



Trust Services

External Services



1. Account Closure/Termination

Accounts are closed when purpose of establishing such is already fulfilled or the Client wants to use the invested funds.

Office or Division:	Trust Account Management Department (TrAMD)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Instruction (LOI) from the Client duly signed by authorized signatory/ies indicating the details of request (1 original copy)		Client provided		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit LOI to TrAMD (advanced copy via email or fax is acceptable)	1.1 Receive LOI and check details on request	None	30 Minutes	Account Officer (AO) TrAMD
None	1.2 Inform Investment Officer, Trust Portfolio Management Department (TPMD) that the account will be closed	None	30 Minutes	AO TrAMD
None	1.3 Determine fund value, gains and/or losses on the invested fund	None	1 Hour	Trust Portfolio Officer TPMD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.4 Inform Client of possible gains/losses if investment is pre-terminated	None	30 Minutes	AO TrAMD
None	1.5 Check if signatory on the LOI to close is covered with Secretary's Certificate or Board Resolution. If not covered with latest updated document, request for updated specimen signature and Secretary's Certificate/ Board Resolution	None	30 Minutes	AO TrAMD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.6 Check destination/ recipient account of the closing proceeds, if active; if not, request Client to provide active recipient account	None	30 Minutes	AO TrAMD
2. Submit original copy of LOI	2.1 Receive LOI	None	5 Minutes	<i>Account Assistant (AA)</i> TrAMD
None	2.2 Verify signature/s on LOI	None	30 Minutes	<i>Signature Verifier</i> Trust Operations Department (TrOD)
None	2.3 Prepare and approve Instruction Sheet	None	2 Banking Days	<i>AO and Head</i> TrAMD <i>Legal Officer</i> Trust Oversight and Strategic Management Department (TOSD) <i>Head</i> Trust Banking Group (TBG)



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.4 Submit approved TBG-Instruction Sheet to TrOD	None	5 Minutes	AA TrAMD
None	2.5 Prepare memo and inform Cash Department for closure of the account and request for closing balance	None	2 Hours	<i>Accountant & Head</i> TrOD
None	2.6 Provide closing amount and close the account	None	30 Minutes	<i>New Accounts Clerk/Teller/ Document Examiner Bookkeeper/ Branch Service Officer/Branch Operations Officer/ Branch Head</i> Cash Department
None	2.7 Encode the closing amount in the system	None	30 Minutes	AO TrAMD
None	2.8 Release closing amount either check or credit to destination account	None	1 Hour	<i>Cashier</i> TrOD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.9 Prepare, generate and approve Terminal Report	None	4 Hours	<i>Accountant and Head TrOD</i>
None	2.10 Prepare and approve transmittal letter of Terminal Report	None	2 Hours	<i>AO and Head TrAMD</i>
None	2.11 Send Terminal Report (advanced copy thru email and original copy thru messenger or thru Facilities Management Department	None	45 Minutes	<i>AO TrAMD</i>
	TOTAL	None	3 Banking Days, 6 Hours, 55 Minutes	

2. Account Withdrawal

Client partially or fully withdraws its funds.

Office or Division:	Trust Account Management Department (TrAMD)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Instruction (LOI) from the Client duly signed by authorized signatory/ies indicating the details of amount to be withdrawn, mode of payment whether credit to account or thru issuance of a check (1 original copy)		Client provided		
Affidavit of Loss, for lost Confirmation of Participation (COP) (1 original copy)				
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit LOI to TrAMD (advanced copy is acceptable for earmarking of the amount to be withdrawn and other details of the withdrawal)	1.1 Inform Investment Officer [(Trust Portfolio Management Department (TPMD)] of amount to be withdrawn	None	30 Minutes	Account Officer (AO) TrAMD
None	1.2 Earmark amount to be withdrawn	None	1 Hour	Investment Officer TPMD
None	1.3 Check whether recipient account is active or not dormant	None	30 Minutes	AO TrAMD Cashier Trust Operations Department (TrOD)



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	<p>1.4 If recipient account is not active, request Client to provide active account</p> <p>If via check release, get confirmation from Client on date of pick-up</p>	None	1 Hour	AO TrAMD
2. Provide active account as recipient of the withdrawn proceeds or if via check release, date of pick-up	2. Validate recipient account number	None	30 Minutes	AO TrAMD <i>Cashier</i> TrOD
3. Submit original copy of LOI and/or Certificate of Loss, if applicable	3.1 Verify signature	None	30 Minutes	<i>Signature Verifier</i> TrOD
	3.2 Prepare and approve Instruction sheet for withdrawal	None	2 Hours	<i>AO and Head</i> TrAMD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.3 Release amount of withdrawal a. Upon availability of fund	None	4 Hours	Cashier TrOD
None	b. For Money Market, Money Market Fund and Bond Fund	None	2 Banking Days	AO TrAMD Cashier TrOD
None	c. For Equity Fund, Global Fund and Global Dollar Fund)	None	3 Banking Days	AO TrAMD Cashier TrOD
	TOTAL a. Upon avail-ability of fund	None	6 Hours	
	b. For Money Market, Money Market Fund and Bond Fund		2 Banking Days, 6 Hours	
	c. For Equity Fund, Global Fund and Global Dollar Fund)		3 Banking Days, 6 Hours	



3. Additional Contribution/Reinvestment

Client's contribution as additional investment and/or roll-over funds for re-investment of directional accounts.

Office or Division:	Trust Account Management Department (TrAMD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
For directional account, Letter of Instruction (LOI) from the Client duly signed by authorized signatory/ies indicating tenor, investment outlet and rate for the investment/reinvestment (1 original copy)		Client provided		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit LOI to TrAMD (advanced copy via email or fax is acceptable considering the essence of time)	1.1 Indicate in the trading order the details of the investment such as amount, tenor, rate	None	1 Hour (If received after 12 noon, to be transacted on the next Banking Day)	<i>Account Officer (AO)</i> TrAMD <i>Head</i> TrAMD
None	1.2 Invest the amount in indicated term and rate	Investible amount is subject to 20% tax	2 Hours	<i>Investment Officer</i> Trust Portfolio Management Department



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit Original copy of the LOI to Trust Banking Group	2.1 Receive and verify the signature/s on the LOI	None	30 Minutes	AA TrAMD <i>Signature Verifier</i> Trust Operations Department
None	2.2 File the document in the folder	None		AA TrAMD
	TOTAL	Investible amount is subject to 20% tax	3 Hours, 30 Minutes	

4. Escrow Accounts Opening [Bureau of Internal Revenue, Department of Human Settlement and Urban Development (DHSUD), Philippine Overseas Employment Administration (POEA)]

Trust accounts being opened are defined based on the clients' needs. Hence, these are transacted directly by the Sales and Marketing personnel.

Office or Division:	Trust Business Development Department (TBDD)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business			
Who may avail:	Any person, association, corporation, entity or firm who/which has the legal capacity to contract or establish a trust.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
See <i>Annexes AC to AE below</i>		See <i>Annexes AC to AE below</i>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about intended Trust accounts (walk-in or thru phone)	1. Discuss Trust products and intended accounts to be opened, inform client about the process flow of the account opening and provide list of documentary requirements	None	1 Hour	Sales Marketing Officer (SMO)/ Sales Marketing Assistant (SMA) TBDD
2. Submit Individual, Government or Private Institutions' documents	2. Check the completeness and authenticity of the received documents	None	30 Minutes	SMA/SMO TBDD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Fill-out the Know Your Customer documents	3.1 Check the completeness and authenticate signature of client	None	1 Hour	<i>SMA/SMO</i> TBDD
None	3.2 Prepare/draft Trust Agreement for review and approval of Trust Legal Officer (LO)	None	5 Banking Days	<i>SMO</i> TBDD
None	3.3 Review, and finalize/ approve the Trust Agreement	None		<i>Trust LO</i> Trust Oversight and Strategic Management Department
4. Sign Agreement of clients' authorized signatories	4. Check/validate the signature in the agreement and submit to the LBP-Trust Banking Group's (TBG) authorized signatories for signing	None	1 Banking Day	<i>TBG Approving Officers</i> TBG
5. Request for notarization of the Trust Agreement	5. Notarize the LBP-TBG's Acknowledgment page	None	2 Banking Days	<i>LO</i> Legal Services Group



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
6. Deposit or transfer funds to Savings account assigned to the opened trust account	6. Open account in the Trust Banking System and request for the opening of Savings Account at Cash Department	Fees for each fund, please see Annex AF below	1 Banking Day	SMA TBDD, TROD <i>New Accounts Clerk, Branch Service Officer, Branch Operations Officer, Branch Head Cash Department</i>
7. Secure copy of agreement	7. Provide client's copy of agreement	None	1 Hour	SMA/SMO TBDD
	TOTAL	See Annex AF below	9 Banking Days, 3 Hours, 30 Minutes	

**Documentary Requirements
For Escrow - BIR Capital Gains Tax**

Checklist of Requirements	Where to Secure
Client Information Sheet for Individual (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card (1 original copy)	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
Escrow Agreement (to be notarized by client) (7 original copies)	LBP - Trust Banking Group
Letter of Instruction/Related Party Transaction (RPT) Form (1 original copy)	LBP - Trust Banking Group
One Time Transaction (ONETT) (Computation from BIR) (1 photocopy, client to present original copy)	Client to provide
Deed of Sale (1 original copy)	Client to provide
Special Power of Atty. (if applicable) (1 original copy)	Client to provide
1 Valid Government Issued IDs (1 clear photocopy, client to present original)	Client to provide

Documents from the BIR Revenue District Officer (RDO)	
Client Information for Government Institution (1 original copy)	LBP - Trust Banking Group
Client Information Sheet for Authorized Signatory	LBP - Trust Banking Group
Specimen Signature Card (1 original copy)	LBP - Trust Banking Group
1 Valid Government issued ID (1 certified true copy)	RDO Officer
Appointment Papers (1 photocopy)	RDO Officer



Annex AD

Documentary Requirements For POEA Escrow Account *Private Institutional Customers*

