



# **Treasury and Investment Banking Services**

## **External Services**



## 1. Brokering / Distribution of Peso-Denominated Corporate Bonds or LBP Issues in the Primary Market

Purchase of Peso-denominated Corporate Bonds and LBP issues in the Primary Market.

<b>Office or Division:</b>	Treasury Brokering and Marketing Unit (TBMU)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government
<b>Who may avail:</b>	Eligible Investors, All Government Agencies, Individual and Institutional
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>Valid photo bearing government-issued ID of the individual investor/s or of all authorized signatories for institutional clients (2 photocopies)</p> <p>and/or</p> <p>Updated and valid Tax Exemption Certificate/BIR Ruling for institutional accounts claiming tax exemption (1 certified true copy)*</p> <p><i>*Note: Subject to Issuer's approval.</i></p>	<p>Any government agency issuing identification cards</p> <p>Bureau of Internal Revenue (BIR)</p>
<p>Properly accomplished forms, signature verified by LBP Branch</p> <p><b>Individual</b></p> <ul style="list-style-type: none"> <li>✓ Client Agreement (1 original copy)</li> <li>✓ Data Privacy Consent Form for Investors (1 original copy)</li> <li>✓ Risk Disclosure Statement (1 original copy)</li> <li>✓ Acknowledgement to Invest in Specific Instruments (if applicable) (1 original copy)</li> <li>✓ Order Ticket (1 original copy)</li> <li>✓ Client Suitability Assessment (CSA) (1 original copy)</li> </ul>	<p>LBP Branch – New Accounts or TBMU Treasury Sales Specialist/Officer</p>



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Institutional</b> Above plus: <ul style="list-style-type: none"> <li>✓ Board Resolution or Secretary's Certificate authorizing the purchase of security, signature verified by LBP Branch (1 original copy)</li> <li>✓ Such other documents as may be reasonably required by any of the Underwriters or the Registrar</li> </ul>		Client		
<b>All Investors:</b> <ul style="list-style-type: none"> <li>✓ Application to Purchase (ATP) (3 original copies)</li> <li>✓ Registry Paying Agent (RPA) Specimen Signature Sheet (2 original copies)</li> <li>✓ Other documents required by Issuer (1 original copy)</li> </ul>		Underwriter / Selling Agent – Distribution Unit		
Updated / Active LBP Deposit Account <i>Note: LBP Account with Branch Code 500 are not allowed.</i>		Any LBP Branch – New Accounts		
Authority to Debit/Credit Account (ADCA) (1 original copy)*; or  Local/Manager's Check or cash for placement (if applicable)  <i>*Waived if payment instruction is already covered in the Order Ticket</i>		LBP Branch – New Accounts  Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit or call any LBP Branch – New Accounts to inquire on Treasury Products; inquiry may also be done via e-mail at <a href="mailto:customercare@mail.landbank.com">customercare@mail.landbank.com</a>	1.1 Attend to customer concern; conduct Know-Your-Customer (KYC) procedures; provide overview of Treasury Products	None	1 Hour	Head / Branch Operations Officer (BOO) / Branch Service Officer (BSO) LBP Branch



