholder/Heirs/Authorized Representative/Signatories (1 original copy)	PAPD - BSD
Form I - Application for Bond Servicing Transaction (ABST) for Bond Payment (1 original copy)	PAPD - BSD
Form II - ABST for Bond Transfer/ Conversion/Exchange/Replacement (1 original copy)	PAPD - BSD
<b>2. For Legally Incompetent/Incapacitated Bondholders</b>	
Special Power of Attorney (SPA) <sup>2</sup> ; or, in case of minor, Affidavit of Guardianship/Letters of Guardianship, issued by competent Court (1 original copy)	Bondholder/Authorized Representative
Confirmation Letter from Bondholder, in case consent of Bondholder in SPA <sup>2</sup> needs further confirmation (1 original copy)	
Medical Certificate, issued by examining Physician, in case health condition of Bondholder needs further confirmation (1 original copy)	

<sup>1</sup> The PhilID shall be sufficient proof of identification as provided under Malacañan EO No. 162, series of 2022

<sup>2</sup> Validity of SPA is one (1) year only



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<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Birth Certificate, issued by Philippine Statistics Authority (PSA), in case age or relationship with minor needs further confirmation (1 original copy or 1 certified true copy)	
Oath of Office issued by competent Court, in case of Judicial Guardian (1 original copy or 1 certified true copy)	
<b>3. For Deceased Bondholders</b>	
<ul style="list-style-type: none"> <li>▪ <b>Extra-Judicial Settlement</b></li> </ul>	
Death Certificate, issued by PSA (1 original or 1 certified true copy)	Bondholder/Authorized
Deed of Extra-Judicial Settlement of Estate/Affidavit of Self-Adjudication, registered with Registry of Deeds (ROD) (1 original or 1 certified true copy)	
<ul style="list-style-type: none"> <li>▪ <b>Judicial Settlement</b></li> </ul>	
Final and executory Order, issued by competent Court on the distribution of estate of deceased Bondholder (1 original or 1 certified true copy)	Bondholder/Authorized Representative
Letters of Administration/Testamentary of Administrator or Executor (1 original or 1 certified true copy)	Competent Court
Oath of Office of Administrator or Executor (1 original or 1 certified true copy)	
Certification, officially stating that the grant of authority to Administrator or Executor is valid and subsisting (1 original or 1 certified true copy)	Clerk of Court of the Court where the Judicial Settlement of Estate is pending



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CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
<b>4. For Institutions</b>	
▪ <b>Domestic Corporations</b>	
Certificate of Incorporation, (1 original or 1 certified true copy)	Securities and Exchange Commission (SEC)
Articles of Incorporation, authenticated by SEC (1 original or 1 certified true copy)	
Latest General Information Sheet (GIS), received by SEC (1 original or 1 certified true copy)	
Certificate of Corporate Status/ Information, issued by SEC (1 original or 1 certified true copy)	
Board Resolution or notarized Corporate Secretary's Certificate of such Resolution, attested by the President, authorizing the bond transaction and naming the authorized representative to effect the same (1 original copy)	Bondholder/Authorized Representative
▪ <b>Foreign Corporations</b>	
Certificate of License to do Business in the Philippines, issued by SEC (1 original or 1 certified true copy)	SEC
Certificate of Incorporation/Registration, issued by appropriate foreign government agency (1 original or 1 certified true copy)	
Articles of Incorporation, authenticated by SEC (1 original or 1 certified true copy)	
Latest General Information Sheet (GIS), received by SEC (1 original or 1 certified true copy)	
Notarized Secretary's Certificate of the Board Resolution, authorizing the bond transaction and naming the Resident Agent or authorized representative to effect the same (1 original or 1 certified true copy)	Bondholder/Authorized Representative
▪ <b>For Partnerships</b>	
Certificate of Recording of Partnership, issued by SEC (1 original or 1 certified true copy)	SEC
Articles of Partnership, authenticated by SEC (1 original or 1 certified true copy)	