Checklist of Requirements	Where to Secure
Client Information Sheet for Institutional Customer (1 original copy)	LBP - Trust Banking Group
Client Information Sheet for Authorized Signatories (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card (1 original copy) - for Authorized Signatory and Corporate Secretary	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
Escrow Agreement (7 original copies) (to be notarized by client)	LBP - Trust Banking Group
Communication Indemnity Agreement (1 original copy)	LBP - Trust Banking Group
Letter of Instruction/Related Party Transaction Form (1 original copy)	LBP - Trust Banking Group
Articles of Incorporation* (or any equivalent document) (1 Certified-True-Copy)	Client to provide
Certificate of Registration with the SEC (or any equivalent document) (1 Certified-True-Copy)	Client to provide
By-Laws (or any equivalent document) (1 Certified-True-Copy)	Client to provide
SEC Latest General Information Sheet* (1 Certified-True-Copy)	Client to provide
List of Stockholders* (1 Certified-True-Copy)	Client to provide
Duly Notarized Board Resolution containing the following: (1 original copy) <ul style="list-style-type: none"> • Authority to open an escrow account with LBP-Trust Banking Group • Designated officers authorized to transact/sign with regards to the account 	Client to provide
1 valid government issued ID of each designated authorized signatories, corporate secretary and beneficial owners of the corporation per GIS (certified true copy)	Client to provide
Letter/Clearance from POEA that the company will transfer to another Escrow Agent (for transfer only) (1 certified true copy)	Client to provide

**Documentary Requirements
For DHSUD Escrow Account**

Checklist of Requirements	Where to Secure
Client Information Sheet for Institution (1 original copy)	LBP - Trust Banking Group
Client Information Sheet for Authorized Signatories (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card (1 original copy) - for Authorized Signatory, Corporate Secretary	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
Escrow Agreement (7 original copies) (to be notarized by client)	LBP - Trust Banking Group
Communication Indemnity Agreement (1 original copy)	LBP - Trust Banking Group
Letter of Instruction/Related Party Transaction Form (1 original copy)	LBP - Trust Banking Group
Articles of Incorporation (or any equivalent document) (1 Certified-True-Copy)	Client to provide
Certificate of Registration with the appropriate gov't. agency (if applicable) (1 Certified-True-Copy)	Client to provide
By-Laws (or any equivalent document) (if applicable) (1 Certified-True-Copy)	Client to provide
SEC Latest General Information Sheet (1 Certified-True-Copy)	Client to provide
List of Stockholders (if applicable) (1 Certified-True-Copy)	Client to provide
Duly Notarized Board Resolution containing the following: (1 original copy) <ul style="list-style-type: none"> • Authority to open an escrow account with LBP-Trust Banking Group • Designated officers authorized to transact with regards to the account 	Client to provide
1 valid government issued ID of each designated authorized signatories, corporate secretary and beneficial owners of the corporation per GIS (certified true copy)	Client to provide
Letter from DHSUD or Memorandum of Agreement between the Client and DHSUD on the amount to be established in Escrow (1 certified true copy)	Client to provide



Documents from the DHSUD Authorized Signatory	
Client Information Sheet for Institutional Customer (1 original copy)	LBP - Trust Banking Group
Client Information Sheet for Authorized Signatories	LBP - Trust Banking Group
Specimen Signature Card (1 original copies) – for each Authorized Signatory	LBP - Trust Banking Group
1 valid government issued ID (photocopy)	HLURB Authorized Signatory
Appointment Papers or Office Order (1 photocopy)	HLURB Authorized Signatory

TRUST FEES BY PRODUCT

PRODUCT	FEE
A. TRUST	
1. LANDBANK UITFS	
1.1. Money Market Fund	0.20% p.a. based on the gross portfolio value (GPV) of the fund
1.2. Cash Management Fund	0.50% p.a. based on the GPV of the fund
1.3. Money Market Plus Fund	0.50% p.a. based on the GPV of the fund
1.4. US\$ Money Market Fund	0.25% p.a. based on the GPV of the fund
1.5. Medium-Term Bond Fund	1.00% p.a. based on the GPV of the fund
1.6. Bond Fund	1.00% p.a. based on the GPV of the fund
1.7. Global \$ Fund	0.50% p.a. based on the GPV of the fund
1.8. Growth Fund	1.25% p.a. based on the GPV of the fund
1.9. Balanced Fund	1.75% p.a. based on the GPV of the fund
1.10. High Dividend Equity Fund	1.50% p.a. based on the GPV of the fund
1.11. Equity Fund	1.50% p.a. based on the GPV of the fund
1.12. Blue Chip Equity Fund	0.75% p.a. based on the GPV of the fund
1.13. Alpha Equity Fund	1.75% p.a. based on the GPV of the fund
2. Institutional Trust Account	
2.1 Employee Benefit	
2.1.1 Retirement Plan	<p>Opening Fee: PHP10,000.00 depending on the number of employees</p> <p>Annual Fee: Depending on the investment profile/complexity of the account, maximum of 1.5% p.a. based on the GPV of the fund subject to minimum of Php15,000.00 p.a., whichever is higher.</p>
2.1.2 Provident Fund Administration	<p>Opening Fee: PHP10,000.00 depending on the number of employees</p> <p>Annual Fee: Depending on the investment profile/complexity of the account, maximum of 1.5% p.a. based on the GPV of the fund, subject to minimum of PHP15,000.00 p.a., whichever is higher and to activity fees</p>

2.2 Pre – Need	<p>Opening Fee: PHP10,000.00</p> <p>Annual Fee: Depending on the investment profile/complexity of the account, maximum of 1.0% p.a. based on the GPV of the fund subject to minimum of PHP15,000.00 p.a., whichever is higher.</p>
2.3 Trustee (Bond and Notes Issuance)	<p>Opening Fee: P100,000.00</p> <p>Annual Fee: Depending on the scope of work and complexity of the terms of the trust agreement, Plus Activity-based Fee per bondholder/account holder</p>
2.4 Other Institutional Trust Account	<p>Opening Fee: PHP10,000.00</p> <p>Annual Fee: Depending on the investment profile/complexity of the account, maximum of 1.5% p.a. based on the GPV of the fund subject to a minimum of PHP15,000.00 p.a., whichever is higher.</p>
3. Individual Trust Account	
3.1 Personal Trust	
3.1.1 Personal Management Trust	<p>Opening Fee: PHP5,000.00</p> <p>Annual Fee: Depending on the investment profile/complexity of the account, maximum of 1.5% p.a. based on the GPV of the fund subject to a minimum of PHP15,000.00 p.a., whichever is higher.</p>
3.1.2 Testamentary Trust	<p>Opening Fee: PHP5,000.00</p> <p>Annual Fee: Depending on the investment profile/complexity of the account, maximum of 1.5% p.a. based on the GPV of the fund, subject to a minimum of PHP15,000.00 p.a., whichever is higher.</p>

3.2 Personal Pension Fund	<p>Opening Fee: PHP5,000.00</p> <p>Annual Fee: Depending on the investment profile/complexity of the account, maximum of 1.5% p.a. based on the GPV of the fund, subject to a minimum of PHP15,000.00 p.a., whichever is higher.</p>
3.3 Personal Retirement Fund	<p>Opening Fee: PHP5,000.00</p> <p>Annual Fee: Depending on the investment profile/complexity of the account, maximum of 1.5% p.a. based on the GPV of the fund, subject to a minimum of PHP15,000.00 p.a., whichever is higher.</p>
3.4 Other Individual Trust Account	<p>Opening Fee: PHP5,000.00</p> <p>Annual Fee: Depending on the investment profile/complexity of the account, maximum of 1.5% p.a. based on the GPV of the fund, subject to a minimum of PHP15,000.00 p.a., whichever is higher.</p>
B. OTHER FIDUCIARY SERVICES	
1. Court Trust	
1.1. Administratorship	<p>Opening Fee: PHP10,000.00</p> <p>Annual Fee: Depending on the scope of work/complexity of the account.</p>
1.2. Executorship	<p>Opening Fee: PHP10,000.00</p> <p>Annual Fee: Depending on the scope of work and complexity of the account</p>
1.3. Guardianship	<p>Opening Fee: PHP10,000.00</p> <p>Annual Fee: Depending on the scope of work and complexity of the account</p>

2. Legislated and Quasi-Judicial Trust	
2.1 Mining Trust	<p>Opening Fee: PHP15,000.00</p> <p>Annual Fee: Maximum of 1.0% p.a. of the AUM subject to a minimum fee of Php15,000.00 p.a., whichever is higher.</p>
2.2 Energy Trust (DOE)	<p>Opening Fee: PHP15,000.00</p> <p>Annual Fee: Maximum of 1.0% p.a. of the AUM subject to a minimum fee of Php15,000.00 p.a., whichever is higher.</p>
2.3 Other arrangements required by law, executive order, court order or other regulatory agencies	<p>Opening Fee: PHP15,000.00</p> <p>Annual Fee: Depending on the scope of work/complexity of the account</p>
3. Corporate Fiduciary Account	
3.1 Trust Under Indenture	<p>Opening Fee: PHP50,000.00</p> <p>Annual Fee: Depending on the scope of work and complexity of the account, subject to subject to Out of Pocket Expenses (OPE) and Activity Fees</p>
3.2 Facility/Loan Agency	<p>Opening Fee: PHP50,000.00</p> <p>Annual Fee: Depending on the scope of work and complexity of the account, subject to Out of Pocket Expenses (OPE) and Activity Fees.</p>
4. Escrow	
4.1 BIR (Capital Gains)	<p>Opening Fee: PHP15,000.00</p> <p>Upfront Fee: PHP25,000.00 for the 18-mos.</p>
4.2 Performance Bond	<p>Opening Fee: PHP15,000.00</p> <p>Annual Fee: Maximum of 1.0% p.a. subject to minimum of PHP15,000.00 p.a., whichever is higher</p>

4.3 Buy & Sell of Properties	<p>Opening Fee: PHP25,000.00</p> <p>Annual Fee: Depending on the AUM/complexity of the account, maximum of 1.0% p.a. of the AUM subject to a minimum fee of PHP15,000.00 p.a., whichever is higher.</p>
4.4 POEA	<p>Opening Fee:</p> <ul style="list-style-type: none"> a. For local agencies – PHP25,000.00 b. For foreign principals – USD500.00 <p>Annual Fee*:</p> <ul style="list-style-type: none"> a. For local agencies – Maximum of 1.0% pa based on the AUM subject or minimum of PHP25,000.00, whichever is higher b. For foreign principals – Maximum of 1.0% p.a. based on the AUM or minimum of USD500.00, whichever is higher <p>*Escrow Fee equivalent to one (1) year for local manpower agencies and four (4) years for foreign principals shall be collected upfront</p>
4.5 Sinking Fund (by RBs/CRBs)	<p>Opening Fee: PHP15,000.00</p> <p>Annual Fee: Depending on the complexity of the account, maximum of 1.0% p.a. of the AUM</p>
4.6 Source Code	<p>Opening Fee: PHP15,000.00</p> <p>Annual Fee: minimum PHP60,000.00 p.a. A fraction of a year is considered one (1) year. subject to applicable activity fee</p>
4.7 Escrow	<p>Opening Fee: PHP15,000.00</p> <p>Annual Fee: Depending on the scope of work and complexity of the account. Subject to applicable activity fees</p>
4.8 DHSUD	<p>Opening Fee: PHP15,000.00</p> <p>Annual Fee: Depending on the AUM/complexity of the account maximum of 1.0% p.a. of the AUM, subject to a minimum of PHP15,000.00 p.a., whichever is higher.</p>