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.2 Conduct CSA to determine the client's risk profile and the investment product appropriate for client's profile	None		<i>Licensed Salesmen Branch Personnel/ Treasury Sales Personnel TBMU</i>
2. Submit the commitment form to the LBP Branch – New Accounts	2.1 Submit volume bid to respective Underwriter/ Selling Agent and wait for LBP's awarded volume on the Allocation Advice date	None	20 Minutes	<i>Head / BOO / BSO LBP Branch  or  Head TBMU</i>
None	2.2 Inform client of the allocation advice	None		
3. Submit duly accomplished Treasury Investment documents to the LBP Branch of account – New Accounts	3.1 Process the investor's placement	PHP 100 account opening fee [Long Term Negotiable Certificate s of Time Deposit (LTNCD) only]	25 Minutes	<i>Teller (if paid through cash/check)  CA/SA Bookkeeper (if through debit from account),  LBP Branch</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	3.2 Provide client with a copy of the Order Ticket or machine validated Order Ticket/ Deposit Slip/ ADCA	None	15 Minutes	<i>BSO/BOO/BH, LBP Branch</i>
None	3.3 Submit original copy of ATP, other documents required by Issuer, if any, and sales report to TBMU	None	3 Banking Days	<i>Executive Assistant LBP Branch</i>
None	3.4 Prepare consolidated sales report based from original ATP, other registry-required documents, and sales report received from the Branch	None	1 Banking Day	<i>Treasury Sales Personnel TBMU</i>
None	3.5 Submit original copies of the ATP, other registry-required documents, and consolidated sales report to Selling Agent	None	2 Banking Days (Last day of offer period)	<i>Treasury Sales Personnel TBMU</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
4. Wait for branch's advise on the availability of the Purchase Advice – from LBP Branch of account – New Accounts Personnel <i>(for LTNCD only)</i>	4.1 Send Purchase Advice (for <b>LTNCD</b> only) to concerned LBP Branches	None	10 Banking Days (from receipt of Final Sales Report from TBMU)	<i>Treasury Operations Department (TOD)</i> <i>Personnel</i> TOD
None	4.2 Deliver or advise investor to pick up the Purchase Advice	None	30 Minutes	<i>Head / BOO / BSO/</i> <i>New Accounts</i> LBP Branch
	<b>TOTAL</b>	<b>PHP 100 account opening fee (LTNCD only)</b>	<b>16 Banking Days, 2 Hours, 30 Minutes</b>	



## 2. Brokering / Distribution of Peso-Denominated Corporate Bonds or LBP Issues in the Secondary Market (Purchase)

Purchase of peso-denominated Corporate Bonds and LBP Issues in the Secondary Market

<b>Office or Division:</b>	Treasury Brokering and Marketing Unit (TBMU)
<b>Classification:</b>	Highly Technical
<b>Type of Transaction:</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government
<b>Who may avail:</b>	Eligible Investors, All Government Agencies, Individual and Institutional
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
Valid photo bearing government-issued ID of the individual investor/s or of all authorized signatories for institutional clients (2 photocopies)	Any government agency issuing identification cards
Properly accomplished forms, signature verified by LBP Branch: <b>Individual</b> <ul style="list-style-type: none"> <li>✓ Order Ticket (1 original copy)</li> <li>✓ Client Agreement (1 original copy)</li> <li>✓ Data Privacy Consent Form for Investors (1 original copy)</li> <li>✓ Risk Disclosure Statement (1 original copy)</li> <li>✓ Acknowledgement to Invest in Specific Instruments (if applicable) (1 original copy)</li> <li>✓ Client Suitability Assessment (CSA) (1 original copy)</li> </ul>	LBP Branch – New Accounts or TBMU Treasury Sales Specialist/Officer
<b>Institutional</b> Above plus: <ul style="list-style-type: none"> <li>✓ Board Resolution or Secretary's Certificate authorizing the purchase of security, signature verified by LBP Branch (1 original copy)</li> </ul>	Client



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>All Investors:</b> <ul style="list-style-type: none"> <li>✓ Investor Registration Form (1 original copy)</li> <li>✓ Registry Paying Agent (RPA) Specimen Signature Sheet (2 original copies)</li> <li>✓ Other documents required by Issuer</li> </ul>		Registry Paying Agent (RPA) – Philippine Depository and Trust Corporation (PDTCC) ADCU Team		
Updated / Active LBP Deposit Account  <i>Note: LBP Account with Branch Code 500 are not allowed.</i>		Any LBP Branch – New Accounts		
Authority to Debit/Credit Account (ADCA) (1 original copy)*; or  Local/Manager’s Check or cash for placement (if applicable)  <i>*Waived if payment instruction is already covered in the Order Ticket</i>		LBP Branch – New Accounts   Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit or call any LBP Branch – New Accounts to inquire on Treasury Products; inquiry may also be done via e-mail at <a href="mailto:customercare@mail.landbank.com">customercare@mail.landbank.com</a> )	1.1 Attend to customer concern; conduct Know-Your-Customer (KYC) procedures; provide overview of Treasury Products	None	1 Hour	Head / Branch Operations Officer (BOO) / Branch Service Officer (BSO) LBP Branch
None	1.2 Conduct CSA to determine the client’s risk profile and the investment product appropriate for client’s profile	None		Licensed Salesmen Branch  Personnel/Treasury Sales Personnel TBMU