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<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<ul style="list-style-type: none"> <li>▪ <b>Dissolved Corporations</b> Basic Requirements for Corporations</li> </ul>	
Board Resolution, signed by the remaining directors constituting themselves as trustees for purposes of liquidating corporate assets and naming the authorized representative to effect the bond transaction with undertaking to hold LANDBANK and its officers/employees free from any liability or suits that may arise therefrom (1 original copy)	Bondholder/Authorized Representative
Certification that corporation is not subject of pending litigation involving intra- corporate dispute; under receivership or liquidation proceedings (1 original or 1 certified true copy)	Executive Clerk of Court of appropriate Regional Trial Court
Final and executory Order, in case of settled judicial proceedings, naming the representative authorized to transact business with appropriate Government Agencies with regard to disposition of properties of the corporation (1 original or 1 certified true copy)	Competent Court
<ul style="list-style-type: none"> <li>▪ <b>Dissolved Partnerships</b> Basic Requirements for Partnerships</li> </ul>	
Articles of Dissolution or Affidavit of Dissolution, signed by the remaining partners, naming the authorized representative to effect the bond transaction with undertaking to hold LANDBANK and its officers/employees free from any liability or suits that may arise from bond transaction (1 original or 1 certified true copy)	Bondholder/Authorized Representative
Final and executory Order, in case of settled judicial proceedings, naming the representative authorized to transact business with appropriate Government Agencies with regard to disposition of properties of the partnership (1 original or 1 certified true copy)	Competent Court





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<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>▪ <b>Financial Institutions under Receivership</b></p>	
<p>Appointment Paper of the Liquidator, issued by appropriate Government Agency, certified by Secretary, specifying the scope of authority and responsibility of the Liquidator in relation to the bond transaction (1 original or 1 certified true copy)</p>	<p>Bondholder/Authorized Representative</p>
<p>Resolution of appropriate Government Agency or Secretary's Certificate of such Resolution, placing the financial institution under receivership (1 original or 1 certified true copy)</p>	
<p><b>5. For Government Agency</b></p>	
<p>Appointment Paper of Head of Office, certified by Secretary (1 original or 1 certified true copy)</p>	<p>Bondholder/Authorized Representative</p>
<p>Resolution of Government Agency or Secretary's Certificate of such Resolution, authorizing the bond transaction and naming the authorized representative/s to effect the same (1 original or 1 certified true copy)</p>	



### 3. Facilitation in the Issuance of Accreditation Reference Number

Facilitating the request of the buyer for the issuance of Accreditation Reference Number (ARN), in coordination with the Department of Agriculture Credit Policy Council

<b>Office or Division:</b>	Bond Servicing Department (BSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Bondholder or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Letter-Request (1 original copy)		Bondholder/Authorized Representative		
Presentation of AR Bond Certificate (1 original copy)		Bondholder/Authorized Representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request to facilitate the issuance of ARN together with requirements	1.1 Receive complete documents and evaluate sufficiency	None	1 Banking Day	AAA/AAS, Bond Marketing and Trading Division (BMTD), BSD
None	1.2 Request certification on status and outstanding balance of AR Bond	None	1 Banking Day	ADC/DC, BMTD – BSD Head, BSD



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.3 Forward endorsement letter of Bondholder's Request to Department of Agriculture (DA) - Agricultural Credit and Policy Council (ACPC)	None	1 Banking Day	<i>ADC/DC, BMTD - BSD</i>
	<b>TOTAL</b>	<b>None</b>	<b>3 Banking Days</b>	



#### 4. Issuance of Certificate of Full Payment and Release of Real Estate Mortgage

Certification issued by the Agrarian Operations Center (AOC) as proof of full payment

<b>Office or Division:</b>	Agrarian Operations Center (AOC)- ASDiv			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Agrarian Reform Beneficiaries (ARBs) • By principal ARB, or • Through authorized representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
See <i>Annex B below</i>		See <i>Annex B below</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the needed Certificate; present ID/s and/or SPA <sup>1</sup>	1.1 Validation of the following: a. Valid IDs presented b. Death certificate from PSA, Deed of Undertaking with quitclaim, SPA <sup>1</sup> , if applicable	None	7 Banking Days	AAA, AAP, AAS, ASDiv, AOC

<sup>1</sup> Validity of SPA is one (1) year only



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.2 Release Certificate of payment or Certificate of Full Payment and Release of Real Estate Mortgage (CFP/ ROREM)	None		AAA, AAP, AAS, ASDiv, AOC
	<b>TOTAL</b>	<b>None</b>	<b>7 Banking Days</b>	