5. Other Fiduciary Account- Others	Opening Fee: PHP15,000.00 Annual Fee: Depending on the scope of work and complexity of the account. Plus applicable activity fees and OPE
C. AGENCY	
1. Wealth/Asset/Fund Management	
1.1 Institutional Agency Accounts	
1.1.1 Employee Benefit	Annual Fee: Depending on the investment profile/complexity of the portfolio, maximum of 1.5% of the gross portfolio value, subject to a minimum fee of Php15,000.00 per annum whichever is higher.
1.1.2 Pre – Need Account	Annual Fee: Depending on the investment profile/complexity of the portfolio, maximum of 1.5% of the gross portfolio value, subject to a minimum fee of Php15,000.00 per annum whichever is higher.
1.1.3 Other Institutional Agency Account	Annual Fee: Depending on the investment profile/complexity of the portfolio, maximum of 1.5% of the gross portfolio value, subject to a minimum fee of Php15,000.00 per annum whichever is higher.
1.2 Individual Agency Accounts	
1.2.1 Personal Pension Fund	Annual Fee: Depending on the investment profile/complexity of the portfolio, maximum of 1.5% of the gross portfolio value, subject to a minimum fee of Php15,000.00 per annum whichever is higher.
1.2.2 Personal Retirement Fund	Annual Fee: Depending on the investment profile/complexity of the portfolio, maximum of 1.5% of the gross portfolio value, subject to a minimum fee of Php15,000.00 per annum whichever is higher.
1.2.3 Other Institutional Agency Accounts	Annual Fee: Depending on the scope of work and complexity of the account

D. Special Purpose Trust	Depending on the scope of work and complexity of the account. subject to applicable activity fees and OPE
E. Custodianship and Safekeeping (documents, non-listed stocks)	Opening Fee: PHP15,000.00 Annual Fee: Depending on the scope of work and complexity of the account. Plus applicable activity fees and OPE
Certification Fee	Minimum of PHP 100.00 per certification
OUT of POCKET Expenses	Other reasonable costs and expenses incurred relative to the performance and observance of functions as Trustee, including but not limited to, fund transfer charges, notarial fees, postage costs, travel expenses, photocopying, printing, couriers, compliance activities and other related activities.



5. Issuance of Collateral/Mortgage Participation Certificate (New, Cancellation, Replacement, Additional)

Certificates issued relative to the Collateral/Mortgage Trust Indenture among the Borrower, Lenders and Trustee.

Office or Division:	Trust Account Management Department (TrAMD)			
Classification:	Highly Technical			
Type of Transaction:	G2B – Government to Business; G2G – Government to Government			
Who may avail:	Collateral/Mortgage Trust Indenture Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Instruction (LOI) from the Client duly signed by authorized signatory/ies indicating the details of request such as cancellation of existing Collateral/Mortgage Participation Certificate (CPC/MPC) and issuance/replacement of new one (1 original copy)		Client provided		
Notarized Affidavit of Loss, for lost CPC/MPC (1 original copy)				
Certificate of Discharge, Certificate of Outstanding Loan Balance (1 original copy)		Lender		
Copy of CPC/MPC (1 original copy each from Client and Lender)		Lender, Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit LOI (advanced copy via email or fax is acceptable)	1.1 Receive LOI	None	10 Minutes	Account Officer (AO) TrAMD
	1.2 Verify signature/s on LOI	None	30 Minutes	Signature Verifier Trust Operations Department (TrOD)
	1.3 Check outstanding CPC/MPCs with TrOD	None	30 Minutes	AO TrAMD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.4 Provide booked CPC/MPC	None	20 Minutes	<i>Securities Custodian</i> TrOD
None	1.5 Prepare Instruction Sheet for cancellation of concerned CPC/MPC	None	1 Banking Day	AO TrAMD
None	1.6 Check Loanable amount based on outstanding CPC/MPC and latest appraised value	None	1 Banking Day	AO TrAMD
None	1.7 Prepare new/ replacement CPC/MPC	None	3 Banking Days	AO TrAMD
2. Submit original copy of LOI and supporting documents	2.1 Receive and verify documents	None	30 Minutes	AO TrAMD <i>Signature Verifier</i> TrOD
None	2.2 Send new CPC/MPC replacement to Client for signature and notarization	None	1 Banking Day	AO TrAMD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Receive CPC/MPC for notarization	3. Transmit CPC/MPC	None	1 Banking Day	AO TrAMD
4. Submit signed and notarized CPC/MPC	4.1 Validate submitted notarized CPC/MPC	None	2 Banking Days	AO TrAMD
None	4.2 Secure notarization	None		AO TrAMD
None	4.3 Notarize the CPC/MPC	None		<i>Legal Officer</i> Legal Services Group
None	4.4 Transmit CPC/MPC to Client	None	4 Banking Days	AO TrAMD
None	4.5 Submit Trust Banking Group copy to TrOD for booking and safekeeping of CPC/MPC	None		AO TrAMD
	TOTAL	None	13 Banking Days, 2 Hours	

6. Other Trust Accounts Opening

Trust accounts being opened are defined based on the clients' needs. Hence, these are transacted directly by the Sales and Marketing personnel.

Office or Division:	Trust Business Development Department (TBDD)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Any person, association, corporation, entity or firm who/which has the legal capacity to contract or establish a trust.			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
See <i>Annexes AG to AP below</i>		See <i>Annexes AG to AP below</i>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about intended Trust accounts	1. Discuss Trust products and intended accounts to be opened, inform client about the process flow of the account opening and provide list of documentary requirements	None	2 Hours	<i>Sales Marketing Officer (SMO)</i> TBDD
2. Submit Individual, Government or Private Institutions' documents	2. Check the completeness and authenticity of the received documents	None	30 Minutes	<i>SMO/Sales Marketing Assistant (SMA)</i> TBDD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Fill-out the Know Your Customer documents	3.1 Check the completeness and authenticate signature of client	None	1 Hour	SMO TBDD
None	3.2 Prepare Trust Agreement for review and approval of Trust Legal Officer (LO) and Trust Officer	None	2 Banking Days	SMO TBDD
None	3.3 Review and finalize/ approve the Trust Agreement	None	8 Banking Days	<i>Trust LO</i> Trust Oversight and Strategic Management Department
4. Sign Agreement of clients' authorized signatories	4. Check/validate the signatures in the agreement and submit to the LBP-Trust Banking Group's (TBG) authorized signatories for signing	None	1 Banking Day	<i>TBG Approving Officers</i> TBG



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Request for notarization of the Agreement	5. Notarize the LBP-TBG Acknowledgment page	None	2 Banking Days	LO Legal Services Group
6. Deposit or transfer funds to Savings account assigned to the opened trust account	6.1 Open account in the Trust Banking System and request for the opening of Savings Account at Cash Department	Fees for each fund, please see Annex AF on page I-19 to I-25	1 Banking Day	SMO/SMA TBDD
None	6.2 Open Savings Account	None	25 Minutes	TrOD <i>New Accounts Clerk, Branch Service Officer, Branch Operations Officer, Branch Head Cash Department</i>
7. Secure copy of agreement	7. Provide client's copy of the signed agreement	None	1 Hour	SMO/SMA TBDD
	TOTAL	See Annex AF on page I-19 to I-25	14 Banking Days, 4 Hours, 55 Minutes	

INVESTMENT MANAGEMENT ACCOUNT (IMA)

Individual Customers

Checklist of Requirements	Where to Secure
Client Suitability Assessment (CSA) Form (1 original copy)	LBP - Trust Banking Group
Reclassification of Risk Profile (if applicable) (1 original copy)	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
Investment Policy Statement (IPS) (2 original copies)	LBP - Trust Banking Group
IMA Agreement (6 original copies)	LBP - Trust Banking Group
Letter of Instruction/Related Party Transaction Form (1 original copy)	LBP - Trust Banking Group
Client Information for Individual Customer (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card (1 original copy)	LBP - Trust Banking Group
1 valid government issued ID (1 photocopy- original to be presented)	Client to provide

INVESTMENT MANAGEMENT ACCOUNT
Government Customers

Checklist of Requirements	Where to Secure
Client Information for Government Institution (1 original copy)	LBP - Trust Banking Group
Client Information Sheet for Authorized Signatories	LBP - Trust Banking Group
Specimen Signature Card (1 original copy) – Authorized Signatories, Corporate Secretary	LBP - Trust Banking Group
Client Suitability Assessment (CSA) (1 original copy)	LBP - Trust Banking Group
Reclassification of Risk Profile (if applicable) (1 original copy)	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
Investment Policy Statement (IPS) (2 original copies)	LBP - Trust Banking Group
IMA Agreement (6 original copies)	LBP - Trust Banking Group
Communication Indemnity Agreement (1 original copies)	LBP - Trust Banking Group
Letter of Instruction/Related Party Transaction Form (1 original copy)	LBP - Trust Banking Group
Charter and/or law creating the government corporation/ office/ agency or Executive Order/ Department Order creating the government entity (1 certified true copy)	Client to provide
Duly Notarized Board Resolution/Secretary's Cert containing the following: (1 original copy) <ul style="list-style-type: none"> • Authority to open an IMA account with LBP-Trust Banking Group; • Designated officers authorized to transact with regards to the account • That the said resolution/approval is still valid and existing 	Client to provide
1 valid government issued ID of each designated authorized signatory, corporate secretary (as applicable) (certified true copy)	Client to provide

INVESTMENT MANAGEMENT ACCOUNT
Private Institution Customers

Checklist of Requirements	Where to Secure
Client Information and Specimen Signature Card for Private Institution (1 original copy)	LBP - Trust Banking Group
Client Information Sheet for Authorized Signatory (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card (1 original copy) - for Authorized Signatories, Corporate Secretary	LBP - Trust Banking Group
Client Suitability Assessment (CSA) Form (1 original copy)	LBP - Trust Banking Group
Reclassification of Risk Profile (if applicable) (1 original copy)	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
Investment Policy Statement (IPS) (1 original copy)	LBP - Trust Banking Group
IMA Agreement (6 original copies)	LBP - Trust Banking Group
Communication Indemnity Agreement (1 original copy)	LBP - Trust Banking Group
Letter of Instruction/Related Party Transaction Form (1 original copy)	LBP - Trust Banking Group
Articles of Incorporation (or any equivalent document) (1 Certified-True-Copy)	Client to provide
Certificate of Registration with the appropriate gov't. agency (if applicable) (1 Certified-True-Copy)	Client to provide
By-Laws (or any equivalent document) (if applicable) (1 Certified-True-Copy)	Client to provide
SEC General Information Sheet (if applicable) (1 Certified-True-Copy)	Client to provide
List of Stockholders (if applicable) (1 Certified-True-Copy)	Client to provide
Duly Notarized Board Resolution/Secretary's Cert containing the following: (1 original copy) <ul style="list-style-type: none"> • Authority to open an IMA account with LBP-Trust Banking Group; • Designated officers authorized to transact with regards to the account; and • That the said resolution/board approval is valid and existing 	Client to provide
1 valid government issued ID of each designated authorized signatory, beneficial owners per GIS, corporate secretary (1 certified true copy)	Client to provide