<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Submit duly accomplished Treasury Investment documents to the LBP Branch of account – New Accounts	2.1 Process the investor's order; endorse to TBMU	See <b>Annex X</b>	3 Banking Days, 25 Minutes	<i>Teller (if paid through cash/check) CA/SA Bookkeeper (if through debit from account), Executive Assistant LBP Branch</i>
None	2.2 Endorse duly signed investment documents to Treasury Operations Department (TOD) for transmittal to PDTC, subject for latter's review and processing	None	3 Banking Days	<i>Treasury Sales Personnel TBMU  and  TOD Personnel TOD</i>
None	2.3 Receive confirmation with RPA (clearance to execute purchase transaction)	None	1 Banking Day	<i>Treasury Sales Personnel TBMU</i>
3. Confirm purchase of security with LBP Branch – New Accounts or with the assigned Treasury Personnel	3.1 Purchase client's preferred security	See <b>Annex Y</b>	1 Banking Day	<i>Treasury Sales Personnel TBMU</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	3.2 Provide client with a copy of the Order Ticket or machine validated Order Ticket/ Deposit Slip/ ADCA	None	15 Minutes	<i>BSO/BOO/BH, LBP Branch</i>
	<b>TOTAL</b>	<b>See Annex X + See Annex Y</b>	<b>8 Banking Days, 1 Hour, 40 Minutes</b>	



### 3. Brokering / Distribution of Peso-Denominated Corporate Bonds or LBP Issues in the Secondary Market (Sale)

Sale of Peso-denominated Corporate Bonds and LBP Issues in the Secondary Market

<b>Office or Division:</b>	Treasury Brokering and Marketing Unit (TBMU)	
<b>Classification:</b>	Complex	
<b>Type of Transaction:</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government	
<b>Who may avail:</b>	Eligible Investors, All Government Agencies, Individual and Institutional	
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>
Order Ticket (1 original copy)		LBP Branch – New Accounts or TBMU Treasury Sales Specialist/Officer
<ul style="list-style-type: none"> <li>✓ Registry Trade-Related Transfer Form (2 original copies)</li> <li>✓ Other documents required by Issuer (1 original copy)</li> </ul>		Registry Paying Agent (RPA) – Philippine Depository and Trust Corporation (PDTCC) ADCU Team
Valid photo bearing government-issued ID of the individual investor/s or of all authorized signatories for institutional clients (2 photocopies)		Any government agency issuing identification cards
<ul style="list-style-type: none"> <li>✓ Client’s Letter Request (1 original copy)</li> <li>✓ Registry Confirmation (RC) (1 original copy)</li> <li>✓ Notarized Affidavit of Loss, in case of loss RC (1 original copy)</li> </ul> <p><b>Institutional Client,</b> Above plus:</p> <ul style="list-style-type: none"> <li>✓ Board Resolution or Secretary’s Certificate authorizing the sale, signature verified by LBP Branch (1 original copy)</li> </ul>		Client