**Annex B**

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Principal Agrarian Reform Beneficiary (ARB)	
Presentation of photo-bearing government issued ID <sup>1</sup> or Barangay certificate (1 original copy) (for initial transaction or updating)	ARB
Presentation of Original Owners Duplicate Copy (ODC) of CLOA/EP	ARB
2. Representative of ARB	
Notarized Special Power of Attorney (SPA <sup>2</sup> ) (1 original copy)	ARB
Presentation of photo-bearing government issued ID <sup>1</sup> or barangay certificate of the ARB and the authorized representative (1 original copy) (for initial transaction or updating)	ARB and ARB's Authorized Representative
Presentation of Original Owners Duplicate Copy (ODC) of CLOA/EP	ARB
3. For Deceased ARB	
Deed of undertaking with quitclaim and/or SPA <sup>2</sup> , if applicable (1 original copy)	Heir/s of the ARB
Death Certificate (1 original or 1 certified true copy)	PSA
Presentation of photo-bearing government issued ID <sup>1</sup> or Barangay certificate of all the heirs and authorized representative, if applicable (1 original copy)	Heir/s of the ARB
Affidavit of two (2) disinterested persons in cases of discrepancy in the names and/or data in the pertinent documents such as CLOA/EP and the CFP/ROREM (1 original copy)	Heir/s of the ARB
Marriage Contract in case where spouse is claiming the CFP/ROREM (1 original copy or 1 certified true copy)	PSA

<sup>1</sup> The PhilID shall be sufficient proof of identification as provided under Malacañan EO No. 162, series of 2022

<sup>2</sup> Validity of SPA is one (1) year only



## 5. Issuance of Certificate of Payment/s

Certification issued by the Agrarian Operations Center as to payments made by the ARB.

<b>Office or Division:</b>	Agrarian Operations Center (AOC)- ASDiv			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Agrarian Reform Beneficiaries (ARBs) • By principal ARB, or • Through authorized representatives			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. Principal Agrarian Reform Beneficiary (ARB)				
Presentation of photo-bearing government issued ID <sup>1</sup> or Barangay certificate (1 original copy)		ARB		
2. Representative of ARB				
Notarized SPA <sup>2</sup> (1 original copy)		ARB		
Presentation of photo-bearing government issued ID <sup>1</sup> or barangay certificate of the ARB and the authorized representative (1 original copy)		ARB and ARB's Authorized Representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the needed Certificate; present ID/s and/or Special Power of Attorney (SPA) <sup>2</sup>	1.1 Validation of ID/s presented and SPA <sup>2</sup> , if applicable	None	3 Banking Days	AAA, AAP, AAS, ASDiv, AOC
	1.2 Release Certificate of payment	None		
	<b>TOTAL</b>	<b>None</b>	<b>3 Banking Days</b>	

<sup>1</sup> The PhilID shall be sufficient proof of identification as provided under Malacañan EO No. 162, series of 2022

<sup>2</sup> Validity of SPA is one (1) year only



## 6. Issuance of Certification on Status of AR Bond

Certification issued by BSD that the AR Bond is still outstanding and is not among those included in the list of bonds with adverse claims

<b>Office or Division:</b>	Bond Servicing Department (BSD)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Bondholder or Authorized Representative			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
AR Bond Certificate (1 original copy)		Bondholder/Authorized Representative		
Form I - ABST (1 original copy)		Bondholder/Authorized Representative		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the status certification of AR Bond together with requirements	1.1 Receive complete documents and evaluate their sufficiency	None	2 Banking Days	AAA/AAS, Records Management and Information Division (RMID), BSD
None	1.2 Issue Certification on Status of AR Bond	PHP100 per Certification	1 Banking Day	ADC/DC, RMID – BSD Head, Payments Validation and Processing Unit (PVPU) BSD Head, BSD
	<b>TOTAL</b>	<b>PHP100 per Certification</b>	<b>3 Banking Days</b>	





## 7. Payment of Land Transfer Claim Proceeds

Processing, approval and releasing of Land Transfer Payment both in cash and AR Bond in favor of Landowners (LOs) or their heirs