EMPLOYEES RETIREMENT PLAN (ERP) ACCOUNT
Private Institution Customers

Checklist of Requirements	Where to Secure
Client Information Sheet for Private Institution (1 original copy)	LBP - Trust Banking Group
Client Information Sheet for Authorized Signatory (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card (1 original copy) – for Authorized Signatory and Corporate Secretary	LBP - Trust Banking Group
Client Suitability Assessment (CSA) Form (1 original copy)	LBP - Trust Banking Group
Reclassification of Risk Profile (if applicable) (1 original copy)	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
Investment Policy Statement (IPS) (1 original copy)	LBP - Trust Banking Group
Trust Agreement (8 original copies)	LBP - Trust Banking Group
Communication Indemnity Agreement (1 original copy)	LBP - Trust Banking Group
Letter of Instruction/Related Party Transaction Form (1 original copy)	LBP - Trust Banking Group
Articles of Incorporation (or any equivalent document) (1 Certified-True-Copy)	Client to provide
Certificate of Registration with the appropriate gov't. agency (if applicable) (1 Certified-True-Copy)	Client to provide
By-Laws (or any equivalent document) (if applicable) (1 Certified-True-Copy)	Client to provide
SEC General Information Sheet (if applicable) (1 Certified-True-Copy)	Client to provide
List of Stockholders (if applicable) (1 Certified-True-Copy)	Client to provide
Duly Notarized Board Resolution /Secretary's Certificate containing the following: (1 original copy) <ul style="list-style-type: none"> • Appointment of LBP-Trust Banking Group as Trustee for the Retirement benefit/Employee Benefit Trust • Designated officers authorized to sign/transact with regards to the account • That the said resolution/board approval is still valid and existing 	Client to provide



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1 valid government issued ID of each designated authorized signatory, beneficial owners per GIS, corporate secretary (1 certified true copy)	Client to provide
Approved retirement plan rules (1 certified true copy)	Client to provide
Actuarial valuation study (1 original)	Client to provide
BIR Tax Exemption Certificate (if applicable) (1 Certified-True-Copy)	Client to provide

EMPLOYEES RETIREMENT PLAN (ERP) ACCOUNT

Government Customers

Checklist of Requirements	Where to Secure
Client Information Sheet for Government Customer (1 original copy)	LBP - Trust Banking Group
Client Information Sheet for Authorized Signatory (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card (1 original copy) - for Authorized Signatory and Corporate Secretary	LBP - Trust Banking Group
Client Suitability Assessment (CSA) (1 original copy)	LBP - Trust Banking Group
Reclassification of Risk Profile (if applicable) (1 original copy)	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
Investment Policy Statement (IPS) (2 original copies)	LBP - Trust Banking Group
Trust Agreement (8 original copies)	LBP - Trust Banking Group
Communication Indemnity Agreement (1 original copy)	LBP - Trust Banking Group
Letter of Instruction/Related Party Transaction Form (1 original copy)	LBP - Trust Banking Group
Charter and/or law creating the government corporation/ office/ agency or Executive Order/ Department Order creating the government entity (1 certified true copy)	Client to provide
Duly Notarized Board Resolution/Secretary's Cert containing the following: (1 original copy) <ul style="list-style-type: none"> • Appointment of LBP-Trust Banking Group as Trustee for the Retirement benefit • Designated officers authorized to sign/transact with regards to the account • That the said resolution/board approval is still valid and existing 	Client to provide
1 valid government issued ID of each designated authorized signatory, beneficial owners per GIS, corporate secretary (1 certified true copy)	Client to provide
Approved retirement plan rules (1 certified true copy)	Client to provide
Actuarial valuation study (1 original copy)	Client to provide
BIR Tax Exemption Certificate (if applicable) (1 Certified-True-Copy)	Client to provide



Annex AL

EMPLOYEES RETIREMENT PLAN (ERP) ACCOUNT

Sole Proprietorship

Checklist of Requirements	Where to Secure
Client Information Sheet for Institution/Sole Proprietor (1 original copy)	LBP - Trust Banking Group
Client Information Sheet for Authorized Signatory (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card (1 original copy)	LBP - Trust Banking Group
Client Suitability Assessment (CSA) (1 original copy)	LBP - Trust Banking Group
Reclassification of Risk Profile (if applicable) (1 original copy)	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
Investment Policy Statement (IPS) (2 original copies)	LBP - Trust Banking Group
Trust Agreement (8 original copies)	LBP - Trust Banking Group
Letter of Instruction/Related Party Transaction Form (1 original copy)	LBP - Trust Banking Group
Certificate of Registration with the Department of Trade & Industry (1 Certified-True-Copy)	Client to provide
City/Municipal Mayor's Permit (1 Certified-True-Copy)	Client to provide
Letter of Intent containing the Appointment of LBP-Trust Banking Group as Trustee for the retirement benefit (1 original copy)	Client to provide
1 valid government issued ID of each designated signatory, beneficial owner (1 photocopy- original to be presented)	Client to provide
Approved retirement plan rules (1 photocopy)	Client to provide
Actuarial valuation study (1 original copy)	Client to provide
BIR Tax Exemption Certificate (if applicable) (1 Certified-True-Copy)	Client to provide

CREDIT SURETY FUND (CSF) ACCOUNT

Checklist of Requirements	Where to Secure
Client Information Sheet for Institutional Customer	LBP - Trust Banking Group
Client Information – for Authorized Signatory (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card (1 original copy) – for Authorized Signatory, Coop Secretary	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
Executed Trust Agreement (8 original copies)	LBP - Trust Banking Group
Communication Indemnity Agreement (1 original copy)	LBP - Trust Banking Group
Letter of Instruction/Related Party Transaction Form (1 original copy)	LBP - Trust Banking Group
Secretary's Certificate/ Oversight Committee Resolution or Board Approval or any equivalent document (1 original copy) <ul style="list-style-type: none"> • Authorizing to open a Trust Account with LBP-Trust Banking Group • Indicating the Authorized Signatories to the account 	Client to provide
Secretary's Certificate/ Board Resolution from each member entity/ institution/ cooperative authorizing their membership to the CSF& their designated representatives to the CSF (1 original copy or certified true copy)	Client to provide
MOA between establishing the Surety Fund (1 Certified-True-Copy)	Client to provide
1 valid government issued ID of each authorized signatory, beneficial owner per GIS, corporate secretary (1 certified true copy),	Client to provide

DIRECTORS' & OFFICERS' LIABILITY FUND (DOLF)
Private/Government Institution Customers

Checklist of Requirements	Where to Secure
Client Information Sheet for Institutional Customer (1 original copy)	LBP - Trust Banking Group
Client Information Sheet for Authorized Signatory (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card of each authorized signatory, Corporate Secretary (1 original copy)	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
DOLF Agreement (8 original copies)	LBP - Trust Banking Group
Communication Indemnity Agreement (1 original copy)	LBP - Trust Banking Group
Letter of Instruction/Related Party Transaction Form (1 original copy)	LBP - Trust Banking Group
Articles of Incorporation (or any equivalent document) (1 Certified-True-Copy)	Client to provide
Certificate of Registration with the appropriate government agency (1 Certified-True-Copy)	Client to provide
By-Laws (or any equivalent document) (if applicable) (1 Certified-True-Copy)	Client to provide
SEC General Information Sheet (if applicable) (1 Certified-True-Copy)	Client to provide
List of Stockholders (if applicable) (1 Certified-True-Copy)	Client to provide
Duly Notarized Board Resolution containing the following: (1 original copy) <ul style="list-style-type: none"> • Authority to open an escrow account with LBP-Trust Banking Group • Designated officers authorized to sign the Agreement, letter instructions, request for withdrawal/termination and other pertinent documents with regard to the account 	Client to provide
1 valid government issued ID of each designated authorized signatory, beneficial owner per GIS and corporate secretary, as applicable (certified true copy)	Client to provide
GCG approved DOLF guidelines Fund (1 Certified-True-Copy)	Client to provide

BUY & SELL ESCROW ACCOUNT
Private Institution Customers

Checklist of Requirements	Where to Secure
Client Information Sheet and Specimen Signature Card for Institutional Customer (1 original copy)	LBP - Trust Banking Group
Client Information Sheet for Authorized Signatory (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card - Authorized Signatory and Corporate Secretary (1 original copy)	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
Communication Indemnity Agreement (1 original copy)	LBP - Trust Banking Group
Letter of Instruction/Related Party Transaction Form (1 original copy)	LBP - Trust Banking Group
Notarized Escrow Agreement (8 original copies)	LBP - Trust Banking Group
Articles of Incorporation (or any equivalent document) (1 Certified-True-Copy)	Client to provide
Amended Articles of Incorporation (if applicable) (1 Certified-True-Copy)	Client to provide
By-Laws (1 Certified-True-Copy)	Client to provide
Amended By-Laws (or any equivalent document) (if applicable) (1 Certified-True-Copy)	Client to provide
SEC General Information Sheet (1 Certified-True-Copy)	Client to provide
List of Stockholders (if applicable) (1 Certified-True-Copy)	Client to provide
Duly Notarized Board Resolution containing the following: (1 original copy) <ul style="list-style-type: none"> • Authority to open an escrow account with LBP-Trust Banking Group • Designated officers authorized to transact with regards to the acct 	Client to provide
1 valid government issued ID of each designated authorized signatory, beneficial owner per GIS and corporate secretary, as applicable (certified true copy)	Client to provide