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit client's letter request and RPA- required documents to the LBP Servicing Branch	1.1 Process the investor's order to sell security; endorse to TBMU	PHP 100 trade transfer fee	3 Banking Days, 25 Minutes	<i>Teller / Bookkeeper / New Accounts Clerk/ Head / Branch Operations Officer (BOO) / Branch Service Officer (BSO)</i> LBP Branch
None	1.2 Endorse duly signed documents and transmit to PDTCC for review and processing	None	3 Banking Days	<i>Treasury Sales Personnel</i> TBMU  and <i>TOD Personnel</i> TOD
None	1.3 Receive confirmation with RPA (clearance to execute sale transaction)	None	1 Banking Day	<i>Treasury Sales Personnel</i> TBMU
2. Confirm sale of security to the LBP Branch – New Accounts or to the assigned Treasury Sales Personnel	2.1 Sell client's security	See <b>Annex Z</b>	1 Banking Day	<i>Treasury Sales Personnel</i> TBMU
3. Wait for the crediting of proceeds to the LBP Depositor's Account	3.1 Transfer net proceeds for the sale of securities thru IBTOLS to the LBP Servicing Branch and facilitate release to Investor	None	1 Banking Day (one day after the trade date)	<i>TOD Personnel</i> TOD  and <i>Bookkeeper / Head / BOO / BSO</i> LBP Branch



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	<b>TOTAL</b>	<b>PHP 100 trade transfer fee + See Annex Z</b>	<b>9 Banking Days, 25 Minutes</b>	



#### 4. **Brokering / Distribution of Peso-Denominated Government Securities (GS) – Retail Treasury Bonds (RTBs) in the Primary Market**

Purchase of Peso-denominated RTBs in the Primary Market

<b>Office or Division:</b>	Treasury Brokering and Marketing Unit (TBMU)
<b>Classification:</b>	Complex
<b>Type of Transaction:</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government
<b>Who may avail:</b>	Eligible Investors, All Government Agencies, Individual and Institutional
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>
<p>Valid photo bearing government-issued ID of the individual investor/s or of all authorized signatories for institutional clients (2 photocopies)</p> <p>and/or</p> <p>Updated and valid Tax Exemption Certificate/BIR Ruling for institutional accounts claiming tax exemption (1 certified true copy)*</p> <p><i>*Note: Subject to Issuer's approval.</i></p>	<p>Any government agency issuing identification cards</p> <p>Bureau of Internal Revenue (BIR)</p>
<p>Properly accomplished forms, signature verified by LBP Branch:</p> <p><b>Individual</b></p> <ul style="list-style-type: none"> <li>✓ Order Ticket (1 original copy)</li> <li>✓ Client Agreement (1 original copy)</li> <li>✓ Data Privacy Consent Form for Investors (1 original copy)</li> <li>✓ Risk Disclosure Statement (1 original copy)</li> <li>✓ Acknowledgement to Invest in Specific Instruments (if applicable) (1 original copy)</li> <li>✓ Investor's Undertaking (notarized) (1 original copy)</li> <li>✓ Authorization (1 original copy)</li> </ul>	<p>LBP Branch – New Accounts / TBMU Treasury Sales Specialist/Officer</p>



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<p>✓ Client Suitability Assessment (CSA) (1 original copy)**</p> <p><i>**Note: Waived for clients investing in plain vanilla peso-denominated Government Security with remaining tenors of up to seven (7) years.</i></p> <p><b>Institutional</b> Above plus: Board Resolution or Secretary's Certificate authorizing the purchase of security, signature verified by LBP Branch (1 original copy)</p>		Client		
<p>Updated / Active LBP Deposit Account</p> <p><i>Note: LBP Account with Branch Code 500 are not allowed.</i></p>		Any LBP Branch – New Accounts		
<p>Authority to Debit/Credit Account (ADCA) (1 original copy)*; or</p> <p>Local/Manager's Check or cash for placement (if applicable)</p> <p><i>*Waived if payment instruction is already covered in the Order Ticket</i></p>		LBP Branch – New Accounts		
		Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit or call any LBP Branch – New Accounts to inquire on Treasury Products; inquiry may also be done via e-mail at customercare@mail.landbank.com)	1.1 Attend to customer concern; conduct Know-Your-Customer (KYC) procedures; provide overview of Treasury Products and provide checklist of requirements	None	1 Hour	Head / Branch Operations Officer (BOO) / Branch Service Officer (BSO) LBP Branch