<b>Office or Division:</b>	Land Transfer Processing Department (LTPD)/ Agrarian Operations Center (AOC)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Natural Persons • Individual • Heirs of the deceased Landowner (LO) Juridical Persons • Partnership • Corporation • Association • Cooperative • Government Instrumentalities			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
See <i>Annex C below</i>		See <i>Annex C below</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for the payment of Land Transfer Claim (LTC) proceeds; submit the required documents	1.1 Receive complete documents and evaluate sufficiency vis-à-vis payment requirements  <i>If with SPA<sup>1</sup>,</i> • Conduct Know-Your-Customer procedures • Confirm with the Principal whether SPA is still valid • Ensure that Principal is still alive	None	7 Banking Days	AAS, AA Analyst, AA Assistant, CPPD, AOC  AAP, AAA, AASI, AASII, ADC, Claims Review and Processing Unit (CRPU), LTPD



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.2 Prepare and request approval of Payment Release Form (PRF) from signing/ approving authorities	None	7 Banking Days	AAP, AAA, AASI, AASII, ADC, CRPU, LTPD/ BSD  AOC/ CPPD/ AgAD, Legal, Servicing Branch
None	1.3 Prepare Manager's Check, EMT, credit to LBP account	None	5 Banking Days	AAP, AAA, AASI, AASII, ADC, BSD  AAA, AAP, AAS, ASDiv, AOC/ Servicing Branch
None	1.4 Release claim proceeds	None	1 Banking Day	AAP, AAA, AASI, AASII, ADC, CRPU, LTPD  AAA, AAP, AAS, ASDiv, AOC/ Servicing Branch
	<b>TOTAL</b>	<b>None</b>	<b>20 Banking Days</b>	

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<sup>1</sup> SPA has no expiry

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
1. Principal LO	
PD 27/EO 228 (For titled properties)	
Presentation of Owner's Duplicate Copy (ODC) of title (1 original copy)	LO
Real estate tax clearance or statement of tax delinquency as of October 21, 1972; <b>or</b> Real estate tax clearance or statement of tax delinquency as of date of Order of Placement (OP) if tenanted after October 21, 1972 issued by the Municipal or City Treasurer's Office, with authority to deduct delinquency FROM claim proceeds (1 original copy)	Municipal or City Treasurer's Office
Electronic ROD copy of Emancipation Patent (EP) or electronic ROD copy of the LO's title bearing the annotation of the EP/s issued by the DAR, free from all liens and encumbrances	DAR-PARPO
Execution and annotation of Deed of Assignment Warranties and Undertaking (DAWU) on the LOs title if without EPs issued (1 original copy)	LO
Presentation of photo-bearing government issued ID <sup>1</sup> (1 original copy)	LO
Client Information and Specimen Signature Card (CISSC) to be accomplished by Landowner/Heirs/Authorized Representative/Signatories (1 original copy)	LTPD/AOC
2. PD 27/EO 228 (For Untitled properties)	
ROD certified or electronic copy of OCT-EP/s	DAR-PARPO
Real estate tax clearance or statement of tax delinquency as of October 21, 1972 or date of order of placement if tenanted after October 21, 1972 with authority to deduct delinquency from the land transfer claim proceeds (1 original copy)	Municipal or City Treasurer's Office
Execution and annotation of DAWU on the LOs Tax Declaration (1 original copy)	LO
DENR-CENRO certification stating that the claimant has acquired a vested right over the landholding (area to be specified) (1 original copy)	DENR-CENRO
Presentation of photo-bearing government issued ID <sup>1</sup> (1 original copy)	LO