Annex AP

MORTGAGE TRUST INDENTURE
Private Institution Customers

Checklist of Requirements	Where to Secure
Client Information Sheet and Specimen Signature Card for Private Institution (1 original copy)	LBP - Trust Banking Group
Client Information Sheet for Authorized Signatory (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card - Authorized Signatory and Corporate Secretary (1 original copy)	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
MTI Agreement (8 original copies)	LBP - Trust Banking Group
Communication Indemnity Agreement (1 original copy)	LBP - Trust Banking Group
Articles of Incorporation (or any equivalent document) (1 Certified-True-Copy)	Client to provide (Borrower)
Certificate of Registration with the appropriate gov't. agency (if applicable) (1 Certified-True-Copy)	Client to provide (Borrower)
By-Laws (or any equivalent document) (if applicable) (1 Certified-True-Copy)	Client to provide (Borrower)
SEC General Information Sheet (if applicable) (1 Certified-True-Copy)	Client to provide (Borrower)
List of Stockholders (if applicable) (1 Certified-True-Copy)	Client to provide (Borrower)
Duly Notarized Board Resolution/Secretary's Cert containing the following: (1 original copy) <ul style="list-style-type: none"> • Authority to open MTI account with LBP-Trust Banking Group; • Designated officers authorized to transact w/ regards to the account; and • That the resolution is valid and existing 	Client to provide (Borrower)
Duly Notarized Secretary's Certificate on the Stockholders' Approval/Resolution, if the asset/s to be collateralized consists of all or substantially all of the assets of the corporation (1 original copy)	Client to provide (Borrower)
Latest audited financial statement to assess the percentage of its obligation to creditors which could indicate some signs of an assets being collateralized and to assess the cash flow in fulfilling event of default (1 Certified-True-Copy)	Client to provide (Borrower)



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Necessary supporting documents on the collateral pool (1 original copy)	Client to provide (Borrower)
Clear conditions/guidelines that serve as the guide for triggers and compliance by the Mortgage Trustee (1 original copy)	Client to provide (Borrower)
1 valid government issued ID of each designated authorized signatory, beneficial owner per GIS and corporate secretary, as applicable (certified true copy)	Client to provide (Borrower)
Loan Agreements or Loan Facility Agreements and the guidelines as reviewed by the Trust Legal Officer. The list and type of assets to be part of the collateral, its complete documentation and registration if stipulated in contract. (1 original copy)	Client to provide (Borrower)
Documents relating Lenders:	
Duly Notarized Secretary's Certificate of each Lender on the Board /approval/resolution designating the authorized signatory to the MTI account or to transact with the Trustee (1 original copy)	Client to provide (Lenders' document)
Specimen Signature Card of each authorized signatories	Client to provide (Lenders' document)
1 valid government issued ID of each authorized signatories of the Lenders (certified true copy)	Client to provide (Lenders' document)



7. Request for Bank Certification

Bank Certification is issued to individual as proof that they have existing accounts with the LBP-Trust Banking Group (TBG).

Office or Division:	Trust Account Management Department (TrAMD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Trust Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Instruction (LOI) (1 original copy)		N/A. Requirement will come from client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit LOI	1.1 Receive LOI (via e-mail or fax)	None	20 Minutes	<i>Account Officer (AO)</i> TrAMD
None	1.2 Prepare and approve Instruction for the Request of Bank Certification from Trust Operations Department (TrOD)	None	2 Hours	<i>AO and Head</i> TrAMD
None	1.3 Signature verify the LOI	None	30 Minutes	<i>Signature Verifier</i> TrOD
2. Pay Bank Certification fee	2.1 Receive payment from client	PHP 100.00 per Certificate	5 Minutes	<i>Cashier</i> TrOD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.2 Prepare Bank Certification and secure signature from authorized signatories	None	3 Hours	<i>Accountant</i> TrOD
None	2.3 Release Bank Certification to client	None		<i>Accountant</i> TrOD
	TOTAL	PHP 100.00 per Certificate	5 Hours, 55 Minutes	

8. Unit Investment Trust Fund Account Opening for Association, Corporations, Entities or Firms

Unit Investment Trust Fund (UITF) is an open-ended pooled trust fund that is invested collectively in a diversified portfolio approved by the Bangko Sentral ng Pilipinas. It is an affordable and the best vehicle to participate in the financial markets. UITF offers a simple, more convenient, and less time-consuming method of investing in a diversified portfolio.

Office or Division:		Trust Business Development Department (TBDD)		
Classification:		Complex		
Type of Transaction:		G2B – Government to Business		
Who may avail:		Any association, corporation, entity or firm which has the legal capacity to contract or establish a trust may invest in a UITF product		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
See <i>Annex AQ below</i>		See <i>Annex AQ below</i>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the UITFs (walk-in or thru phone)	1. Discuss the types of UITF and the process flow for the opening of the account	None	30 Minutes	<i>Sales Marketing Officer/Sales Marketing Assistant (SMA)</i> TBDD
2. Submit Private Institution's documents	2. Check the completeness and authenticity of the received documents	None	30 Minutes	SMA TBDD
3. Fill-out the Know Your Customer documents	3. Check the completeness and authenticate signature of client	None	1 Hour	SMA TBDD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Deposit or transfer funds to desired UITF account	4.1 Request for a copy of validated cash deposit slip or fund transfer slip	Fees for each fund, please see <i>Annex AF on page I-19 to I-25</i>	1 Hour	SMA TBDD
None	4.2 Open the account in the Trust Banking System			
5. Secure a Confirmation of Participation (COP) as proof of their investment	5. Request client's copy of COP from Trust Operations Department	None	3 Banking Days	SMA TBDD
	TOTAL	See <i>Annex AF on page I-19 to I-25</i>	3 Banking Days, 3 Hours	

UITF Documentary Requirements
Initial Placement - Private Institutional Customers

Checklist of Requirements	Where to Secure
Client Suitability Assessment (CSA) Form (1 original copy)	LBP - Trust Banking Group
Reclassification of Risk Profile (if applicable) (1 original copy)	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
UITF Agreement (UITF-PTA) (1 original copy)	LBP - Trust Banking Group
Articles of Incorporation (or any equivalent document) (1 Certified-True-Copy)	Client to provide
Certificate of Registration with the SEC (or any equivalent document) (1 Certified-True-Copy)	Client to provide
By-Laws (or any equivalent document) (1 Certified-True-Copy)	Client to provide
SEC General Information Sheet (1 Certified-True-Copy)	Client to provide
List of Stockholders (1 Certified-True-Copy)	Client to provide
Duly Notarized Board Resolution containing the following: (1 original copy) <ul style="list-style-type: none"> • Authority to open an UITF account with LBP-Trust Banking Group • Designated officers authorized to sign the Agreement, letter instructions, request for withdrawal/termination and other pertinent documents with regard to the account 	Client to provide
Client Information and Specimen Signature Card for Institutional Customer (1 original copy)	Client to provide
Specimen Signature Card (1 original copy)	Client to provide
1 Valid government issued ID of each designated signatory, beneficial owner per GIS, corporate secretary, (Certified True Copy)	Client to provide

9. Unit Investment Trust Fund Account Opening for Individuals

Unit Investment Trust Fund (UITF) is an open-ended pooled trust fund that is invested collectively in a diversified portfolio approved by the Bangko Sentral ng Pilipinas. It is an affordable and the best vehicle to participate in the financial markets. UITF offers a simple, more convenient, and less time-consuming method of investing in a diversified portfolio.

Office or Division:	Trust Business Development Department (TBDD)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen			
Who may avail:	Any person who has the legal capacity to contract or establish a trust may invest in a UITF product			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
See <i>Annex AR below</i>		See <i>Annex AR below</i>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the UITFs (walk-in)	1. Discuss the types of UITF and the process flow for the opening of the account	None	30 Minutes	Sales Marketing Officer/Sales Marketing Assistant (SMA) TBDD
2. Request for LBP-Trust Banking Group documents	2. Provide the opening documents	None	5 Minutes	
3. Fill-out the Know Your Customer documents	3. Check the completeness and authenticate signature of customer	None	1 Hour	



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
4. Deposit or transfer funds to desired UITF account	4.1 Request for a copy of validated cash deposit slip or fund transfer slip	Fees for each fund, please see <i>Annex AF on page I-19 to I-25</i>	30 Minutes	SMA TBDD
None	4.2 Open the account in the Trust Banking System			
5. Secure a Confirmation of Participation (COP) as proof of their investment	5. Request from Trust Operations Department client's copy of COP	None	3 Banking Days	
	TOTAL	See <i>Annex AF on page I-19 to I-25</i>	3 Banking Days, 2 Hours, 5 Minutes	

UITF Documentary Requirements
Initial Placement - Individuals

Checklist of Requirements	Where to Secure
Client Suitability Assessment (CSA) Form (1 original copy)	LBP - Trust Banking Group
Reclassification of Risk Profile (if applicable) (1 original copy)	LBP - Trust Banking Group
Risk Disclosure Statement (RDS) (1 original copy)	LBP - Trust Banking Group
UITF Data Privacy Consent Form	LBP - Trust Banking Group
UITF Acknowledgement and Signing Portion	LBP - Trust Banking Group
UITF Regular Subscription Form (if applicable)	LBP - Trust Banking Group
UITF Participating Trust Agreement (UITF-PTA) (1 original copy)	LBP - Trust Banking Group
Client Information Sheet (1 original copy)	LBP - Trust Banking Group
Specimen Signature Card (1 original copy)	LBP - Trust Banking Group
1 valid Government issued ID (1 photocopy) – original to be presented	Client to provide

10. Unit Investment Trust Fund Account Opening thru LBP Branches

LBP branches are also allowed to accommodate Unit Investment Trust Fund (UITF) opening, assist the customer in signing UITF forms and transmitting the documents to Trust Business Development Department.

Office or Division:	Trust Business Development Department (TBDD)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business			
Who may avail:	Any person who has the legal capacity to contract or establish a trust may invest in a UITF product			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
See <i>Annex AR on page I-51</i>		See <i>Annex AR on page I-51</i>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Inquire about the UITFs (thru phone)	1. Discuss the types of UITF and the process flow for the opening of the account	None	30 Minutes	Sales Marketing Officer(SMO)/Sales Marketing Assistant (SMA) TBDD
2. Request for LBP-Trust Banking Group documents	2. Provide the opening documents to LBP branch thru e-mail	None	5 Minutes	
3. Fill-out the Know Your Customer (KYC) documents	3.1 Conduct KYC procedures and facilitate deposit of fund to UITF account	None	1 Hour, 30 Minutes	Branch Service Officer, Branch Operations Officer, Teller (if paid thru cash), CASA Bookkeeper (if paid thru debit to account, Branch Head LBP Branch
None	3.2 Forward documents to TBDD	None		



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.3 Check the completeness of forms (sent by LBP branch thru email or fax)	None	1 Hour, 25 Minutes	SMO/SMA TBDD
4. Deposit or transfer funds to desired UITF account	4.1 Request for a copy of validated cash deposit slip or fund transfer slip	Fees for each fund, please see <i>Annex AF on page I-19 to I-25</i>	30 Minutes	SMO/SMA TBDD
None	4.2 Open the account in the Trust Banking System			
5. Secure a Confirmation of Participation (COP) as proof of their investment	5. Request client's copy of COP from Trust Operations Department	None	3 Banking Days	SMA TBDD
	TOTAL	See <i>Annex AF on page I-19 to I-25</i>	3 Banking Days, 4 Hours	

11. Withdrawal of Documents for Safekeeping

Safekept documents such as Transfer Certificate of Titles, Promissory Notes (PNs) and other related documents requested to be withdrawn/pulled-out from LBP-Trust Banking Group (TBG) custody.