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.2 Conduct CSA to determine the client's risk profile and the investment product	None		<i>Licensed Salesmen Branch  Personnel/Treasury Sales Personnel TBMU</i>
2. Submit duly accomplished Treasury Investment documents to the LBP Branch of account – New Accounts	2.1 Process the investor's placement	None	40 Minutes	<i>Teller (if paid through cash/check) CA/SA Bookkeeper (if through debit from account), BSO/BOO/BH, LBP Branch</i>
	2.2 Provide client with a copy of the Acknowledgment Receipt, Order Ticket, or machine-validated Order Ticket/ Deposit Slip/ ADCA	None		
3. Wait for the branch's advice on the availability of the Confirmation of Sale (COS)	3.1 Send COS to the concerned LBP Branches	None	22 Banking Days (within 20 Banking Days after issue date)	<i>TOD Personnel TOD</i>
<i>Note: The COS will be available after the issue date.</i>	3.2 Deliver or advise investor to pick up the COS	None	30 Minutes	<i>Head / BOO / BSO/ New Accounts LBP Branch</i>
	<b>TOTAL</b>	<b>None</b>	<b>22 Banking Days, 2 Hours, 10 Minutes</b>	





**5. Brokering / Distribution of Peso-Denominated Government Securities – Treasury Bills (T-Bills), Retail Treasury Bonds (RTBs) and Fixed Rate Treasury Notes (FXTNs) in the Primary Market**

Purchase of T-Bills, RTBs and FXTNs in the Primary Market

<b>Office or Division:</b>	Treasury Brokering and Marketing Unit (TBMU)			
<b>Classification:</b>	Simple			
<b>Type of Transaction:</b>	G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	Eligible Investors, All Government Agencies and Institutional (QIB Investor)			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Bid-Thru Order / Letter of Intent to participate in Auction  <i>Note: Limited to Qualified Buyers only (Individual or Institutional with existing LBP deposit account)</i>		LBP Branch of Account – New Accounts or TBMU Treasury Sales Specialist/Officer		
Authority to Debit/Credit Account (ADCA) (1 original copy)*  or  Local/Manager's Check or cash for placement (if applicable)  <i>*Waived if payment instruction is already covered in the Order Ticket</i>		LBP Branch – New Accounts  Client		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished Investor's documents (Bid thru order only, if existing investor) to the LBP Branch – New Accounts or to TBMU	1.1 Submit consolidated orders to Capital Markets Trading Department (CMTD)	None	2 Hours	<i>Head / Branch Operations Officer (BOO) / Branch Service Officer (BSO) / New Accounts Clerk / Bookkeeper LBP Branch</i>  Or  <i>Treasury Sales Personnel TBMU</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	1.2 Submit order to the Bureau of Treasury	None	2 Hours	<i>Treasury Personnel / Trader</i> CMTD
None	1.3 Send auction results to TBMU	None	1 Hour	<i>Treasury Personnel / Trader</i> CMTD
None	1.4 Inform Branch or investor on auction result	None	10 Minutes	<i>Treasury Sales Personnel</i> TBMU
2. Confirm purchase of security	2.1 Purchase client's security	Bid Thru Fee: Face Value x 0.001	1 Banking Day	<i>Treasury Sales Personnel</i> TBMU
	<b>TOTAL</b>	<b>Bid Thru Fee: Face value x 0.001</b>	<b>1 Banking Day, 5 Hours, 10 Minutes</b>	



**6. Brokering / Distribution of Peso-Denominated Government Securities (GS) – Treasury Bills (T-Bills), Retail Treasury Bonds (RTBs) and Fixed Rate Treasury Notes (FXTNs) in the Secondary Market (Purchase)**