<sup>1</sup> The PhilID shall be sufficient proof of identification as provided under Malacañan EO No. 162, series of 2022  
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<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Client Information and Specimen Signature Card (CISSC) to be accomplished by Landowner/Heirs/Authorized Representative/Signatories (1 original copy)	LTPD/AOC
DENR certification stating that the landholding is not a subject of a patent application and no patent title has been issued for the landholding (1 original copy)	DENR
<b>3. RA 6657/RA 9700 (For titled properties)</b>	
Presentation of Owners Duplicate Copy (ODC) of title	LO
Real estate tax clearance or statement of tax delinquency as of date of registration of the RP title or CLOA registration with the ROD issued by the Municipal or City Treasurer's Office, if no RP Title was issued (1 original copy)	Municipal or City Treasurer's Office
Electronic copy of RP title or CLOA, free from liens and encumbrances	DAR-PARPO
Presentation of photo-bearing government issued ID <sup>1</sup> (1 original copy)	LO
Client Information and Specimen Signature Card (CISSC) to be accomplished by Landowner/Heirs/Authorized Representative/Signatories (1 original copy)	LTPD/AOC
<b>4. RA 6657/RA 9700 (For Untitled properties)</b>	
Tax declaration in the name of the Republic issued by the Municipal or City Assessor (1 original copy) or Electronic copy of OCT CLOA free from liens and encumbrances	DAR-PARPO  ROD
DENR-CENRO certification that the LO has acquired vested right over the untitled landholding (area to be specified) (1 original copy)	DENR-CENRO
Municipal or City Treasurer's Office Real estate tax clearance (1 original copy) or Municipal or City Treasurer's Office statement of tax delinquency as of date of registration of the RP title or CLOA registration with authority to deduct delinquency from the land transfer claim proceeds (1 original copy)	Municipal or City Treasurer's Office

<sup>1</sup> The PhilID shall be sufficient proof of identification as provided under Malacañan EO No. 162, series of 2022



**LANDBANK**

CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
Presentation of photo-bearing government issued ID <sup>1</sup> (1 original copy)	LO
Client Information and Specimen Signature Card (CISSC) to be accomplished by Landowner/Heirs/Authorized Representative/Signatories (1 original copy)	LTPD/AOC
DENR certification stating that the landholding is not a subject of a patent application and no patent title has been issued for the landholding (1 original copy)	DENR
5. Other requirements (Individual)	
Presentation of photo-bearing government issued Identification document <sup>1</sup> of the LO and Attorney-In-Fact (AIF), if applicable (1 original copy)	LO or AIF
Client Information and Specimen Signature Card (CISSC) to be accomplished by Landowner/Heirs/Authorized Representative/Signatories (1 original copy)	LTPD/AOC
Notarized Special Power of Attorney (SPA) <sup>1</sup> if transaction is made through a representative (1 original copy)	LO or AIF
6. Other requirements (Deceased)	
Death Certificate (1 original or 1 certified true copy)	PSA
Settlement of estate (extra-judicial or judicial) duly registered with the ROD (1 original copy)	Heirs of the deceased LO
Heirs bond in favor of the bank two years after extra-judicial settlement registration equivalent to the amount of the claim to be secured from licensed Insurance Agency (1 original copy)	Heirs of the deceased LO
Presentation of photo-bearing government issued ID <sup>2</sup> by the individual heirs (1 original copy)	Heirs of the deceased LO
In case transactions shall be through a representative: <ul style="list-style-type: none"> <li>• Notarized SPA<sup>1</sup> executed within the Philippines (1 original copy) or</li> <li>• Special Power of Attorney authenticated by the Consul Gen. of the Philippine Consular Office of the country where the SPA<sup>1</sup> was executed or Apostillized SPA<sup>1</sup> if the document was executed in a country/jurisdiction signatory to the Apostille</li> </ul>	Heirs of the deceased LO

<sup>1</sup> SPA has no expiry

<sup>2</sup> The PhilID shall be sufficient proof of identification as provided under Malacañan EO No. 162, series of 2022



**LANDBANK**

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Treaty or Apostille Convention (1 original copy)	Heirs of the deceased LO
Client Information and Specimen Signature Card (CISSC) to be accomplished by Heirs/Authorized Representative/Signatories (1 original copy)	LTPD/AOC
7. Other requirements (If payee is a minor, applicable only when the estate exceeds Php50,000.00 or is an Incapacitated person)	
Letters of guardianship issued by a competent court (1 original copy)	Competent Court
Presentation of photo-bearing government issued ID <sup>2</sup> by the Guardian (1 original copy)	Minor's Guardian
Client Information and Specimen Signature Card (CISSC) to be accomplished by Landowner/Heirs/Authorized Representative/Signatories (1 original copy)	LTPD/AOC
Oath of office of the Guardian (1 original copy)	Competent Court
Court authority for the guardian to dispose of the subject property pursuant to RA 6657, as amended and to sign all land transfer documents and registration thereof (1 original copy)	Competent Court
8. Other requirements (Juridical Persons, Active Corporation)	
Certificate on filing and information of the corporation indicating the status of the corporation (1 original copy)	SEC
Authenticated copies of the Articles of Incorporation and by-laws of the Corporation with Certificate of Registration from the SEC (1 original copy)	LO
SEC-received latest general information sheet	SEC
Board Resolution or Corporate Secretary's Certificate appointing and authorizing a particular person to sign the necessary land transfer claim documents, to receive, encash, sell AR bond proceeds, for and in behalf of the Corporation (1 original copy)	LO
Presentation of photo-bearing government issued ID <sup>1</sup> of Corporate Officer/ Legal Representative (1 original copy)	LO