Office or Division:	Trust Account Management Department (TrAMD)			
Classification:	Complex			
Type of Transaction:	G2C – Government to Citizen; G2G – Government to Government			
Who may avail:	Clients			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Instruction (LOI) from the Client duly signed by authorized signatory/ies indicating the details of request (1 original copy)		Client provided		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit LOI to TrAMD (advanced copy via email or fax is acceptable)	1.1 Receive LOI and check details on request	None	30 Minutes	Account Officer (AO) TrAMD
None	1.2 Prepare Instruction Sheet Trust Operations Department (TrOD) to retrieve/ withdraw documents in safekeeping	None	2 Hours	AO, Head TrAMD
2. Submit original copy of LOI	2.1 Receive LOI	None	5 Minutes	AA TrAMD
None	2.2 Verify signature/s on LOI	None	30 Minutes	Signature Verifier TrOD



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.3 Prepare and approve the Instruction Sheet	None	2 days	<i>TBG Approving Officers</i> TBG
None	2.4 Transmit/ release requested documents such as PNs, Transfer Certificate of Titles	None for other documents; Release fee for PNs	3 days	AA/AO TrAMD
	TOTAL	None for other documents; Release fee for PNs	5 Banking Days, 3 Hours, 5 Minutes	

12. Third Party Custodianship - Account Opening of Retail Accounts

Third Party Custodianship and Registry Department shall open a securities custody/registry account in Trust Banking System per client/investor/bond/noteholder.

Office or Division:	Third Party Custodianship and Registry Department (TCRD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Individuals / Institutions / Government Owned and Controlled Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter of Appointment (LOA) or Application to Purchase (ATP) (1 endorsed/certified true copy)		Securities Selling Agent/Broker/Dealer		
2. Client Information Details (Individual or Institutional) (1 endorsed/certified true copy)		Securities Selling Agent/Broker/Dealer		
3. For Institutional Client Account – Secretary's Certificate indicating the authorized signatories of the institution (1 endorsed/certified true copy)		Securities Selling Agent/Broker/Dealer		
4. Valid IDs accepted by Trust Banking Group (1 endorsed/certified true copy)		Any government agency issuing identification cards/Provided by the client		
5. Tax-Exemption Certificate, if applicable (1 certified true copy)		Provided by the client from Bureau of Internal Revenue		
6. Client Master upload file (softcopy only in excel format)		Provided by the client		
7. FATCA requirements (W8Ben, W9, etc.)		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit documentary requirements and Client Master upload file and wait for the confirmation thru email	1.1 Receive and check for completeness of the required document	None	30 Minutes	<i>Third Party Custodianship Support Unit (TCSU) Assistant / Specialist TCRD</i>
	1.2 Validate the reviewed documents	None	30 Minutes	<i>TCSU Assistant / Specialist TCRD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Validate the initial account opening review	None	30 Minutes	<i>TCSU Unit Head</i> TCRD
None	1.4 Send e-mail to Client for any findings in the account opening review	None	5 Minutes	<i>TCSU Assistant/ Specialist or Unit Head</i> TCRD
None	1.5 Upload the Client Master file in the Trust Banking System	None	10 Minutes	<i>TCSU Assistant/ Specialist</i> TCRD
None	1.6 Approve the account creation	None	10 Minutes	<i>TCSU Head</i> TCRD
None	1.7 Prepare and send list of account opening report to client	None	10 Minutes	<i>TCSU Assistant/ Specialist</i> TCRD
None	1.8 Scan and safekeep the account opening documents	None	30 Minutes	<i>TCSU Assistant/ Specialist</i> TCRD
	TOTAL	None	2 Hours 35 Minutes	

13. Third Party Custodianship - Billing and Collection Process

Third Party Custodianship and Registry Department shall bill and collect from the client for custody/registry fees, paying agency fees, transaction fees, bank certification, requested reports and out-of-pocket expenses.

Office or Division:	Third Party Custodianship and Registry Department (TCRD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Individuals / Institutions / Government Owned and Controlled Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
System-generated Billing Report (1 original or softcopy in PDF format)		Clearstream, Philippine Depository & Trust Corp. (PDTC)/Bureau of the Treasury (BTR)		
Payment for the Billing Statement		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the billing statement and receive the same	1.1 Prepare summary for transactions and Asset Under Management movements per client for the month	None	1 Hour	<i>Third Party Securities Services Unit (TSSU)/Third Party Securities Registry Unit (TSRU) Assistant/ Specialist TCRD</i>
None	1.2 Prepare Billing Statement and annexes per Client and forward to Approver, TCRD for signature	None	30 Minutes	<i>TSSU/TSRU Assistant/ Specialist TCRD</i>
None	1.3 Check/review the Billing Statements and Annexes, and affix signature	None	1 Hour	<i>TSSU/TSRU Unit Head and Head TCRD</i>
None	1.4 Send/Deliver the Billing Statement to Client	None	1 Hour (paused-clock)	<i>Motorized Messenger TCRD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Remit payment per Billing Statement	2.1 Reconcile the payments received versus the Billing Statement. For discrepancies, coordinate with the client	None	30 Minutes	<i>Third Party Securities Services Unit (TSSU)/Third Party Securities Registry Unit (TSRU) Assistant/ Specialist TCRD</i>
None	2.2 Prepare for the fund transfer of the collection to Trust Banking Group and forward to Approver, TCRD for signature	None		<i>TSSU/TSRU Assistant/ Specialist TCRD</i>
	2.3 Review the fund transfer of collection and affix signature		5 Minutes	<i>TSSU/TSRU, Unit Head and Head TCRD</i>
	TOTAL	None	4 Hours, 5 Minutes	

14. Third Party Custodianship - Client Complaints (No Involvement of Third Parties)

Third Party Custodianship and Registry Department shall reply to complaints received from Client.

Office or Division:	Third Party Custodianship and Registry Department (TCRD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Individuals / Institutions / Government Owned and Controlled Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Complaints (1 original copy)		Provided by Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Complaints and wait for letter reply from Trust Banking Group (TBG)-TCRD	1.1 Receive the Letter of Complaints	None	30 Minutes	<i>Assistant/Specialist</i> TCRD
	1.2 Fill-out the client incident report Template	None		
None	1.3 Review the client incident report and affix signature and provide letter/ email reply to client	None	1 Hour	<i>Unit Head</i> TCRD
None	1.4 Forward the incident report and letter/email reply to Head, TCRD for signature	None		<i>Unit Head</i> TCRD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.5 Review the incident report and letter/email reply and affix signature	None	1 Hour	<i>Head TCRD</i>
None	1.6 Forward the signed incident report to Operational Risk Management Department (ORMD)	None	5 Minutes	<i>Assistant/Specialist/ Unit Head TCRD</i>
None	1.7 Send/Deliver the signed letter reply to client	None	1 Hour	<i>Motorized Messenger TCRD</i>
	TOTAL	None	3 Hours, 35 Minutes	

15. Third Party Custodianship - Client Complaints (With Involvement of Third Parties)

Third Party Custodianship and Registry Department shall reply to complaints received from Client.

Office or Division:	Third Party Custodianship and Registry Department (TCRD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Individuals / Institutions / Government Owned and Controlled Corporation			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Complaints (1 original copy)		Provided by Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Complaints and wait for letter reply and/or resolution from Trust Banking Group (TBG)-TCRD	1.1 Receive the Letter of Complaints	None	30 Minutes (paused-clock)	<i>Assistant/Specialist</i> TCRD
	1.2 Coordinate with the third party for resolution	None		<i>Unit Head</i> TCRD
None	1.3 Upon receipt of reply from third party, fill-out client incident template to update resolution received	None	30 Minutes	<i>Assistant/Specialist</i> TCRD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.4 Review client incident report and draft a letter advice to client to update the resolution received	None	1 Hour	<i>Unit Head</i> TCRD
None	1.5 Forward the incident report and letter advice to Head, TCRD for signature	None		<i>Unit Head</i> TCRD
None	1.6 Review the incident report and letter advice and affix signature	None	1 Hour	<i>Head</i> TCRD
None	1.7 Forward the signed incident report to ORMD	None	5 Minutes	<i>Assistant/Specialist/ Unit Head,</i> TCRD
None	1.8 Send/Deliver the letter advice to client for the update/ resolution of the complaints	None	1 Hour	<i>Motorized Messenger</i> TCRD
	TOTAL	None	4 Hours, 5 Minutes	

16. Third Party Custodianship - Closure of Account

Third Party Custodianship and Registry Department shall effect closure of account upon client's written request or letter of instruction.