Purchase of T-Bills, RTBs and FXTNs in the Secondary Market

<b>Office or Division:</b>	Treasury Brokering and Marketing Unit (TBMU)	
<b>Classification:</b>	Highly Technical	
<b>Type of Transaction:</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government	
<b>Who may avail:</b>	Eligible Investors, All Government Agencies, Individual and Institutional	
<b>CHECKLIST OF REQUIREMENTS</b>	<b>WHERE TO SECURE</b>	
Valid photo bearing government-issued ID of the individual investor/s or of all authorized signatories for institutional clients (1 photocopy)	Any government agency issuing identification cards	
Properly accomplished forms, signature verified by LBP Branch: <b>Individual</b> <ul style="list-style-type: none"> <li>✓ Order Ticket (1 original copy)</li> <li>✓ Client Agreement (1 original copy)</li> <li>✓ Data Privacy Consent Form for Investors (1 original copy)</li> <li>✓ Risk Disclosure Statement (1 original copy)</li> <li>✓ Acknowledgement to Invest in Specific Instruments (if applicable) (1 original copy)</li> <li>✓ Investor's Undertaking (notarized) (1 original copy)</li> <li>✓ Notarized Special Power of Attorney (1 original copy)</li> <li>✓ Client Suitability Assessment (1 original copy)**</li> </ul> <p><i>**Note: Waived for clients investing in plain vanilla peso-denominated GS with remaining tenors of up to seven (7) years.</i></p>	LBP Branch of Account – New Accounts or TBMU Treasury Sales Specialist/Officer	



CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
<b>Institutional</b> Above plus: ✓ Board Resolution or Secretary's Certificate authorizing the purchase of security, signature verified by LBP Branch (1 original copy)		Client		
Updated / Active LBP Deposit Account  <i>Note: LBP Account with Branch Code 500 are not allowed.</i>		Any LBP Branch – New Accounts		
Authority to Debit/Credit Account (ADCA) (1 original copy)  or  Local/Manager's Check or cash for placement (if applicable)		LBP Branch – New Accounts   Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Visit or call any LBP Branch – New Accounts to inquire on Treasury Products; inquiry may also be done via e-mail at customercare@mail.landbank.com)	1.1 Attend to customer concern; conduct Know-Your-Customer (KYC) procedures; provide overview of Treasury Products and provide checklist of requirements	None	1 Hour	Head / Branch Operations Officer (BOO) / Branch Service Officer (BSO) LBP Branch
None	1.2 Conduct CSA to determine the client's risk profile and the investment product	None		Licensed Salesmen Branch  Personnel/Treasury Sales Personnel TBMU



CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Submit duly accomplished Treasury Investment documents to the LBP Branch – New Accounts	2.1 Accept and coordinate the investor's placement with TBMU	None	20 Minutes	Head / BOO / BSO LBP Branch
3. Confirm purchase of security	3.1 Purchase client 's security	See <b>Annex Z</b>	1 Banking Day	Treasury Sales Personnel TBMU
4. Wait for the confirmation of done transaction	4.1 Inform client on the details of done transactions	None	55 Minutes	Head / BOO / BSO  Teller (if paid through cash/check)
None	4.2 Credit the payment and provide client with a copy of the Order Ticket, or machine-validated Order Ticket/ Deposit Slip/ ADCA	None		CA/SA Bookkeeper (if through debit from account  LBP Branch
5. Wait for the branch's advise on the availability of the Confirmation of Sale (COS)	5.1 Send COS to the concerned LBP Branches	None	6 Banking Days	Treasury Operations Department (TOD) Personnel TOD
	5.2 Deliver or advise investor to pick up the COS	None	30 Minutes	Head / BOO / BSO/ New Accounts LBP Branch



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
	<b>TOTAL</b>	<b>See Annex Z</b>	<b>7 Banking Days, 2 Hours 45 Minutes</b>	



**7. Brokering / Distribution of Peso-Denominated Government Securities (GS) – Treasury Bills (T-Bills), Retail Treasury Bonds (RTBs) and Fixed Rate Treasury Notes (FXTNs) in the Secondary Market (Sale)**