<sup>1</sup> The PhilID shall be sufficient proof of identification as provided under Malacañan EO No. 162, series of 2022



**LANDBANK**

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Client Information and Specimen Signature Card (CISSC) to be accomplished by Landowner/Heirs/Authorized Representative/Signatories (1 original copy)	LTPD/AOC
9. Other requirements (Juridical Persons, Dissolved Corporation)	
SEC certificate on filing and information of the corporation indicating the status of the corporation (1 original copy)	SEC
Latest SEC-certified copy of the General Information Sheet (GIS) filed by the corporation prior to dissolution (1 original copy)	LO
Certification issued by the RTC Executive Clerk of Court of the province having jurisdiction over the corporation, stating that the corporation is not the subject of any pending litigation involving intra-corporate dispute, or under receivership or liquidation proceedings (1 original copy)	RTC Executive Clerk of Court
Resolution signed by a majority of the remaining board of directors of the dissolved corporation constituting themselves as trustees for purposes of liquidating the corporate assets (1 original copy)	LO
SPA <sup>1</sup> signed by the trustees of the dissolved corporation appointing a representative to transact with LBP on the payment of the land transfer proceeds, if any, and undertaking to hold LBP and its officers and employees free and harmless from any liability or suits that may arise from the release of the proceeds in the name of the representative appointed by the trustees (1 original copy)	LO
Presentation of photo-bearing government issued ID <sup>2</sup> of Trustees/Legal Representative (1 original copy)	LO
Client Information and Specimen Signature Card (CISSC) to be accomplished by Landowner/Heirs/Authorized Representative/Signatories (1 original copy)	LTPD/AOC

<sup>1</sup> SPA has no expiry

<sup>2</sup> The PhilID shall be sufficient proof of identification as provided under Malacañan EO No. 162, series of 2022



**LANDBANK**

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
10. Other requirements (Active Partnership)	
Certificate of recording of partnership issued by the SEC (1 original copy)	SEC
Notarized articles of partnership (1 original copy)	LO
Presentation of photo-bearing government issued ID <sup>2</sup> (1 original copy)	LO
Client Information and Specimen Signature Card (CISSC) to be accomplished by Landowner/Heirs/Authorized Representative/Signatories (1 original copy)	LTPD/AOC
11. Other requirements (Dissolved Partnership, Extra-judicial Dissolution)	
Articles/affidavit of dissolution with designation of a legal representative duly received by the SEC (1 original copy)	LO
Presentation of photo- bearing government issued ID <sup>2</sup> by the designated trustees/ legal representative (1 original copy)	LO
Client Information and Specimen Signature Card (CISSC) to be accomplished by Landowner/Heirs/Authorized Representative/Signatories (1 original copy)	LTPD/AOC
12. Other requirements (Dissolved Partnership, Judicial Dissolution)	
Certified true copy of court decision/order and Certificate of Finality (1 original copy)	Competent Court
Certified true copy of court order designating a liquidator, if applicable (1 original copy)	Competent Court
Presentation by the designated liquidator/ legal representative of photo- bearing government issued ID <sup>2</sup> (1 original copy)	LO
Client Information and Specimen Signature Card (CISSC) to be accomplished by Landowner/Heirs/Authorized Representative/Signatories (1 original copy)	LTPD/AOC





## 8. Refund of Excess Payment

Issuance of Manager's Check to the ARB or authorized representative representing refund or excess payment