Office or Division:	Third Party Custodianship and Registry Department (TCRD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Individuals / Institutions / Government Owned and Controlled Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Instruction (LOI) / Request for Termination (1 original copy)		Provided by the Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Instruction (LOI)/ Request for termination and wait for advice of the completed request	1.1 Receive the LOI/Request for Termination	Refer to the fee schedule in Annex AS below	20 Minutes	<i>Third Party Securities Services Unit (TSSU)/ Third Party Securities Registry Unit (TSRU) Assistant/Specialist TCRD</i>
	1.2 Verify signature on LOI/Request for Termination			<i>Verifier TrOD</i>
None	1.3 Check if the holdings are already zero and invoices are settled			<i>TSSU/TSRU Head</i>
None	1.4 Forward the duly verified LOI/Request for Termination to TCSU			<i>TSSU/TSRU TCRD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.5 Deactivate and close client's account in the Trust Banking System based on LOI			<i>Third Party Custodianship Support Unit (TCSU) Assistant / Specialist</i> TCRD
None	1.6 Validate if the holdings are already zero and invoices are settled	Refer to the fee schedule in <i>Annex AS below</i>	20 Minutes	<i>TCSU Unit Head</i> TCRD
None	1.7 Authorize the deactivation and closure of account in the Trust Banking System			<i>TCSU Unit Head</i> TCRD
None	1.8 Advise client/ TSRU/TSSU Unit Head of the completed closure request			<i>TCSU Unit Head</i> TCRD
	TOTAL	See Annex AS below	40 Minutes	

Description of Fees	Fee Rate
Custody Fee * <ul style="list-style-type: none"> Locally traded securities Foreign traded securities <p><i>* Custody fee for Corporate Bonds and Government Securities will be based on Face Value while Market Value will be the basis for Equities & Exchange-Traded Fund (ETF).</i></p>	<p>1.50 to 4.00 bps p.a.</p> <p>Custody fee will be subject to a minimum of PHP 25,000.00 per month</p>
Transaction Fee <ul style="list-style-type: none"> Locally traded securities Foreign traded securities 	<p>PHP 50.00 to PHP 250.00 per transaction</p> <p>USD 8.50 to USD 30.00 per transaction</p>
Migration Fee <ul style="list-style-type: none"> Locally traded securities Foreign traded securities 	<p>PHP 50.00 to PHP 250.00 per transaction</p> <p>USD 8.50 to USD 30.00 per transaction</p>
Earmarking Fee	PHP 100.00- PHP 200.00 plus notarization fees
Amendment Fee	PHP 100.00 – PHP 200.00/ EUR 50.00
Cancellation Fee	PHP100.00 – PHP 200.00
Bank Certification	PHP100.00 – PHP 200.00
Audit Confirmation	PHP100.00 – PHP 200.00
Adhoc Reports	PHP100.00 – PHP 200.00
Out-of Pocket Expenses (OPE) – Other reasonable costs and expenses incurred relative to the performance and observance of functions as Custodian, including but not limited to, notarial fees, postage costs, couriers, compliance activities and other related activities, to be billed monthly.	As charged by the service provider.

17. Third Party Custodianship - Issuance of Bank Certification, Replacement of Registry Confirmation and other client Requested Report

Third Party Custodianship and Registry Department shall provide Bank certification/other reports upon request of the clients/bondholders. The department shall charge the necessary fee as stated in the fee schedule of the agreement for each certificate/report issued.

Office or Division:	Third Party Custodianship and Registry Department (TCRD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Individuals / Institutions / Government Owned and Controlled Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Instruction (LOI) / Request for Bank Certification / other report (1 original copy)		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the LOI for the requested report and receive the request	1.1 Receive the LOI	Refer to the fee schedule (Annexes AS on page I-66 and AT below)	4 Hours	<i>Third Party Custodianship Support Unit (TCSU) / Third Party Securities Registry (TSRU) Assistant/ Specialist TCRD</i>
None	1.2 Verify the signature on LOI			Verifier TrOD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.3 Generate the portfolio statement in the Trust Banking System to verify the client's outstanding holdings	None		<i>TCSU/TSRU Assistant/Specialist</i> TCRD
None	1.4 Prepare the certification or the requested report or registry confirmation	None		<i>TCSU/TSRU Assistant/Specialist</i> TCRD
None	1.5 Validate and check the details in the Bank certification or the requested report or the registry confirmation	Refer to the fee schedule (<i>Annexes AS on page I-66 and AT below</i>)	3 Hours	<i>TCSU/TSRU Unit Head and Head</i> TCRD
None	1.6 Sign the Bank certification or requested report and forward to TCSU/TSRU Assistant/Specialist			<i>TSSU/TSRU Unit Head and Head</i> TCRD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.7 Send/Deliver the Bank certification or the requested report or the registry confirmation to the client/ bondholder	None	1 Hour	<i>TCSU/TSRU Assistant/ Specialist or Motorized Messenger</i> TCRD
	TOTAL	See Annexes AS on page I-66 and AT below	1 Banking Day	

Description of Fees	Fee Rate
Initial Issuance	
Upfront Fee <ul style="list-style-type: none"> • Preparation and Finalization of Legal Documents • Account Opening Fee 	0.5bps p.a. to 1.0 bps p.a.
Registry Accounts / Recording of Securities and Registered Holders on Initial Issue	PHP 100.00-250.00 per holder
Maintenance Fee	1bps-3bps p.a. of Assets Under Management (AUM) (minimum of PHP 25,000.00 per month)
Secondary Transfer	
Account Opening Fee	PHP 100.00-250.00 per holder
Transaction Fee	PHP 100.00-250.00 (per Buyer and Seller)
Paying Agency Fee	3.5bps of amount to be paid with a minimum of PHP 15,000.00 and a maximum of PHP 100,000.00 per Payment Event
Amendment Fee	PHP 100.00 – PHP 200.00
Bank Certification	PHP 100.00 – PHP 200.00
Audit Confirmation	PHP 100.00 – PHP 200.00
Adhoc Reports	PHP 100.00 – PHP 200.00
Replacement of Lost or Damaged Registry Confirmation	PHP 100.00 – PHP 300.00
Out-of Pocket Expenses (OPE) – Other reasonable costs and expenses incurred relative to the performance and observance of functions as Custodian, including but not limited to, notarial fees, postage costs, couriers, compliance activities and other related activities, to be billed monthly.	As charged by the service provider.

18. Third Party Custodianship - Quarterly Reports to Clients/ Bondholders

Third Party Custodianship and Registry Department shall prepare and submit regulatory reports to client on a quarterly basis.

Office or Division:	Third Party Custodianship and Registry Department (TCRD)			
Classification:	Highly Technical			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Individuals / Institutions / Government Owned and Controlled Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Summary of Portfolio Statements (1 original copy)		LBP-TBG-Third Party Custodianship and Registry Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the sending of the Summary of Portfolio Statement and receive the same	1.1 Generate the list of outstanding holdings per portfolio code from the Trust Banking System and assign allocation to TCRD personnel	None	20 Calendar Days	<i>Third Party Custodianship Support Unit (TCSU) Unit Head TCRD</i>
None	1.2 Prepare the Quarterly Portfolio Statement	None		<i>All TCRD Personnel</i>
None	1.3 Send/Deliver the Portfolio Statements to Clients/ Bondholders	None		<i>Assistant or Motorized Messenger</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.4 Consolidate and file the receiving copy of the Portfolio Statements Summary	None		<i>TCSU/TSRU/TSSU Assistants/ Specialists TCRD</i>
	TOTAL	None	20 Calendar Days	

19. Third Party Custodianship - Remittance of Personal Equity and Retirement Account Contributions

Third Party Custodianship and Registry Department shall remit contributions of Personal Equity and Retirement Account (PERA) contributors to Product Providers as per instruction of PERA Administrators.

Office or Division:		Third Party Custodianship and Registry Department (TCRD)		
Classification:		Simple		
Type of Transaction:		G2B – Government to Business		
Who may avail:		Institutions		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Investment Instruction / Letter of Instruction (LOI) (1 original copy)		Provided by the PERA Administrator		
2. Fund Transfer of Contributions		Provided by the PERA Administrator		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit investment instruction / LOI and remit contributions to LBP and validate the discrepancies	1.1 Receive LOI and reconcile contributions received against instruction (for discrepancies, coordinate with Administrator)	PHP 240.00 for new accounts; PHP 40.00 for existing accounts	15 Minutes	<i>Third Party Securities Settlement Unit (TSSU)</i> <i>Assistant/Specialist</i> <i>TCRD</i>
None	1.2 Verify signature on LOI			<i>Verifier</i> <i>TROD</i>
None	1.3 Prepare remittance instruction, Order/Trade File for upload in Trust Banking System and forward to TSSU Assistant/Specialist			<i>TSSU</i> <i>Assistant/Specialist</i> <i>TCRD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.4 Check remittance instruction and forward to TCRD Head	None	10 Minutes	<i>TSSU Unit Head</i> TCRD
None	1.5 Check Order/Trade file and forward to Third Party Custodianship Support Unit (TCSU) Assistant for upload	None		<i>Third Party Custodianship Support Unit (TCSU) Assistant/Specialist</i> TCRD
None	1.6 Upload the Order/Trade File in the Trust Banking System	None	5 Minutes	<i>TCSU Assistant/Specialist</i> TCRD
None	1.7 Check the remittance instruction and forward to Third Party Securities Settlement Unit Assistant	None	5 Minutes	<i>TSSU, Unit Head and Head</i> TCRD
None	1.8 Forward the remittance instruction to Cash Department for processing	PHP 150.00 Plus Advalorem fee	5 Minutes	<i>TSSU Assistant/Specialist or Messenger</i> TCRD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	1.9 Email Administrator of the remittance details	None	5 Minutes	<i>TSSU Assistant/ Specialist TCRD</i>
None	1.10 Approve the transactions in the Trust Banking System	None	15 Minutes	<i>TSSU Head, TCRD</i>
	TOTAL	New accounts – PHP390.00 + Advalorem Fee Existing accounts – PHP190.00 + Advalorem Fee	1 Hour	

20. Third Party Custodianship - Settlement for Corporate Action Events

Third Party Custodianship and Registry Department shall process corporate action events such as but not limited to remittance of interest and maturity payment.

Office or Division:	Third Party Custodianship and Registry Department (TCRD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Individuals / Institutions / Government Owned and Controlled Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
System-generated Corporate Action Notification (1 softcopy in PDF)		Clearstream, Philippine Depository & Trust Corp (PDTC) and Bureau of the Treasury (BTR)		
Letter of Instruction (LOI) (1 original copy)		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Wait for the corporate notification from TCRD	1. Send corporate action notifications to Client	None	30 Minutes	<i>Third Party Securities Settlement Unit (TSSU) Assistant/ Specialist TCRD</i>
2. Receive email advice on the expected payment to be received and advise TCRD for discrepancies	2.1 One day before payment date, prepare payment schedule for the client	None	30 Minutes	<i>TSSU Assistant/ Specialist TCRD</i>
None	2.2 Check the payment schedule	None	30 Minutes	<i>TSSU Head TCRD</i>
None	2.3 Send email advice to client of the expected payment	None	30 Minutes	<i>TSSU Assistant/ Specialist TCRD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	2.4 On payment date, reconcile proceeds received versus the payment schedule and prepare the Cash Summary and entitlements	None	1 Hour	<i>TSSU Assistant/ Specialist</i> TCRD
None	2.5 Prepare remittance instruction for the payments received	None		<i>TSSU Assistant/ Specialist</i> TCRD
3. Receive email advice on the actual payment received and wait for the receipt of funds from TCRD	3.1 Check the Cash Summary, remittance instruction and entitlements	None	1 Hour	<i>TSSU Head</i> TCRD
None	3.2 Forward Cash Summary and remittance instruction to the Approver, TCRD	None		<i>TSSU Head</i> TCRD



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.3 Check the Cash Summary and remittance instruction and approve in Clearstream/ LANDBANK Remittance System	EUR 1.33 or Php 150.00 plus Ad Valorem or USD15.00 + USD 5.00	30 Minutes	Head, TCRD
	3.4 Check the status of the payments and send advice to client via email	None	30 Minutes	TSSU Assistant/ Specialist TCRD
	3.5 If maturity payments, process in the Trust Banking System	None	15 Minutes	TSSU Head TCRD
	TOTAL	EUR 1.33 or PHP 150.00 plus Ad Valorem Or USD 15.00 plus USD5.00	5 Hours, 15 Minutes	

21. Third Party Custodianship - Settlement for Securities Custody Transactions

Third Party Custodianship and Registry Department shall execute client's instruction to receive or deliver securities under a written agreement.