<b>Office or Division:</b>	Agrarian Operations Center (AOC)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Agrarian Reform Beneficiaries (ARBs) <ul style="list-style-type: none"> <li>• By principal ARB, or</li> <li>• Through authorized representatives</li> </ul>			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
See <i>Annex D below</i>		See <i>Annex D below</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for refund of payment; present ID/s and required documents	1.1 Validate ID/s and evaluate applicable documents	None	2 Banking Days	AAA, AAP, AAS, ASDiv, AOC
None	1.2 Prepare memo advice to Agrarian Accounting Department (AgAD) for the withdrawal of funds from the Trust Banking Group	None	2 Banking Days	AAA, AAP, AAS, ASDiv, AOC
None	1.3 Validate the request and originate corresponding transaction contra the branch concerned for the payment of refund to ARB	None	5 Banking Days, 7 Hours, 30 Minutes	Accounts Assistant/ Administrative Specialist II/ Division Chief, ARR Subsidiary Ledger Division/ Accounts Management Assistant/ Division Chief, SFCAD Department Head, AgAD



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.4 Prepare Managers Check (MC) and release to the ARB/ Authorized Representative	None	5 Banking Days	Servicing Branch
	<b>TOTAL</b>	<b>None</b>	<b>14 Banking Days, 7 Hours, 30 Minutes</b>	

<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
1. Principal ARB	
Request for refund duly signed by the ARB (1 original copy)	ARB
Presentation of photo-bearing government issued ID <sup>1</sup> or Barangay certificate (1 original copy)	ARB
2. Representative of ARB	
Request for refund duly signed by the ARB (1 original copy)	ARB
Notarized SPA <sup>2</sup> (1 original copy)	ARB
Presentation of photo-bearing government issued ID <sup>1</sup> or barangay certificate of the ARB and the authorized representative (1 original copy)	ARB and ARB's Authorized Representative
3. For Deceased ARB	
Request for refund duly signed by the heir/s of the ARB (1 original copy)	
Deed of undertaking with quitclaim and/or SPA <sup>2</sup> , if applicable (1 original copy)	Heirs of ARB or Authorized Representative
Death Certificate (1 original copy)	PSA
Presentation of photo-bearing government issued ID <sup>1</sup> or Barangay certificate of the heirs and authorized representative, if applicable (1 original copy)	Heirs of ARB or Authorized Representative
Affidavit of two (2) disinterested persons in cases of discrepancy in the names and/or data in the pertinent documents (1 original copy)	Heirs of ARB or Authorized Representative
Marriage Contract in case where spouse is claiming the CFP/ROREM (1 original copy or 1 certified true copy)	PSA

<sup>1</sup> The PhilID shall be sufficient proof of identification as provided under Malacañan EO No. 162, series of 2022

<sup>2</sup> Validity of SPA is one (1) year only



## 9. Sale of AR Bonds

Providing assistance to the original bondholders in the sale of their AR Bonds

<b>Office or Division:</b>	BSD			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Seller: • Original Bondholder Buyer-Investor: • Rural Bank • Insurance Companies • Foreign Corporations • Individuals			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
1. AR Bond Certificate (1 original copy)		Bondholder/Authorized Representative		
2. Basic Requirements for Bond Transactions (See: <b>Annex A on page A-5 to A-9</b> )		Bondholder/ Buyer-Investor/Authorized Representative [for AR Bond and Know-Your-Customer Documents] BMTD - BSD [for LANDBANK Forms]		
3. Supporting Documents (if applicable to specific applicant) (See: <b>Annex A on page A-5 to A-9</b> )		Bondholder/ Buyer-Investor/Authorized Representative		
4. Bond Receipt to be accomplished by Bondholder (1 original copy)		BMTD - BSD		
5. Authority to Sell to be accomplished by Bondholder (1 original copy)		BMTD - BSD		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Request for facilitation of AR Bond sale together with the requirements	1.1 Receive complete documents and evaluate their sufficiency	For Original Bondholders: Processing Fee of 3/4 of 1% of Bond Proceeds	3 Banking Days	AAA/AAS, BMTD - BSD
None	1.2 Issue clearance on sale documents	For Buyer/ Investor: Investor's Fee of 1.25% of the Principal Balance of Bond	5 Banking Days	ADC/DC, BMTD - BSD



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.3 Offer AR Bond for sale to Buyer-Investor	None	Market-Driven (subject to availability of willing buyer/s)	ADC/DC, BMTD - BSD
None	1.4 Process and document sale transaction	None	7 Banking Days	AAA/AAS, BMTD - BSD
None	1.5 Prepare payment instruments or credit advice for account of Bondholder	None	4 Banking Days	AAA/AAS, ADC/DC, BMTD - BSD, CA/SA Approvers
None	1.6 Release of new AR Bond to Buyer-Investor	None	1 Banking Day	ADC/DC, BMTD - BSD
	<b>TOTAL</b>	<b>For Original Bondholders: Processing Fee of 3/4 of 1% of Bond Proceeds</b>  <b>For Buyer/Investor: Investor's Fee of 1.25% of the Principal Balance of Bond</b>	<b>20 Banking Days</b>	



## 10. Transfer/Conversion/Exchange/Replacement of AR Bonds

Processing, approval and releasing of new AR Bond upon application of the Bondholder for assignment, conversion, exchange or replacement

<b>Office or Division:</b>	Bond Servicing Department (BSD)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen			
<b>Who may avail:</b>	Bondholders			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
See <i>Annex A on page A-5 to A-9</i>		See <i>Annex A on page A-5 to A-9</i>		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit application for transfer/ conversion/ exchange/ replacement of bonds together with requirements	1.1 Receive complete documents and evaluate their sufficiency	Transfer Fee: PHP150 per Bond Certificate  Documentary Stamp Tax (If applicable): Principal Balance/ PHP200* 1.5 or a fraction thereof	3 Banking Days	AAA/AAS, PAPD - BSD
None	1.2 Issue clearance on AR Bond transaction		1 Banking Day	ADC/DC, PAPD - BSD
None	1.3 Process/ generate new AR bonds and record in the Bond Registry Book		2 Banking Days	AAA/AAS, ADC/DC PAPD - BSD, AAA/AAS, RMID - BSD, ADC/DC, CA/SA Approvers



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.4 Release AR Bonds	None	1 Banking Day	AAA/AAS, PAPD – BSD AAA/AAS, RMID - BSD
	<b>TOTAL</b>	<b>Transfer Fee: PHP150 per Bond Certificate</b>  <b>Documentary Stamp Tax (If applicable): Principal Balance/ PHP200* 1.5 or a fraction thereof</b>	<b>7 Banking Days</b>	



## 11. Valuation of Landholdings under RA 6657/RA 9700

Determination by the Bank of the value of the subject land covered by RA 6657 and RA 9700, in coordination with the DAR

<b>Office or Division:</b>	Agrarian Operations Center (AOC)			
<b>Classification:</b>	Highly Technical			
<b>Type of Transaction:</b>	G2G - Government to Government			
<b>Who may avail:</b>	DAR			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Latest ROD certified e-copy of title (titled property)		DAR-PARPO		
CARPER LAD Form No 2-B (DENR-CENRO Certification for untitled property) (1 original copy)		DAR-PARPO		
LRA Certification that property is not within any decreed or titled property (for untitled property) (1 original copy)		DAR-PARPO		
CARPER LAD Form Nos. 1 and 2 (1 original copy)		DAR-PARPO		
Tax declaration of the property (1 original copy)		DAR-PARPO		
Preliminary Information on landholdings Validated and projected and subject of Joint Field Investigation (1 original copy)		DAR-PARPO		
Approved Subdivision/Segregation Plan (1 original copy)		DAR-PARPO		
Notice of Coverage for CA (1 original copy)		DAR-PARPO		
MARPO certification on the LO's failure to submit BIR-filed audited financial statement (1 original copy)		DAR-PARPO		
Field Investigation Report (1 original copy)		DAR-PARPO		
Memorandum Request to Value Land (1 original copy)		DAR-PARPO		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit the claim folder with the above documents	1.1 Receive claim folder with complete documents <i>(Incomplete claim folder shall not be received)</i>	None	1 Banking Day	<i>Property Valuation Specialist (PVS), AOC</i>





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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.2 Evaluate and review all document submitted	None	14 Banking Days	PVS, AOC
None	1.3 Prepare CVPF approve the computation of the valuation	None	5 Banking Days	<i>PVS, Valuation and Field Services Unit (VFSU) Head, AOC</i>
	<b>TOTAL</b>	<b>None</b>	<b>20 Banking Days</b>	