Office or Division:	Third Party Custodianship and Registry Department (TCRD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B - Government to Business; G2G – Government to Government			
Who may avail:	Individuals / Institutions / Government Owned and Controlled Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order / Trade File (softcopy in excel format)		Provided by the client		
Standing Settlement Instruction (SSI)/ Letter of Instruction (LOI) (1 original copy)		Provided by the client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Order/Trade File via Security File Transfer Facility/ e-mail	1.1 Receive and upload Order/Trade File in the Trust Banking System	Refer to the fee schedule in <i>Annex AS on page I-66</i>	30 Minutes	<i>Third Party Custodianship Support Unit (TCSU) Assistant/ Specialist TCRD</i>
	1.2 For discrepancies, coordinate with Client			
2. Validate the discrepancy report and submit updated Order/ Trade File	None	None		



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Submit SSI/LOI and wait for the advice thru email on the receipt of transactions	3.1 Check the Order/Trade file and LOI for completeness, accuracy and sufficiency of securities for withdrawal	Refer to the fee schedule in <i>Annex AS on page I-66</i>	2 Hours	<i>Third Party Securities Settlement Unit (TSSU) Assistant/ Specialist TCRD</i>
None	3.2 Confirm to Client via email the receipt of transactions			<i>TSSU Assistant/ Specialist TCRD</i>
None	3.3 Prepare Trade Instruction in Clearstream/ Philippine Depository and Trust Corporation (PDTCC)/ Bureau of the Treasury (BTR) system and forward to TSSU Unit Head			<i>TSSU Assistant/ Specialist TCRD</i>
None	3.4 Check the Trade Instruction and forward to the Approver, TCRD		30 Minutes	<i>TSSU Head TCRD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.5 Check the trade instruction and approve in Clearstream/ PDTC/BTR system	None	1 Hour	Head TCRD
None	3.6 Export settled trades from Clearstream/ PDTC/BTR system and pending transactions for settlement from Trust Banking System	Refer to the fee schedule in Annex AS on page I-66	30 Minutes	TSSU Assistant/ Specialist TCRD
None	3.7 Approve the trades in the Trust Banking System		1 Hour	TSSU Head TCRD
None	3.8 Email pending trades to client		30 Minutes	TSSU Assistant/ Specialist TCRD
	TOTAL	See Annex AS on page I-66	6 Hours	

22. Third Party Custodianship - Settlement for Securities Registry and Paying Agency Transactions

As Registrar, Third Party Custodianship and Registry Department shall maintain the securities registry book, record the ownership of bondholders and subsequent transfer of ownership and issue Registry Confirmation to bondholders.

As Paying Agent, Third Party Custodianship and Registry Department shall process remittance of interest, maturity payments and other payments to the bondholders.

Office or Division:	Third Party Custodianship and Registry Department (TCRD)			
Classification:	Simple			
Type of Transaction:	G2B – Government to Business; G2G – Government to Government			
Who may avail:	Institutions / Government-Owned and Controlled Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Order / Trade File (softcopy in excel format)		Provided by the client		
Letter of Instruction (LOI) (1 original copy)		Provided by the client		
Master Note / Certificate of Indebtedness (COI) (1 original copy)		Provided by the client		
Registry Confirmation (RC) (1 original copy)		LBP-TBG -Third Party Custodianship and Registry Department		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Initial Issuance				
1. Submit Order/Trade File via Security File Transfer Facility/ e-mail	1.1 Receive and upload Order/ Trade File in the Trust Banking System	Refer to the fee schedule in Annex AT on page I-70	30 Minutes	Third Party Custodianship Support Unit (TCSU) Assistant/Specialist TCRD
	1.2 For discrepancies, coordinate with Client			



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Validate the discrepancy report and submit updated Order/ Trade File	None	None		
3. Submit Sales Report and confirmation on the receipt of proceeds	3.1 Export pending transactions for settlement from Trust Banking System	Refer to the fee schedule in Annex AT on page I-70	1 Hour	<i>Third Party Securities Registry Unit (TSRU) Assistant/ Specialist TCRD</i>
None	3.2 Reconcile transaction versus the Selling Agent's Sales Report			<i>TSRU Assistant/ Specialist TCRD</i>
None	3.3 Confirm with client if proceeds for the initial issuance have been received			<i>TSRU Assistant/Specialist TCRD</i>
None	3.4 Approve the transactions in the Trust Banking System		30 Minutes	<i>TSRU Head TCRD</i>
None	3.5 Generate Registry Confirmation for the bondholder and prepare Transmittal Slip for mailing		1 day and 4 Hours	<i>TSRU Assistant/ Specialist TCRD</i>
None	3.6 Check the generated Registry Confirmation and the Transmittal Slip		4 Hours	<i>TSRU Head TCRD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	3.7 Forward RC and Transmittal Slip to FMD for mailing		5 Minutes	<i>TSRU Assistant/ Specialist/ TCRD</i>
4. Submit Master Note or COI and receive Confirmation Advice via email Scheduler of Trust Banking System	4.1 Lodge the Master Note/COI in vault	Refer to the fee schedule in <i>Annex AT on page I-70</i>	10 Minutes	<i>TCSU Assistant/Specialist and TCSU Head or TCRD Head</i>
None	4.2 Encode in Trust Banking System a nominal value of "1" for each COI or Master Note or Registry Account		10 Minutes	<i>TCSU Assistant/ Specialist TCRD</i>
None	4.3 Approve in Trust Banking System		30 Minutes	<i>TSRU/TSSU Unit Head TCRD</i>
	TOTAL	See Annex AT on page I-70	2 Banking Days, 2 Hours, 55 Minutes	



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Subsequent Transfer of Ownership				
1. Submit LOI, Order/ Trade File and RC	1.1 For subsequent transfer of ownership, receive signature-verified LOI and RC	Refer to the fee schedule in Annex AT on page I-70	5 Minutes	<i>TSRU Assistant/ Specialist TCRD</i>
None	1.2 Review LOI, Order/Trade File and RC for completeness and accuracy		10 Minutes	<i>TSRU Assistant/ Specialist TCRD</i>
None	1.3 Upload the Order/Trade File		5 Minutes	<i>TCSU Assistant/ Specialist TCRD</i>
None	1.4 Export pending transactions for settlement from Trust Banking System and forward pending transactions, LOI and RC to TSRU Unit Head		15 Minutes	<i>TSRU Assistant/ Specialist TCRD</i>
None	1.5 Check LOI and RC and approve the transactions in the Trust Banking System		30 Minutes	<i>TSRU Head TCRD</i>
None	1.6 Cancel old RC and generate new RC to the transferee			<i>TSRU Head TCRD</i>
	TOTAL	See Annex AT on page I-70	1 Hour, 5 Minutes	



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
Interest/Maturity Payment				
1. Wait for the Payment Letter and Schedule from LBP-TBG-TCRD	1.1 On record date, prepare the Payment Letter and Schedule addressed to the Issuer/ Paying Agent for the expected amount of proceeds to be remitted and forward the same to TSRU Unit Head	None	1 Hour	<i>TSRU Assistant/ Specialist TCRD</i>
None	1.2 Check the Payment Letter and Schedule and affix signature	None	1 Hour	<i>TSRU Head TCRD</i>
None	1.3 Forward the Payment Letter and Schedule to TCRD Head	None		<i>TSRU Head TCRD</i>
None	1.4 Check the Payment Letter and Schedule and affix signature	None	30 Minutes	<i>Head TCRD</i>
None	1.5 Send the Payment Letter and Schedule to the Issuer/ Paying Agent	None	5 Minutes	<i>TSRU Assistant/ Specialist/Unit Head TCRD</i>



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Send email advice to LBP-TBG-TCRD on the expected payment	2.1 One day before the payment date, check the remitted funds by the Issuer and reconcile funds received versus the Payment Letter and Schedule	None	5 Minutes (paused-clock)	<i>TSRU Assistant/ Specialist/Unit Head TCRD</i>
	TOTAL	None	2 Hours, 40 Minutes	



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CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
On Payment Date				
None	1.1 Prepare the remittance instruction of payments to the bondholders	None	1 Hour	<i>TSRU Assistant/ Specialist</i> TCRD
None	1.2 Check the remittance instruction for payment to the bondholders and forward to the Approver, TCRD	None	1 Hour	<i>TSRU Head</i> TCRD
None	1.3 Check the remittance instruction and approve in the LANDBANK Remittance System	Php 150.00 plus Ad Valorem	1 Hour	<i>Head</i> TCRD
2. Receive email advice on the actual payment received and wait for the receipt of funds from TCRD	2.1 Check the status of the remittance and prepare the Credit Advice	None	1 Hour	<i>TSRU Assistant/ Specialist</i> TCRD
None	2.2 Sent the Credit Advices to bondholders via email	None	1 Hour	<i>TSRU Head</i> TCRD
	TOTAL	PHP 150.00 plus Ad Valorem	5 Hours	

23. Third Party Custodianship - Updating of Account Details

TCRD shall handle amendment of client details which shall be supported by request or letter of instruction from the client.

Office or Division:	Third Party Custodianship and Registry Department (TCRD)			
Classification:	Simple			
Type of Transaction:	G2C – Government to Citizen; G2B – Government to Business; G2G – Government to Government			
Who may avail:	Individuals / Institutions / Government Owned and Controlled Corporations			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Letter of Instruction (LOI) / Request for amendment (1 original copy)		Provided by Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit Letter of Instruction (LOI)/ the Request for Amendment and wait for the advice of completed request	1.1 Receive the duly signature-verified LOI for the request of Amendment	Refer to the fee schedule in <i>Annex AS on page I-66</i>	15 Minutes	<i>Third Party Custodianship Support Unit (TCSU) Assistant/ Specialist TCRD</i>
	1.2 Execute amendment / changes on bondholder's/ client's detail			<i>TCSU Assistant/ Specialist TCRD</i>
None	1.3 Review the amended data and advise the client of the completed request		5 Minutes	<i>TCSU Head TCRD</i>
	TOTAL	See Annex AS on page I-66	20 Minutes	