Sale of T-Bills, RTBs and FXTNs in the Secondary Market

<b>Office or Division:</b>	Treasury Brokering and Marketing Unit (TBMU)			
<b>Classification:</b>	Complex			
<b>Type of Transaction:</b>	G2C - Government to Citizen; G2B - Government to Business; G2G - Government to Government			
<b>Who may avail:</b>	Eligible Investors, All Government Agencies, Individual and Institutional			
<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Valid photo bearing government-issued ID of the individual investor/s or of all authorized signatories for institutional clients (1 photocopy)		Any government agency issuing identification cards		
Client's Letter Request (1 original copy) Order Ticket (1 original copy)		Client		
Confirmation of Sale (COS)/ Affidavit of Loss in case of lost COS (1 original copy for full sale) (1 certified true copy if partial sale)		Client		
<b>Institutional Client</b> Above plus: Board Resolution or Secretary Certificate authorizing the sale (signature verified by LBP Branch) (1 original copy)		Client		
Updated / Active LBP Deposit Account <i>Note: LBP Account with Branch Code 500 are not allowed.</i>		Any LBP Branch – New Accounts		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Submit duly accomplished client letter-request to sell addressed to LBP Branch – New Accounts and other required documents	1.1 Accept and process the investor's order to sell security; endorse to TBMU	None	3 Banking Day, 25 Minutes	<i>Teller / Bookkeeper / New Accounts Clerk / Head / Branch Operations Officer (BOO) / Branch Service Officer (BSO) Executive Assistant LBP Branch</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Confirm sale of security	2.1 Sell client's security (once prevailing rates have been relayed to the investor)	See <b>Annex Z</b>	1 Banking Day	<i>Treasury Sales Personnel</i> TBMU
3. Wait for the confirmation of done transactions	3.1 Inform the client on the details of done transactions	None	30 Minutes	<i>Head / BOO / BSO</i> LBP Branch
4. Wait for the crediting of proceeds in the LBP Depositor's Account	4.1 Transfer net proceeds for the sale of securities thru IBTOLS to the LBP Servicing Branch and facilitate release to Investor	None	1 Banking Day (one day after the trade date)	<i>Treasury Operations Department (TOD)</i> <i>Personnel</i> TOD  and  <i>Teller / Bookkeeper / New Accounts Clerk / Head / BOO / BSO</i> LBP Branch
5. Wait for the branch's advise on the availability of the Confirmation of Purchase (COP)	5.1 Send COP to the concerned LBP Branches	None	6 Banking Days	<i>TOD Personnel</i> TOD
	<b>TOTAL</b>	See <b>Annex Z</b>	<b>11 Banking Days, 55 Minutes</b>	





## 8. Investment Banking – Arranging the Issuances of Bonds, Long-term Negotiated Certificates of Deposits (LTNCD), Loan Syndication, Corporate Notes and Debt/Equity Securities

The process of advising the Issuer on the structure and timing of the issuance and managing the entire bond / LTNCD / loan syndication / corporate notes / debt/equity securities.

Equity securities can be common and preferred shares. These also include bank's capital requirements such as Additional Tier 1 and Tier 2 securities.

<b>Office or Division:</b>	Investment Banking Department 1 (IBD 1) and / or Investment Banking Department 2 (IBD 2)
<b>Classification:</b>	Highly Technical; Multi-stage Processing
<b>Type of Transaction:</b>	G2B - Government to Business; G2G - Government to Government
<b>Who may avail:</b>	Private Sector: Corporations, Small and Medium Enterprises (SMEs) Public Sector: Republic of the Philippines (ROP), Government-Owned and/or Controlled Corporations (GOCCs), State Colleges and Universities (SUCs), Local Government Units (LGUs), Government Agencies (GAs) and other Government Instrumentalities Financial Institutions: Banks and Non-Bank Financial Institutions
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Invitation Letter / Request for Proposal (RFP) (1 original copy)	To be provided by Borrower / Client / Other Banks
Certificate of Registration (1 photocopy)	Department of Trade and Industry (DTI) / Securities and Exchange Commission (SEC) / Board of Investments (BOI)
Articles of Incorporation and By-Laws (1 photocopy)	Copy received by the SEC
Latest General Information Sheet (GIS) (1 photocopy)	Copy received by the SEC
Bio-Data of Officers and Directors (1 photocopy)	Borrower / Client
Business Permits (1 photocopy)	LGU Mayor's Office / Other Government Agency depending on the nature of business / industry
Audited Financial Statements (last three years) (1 photocopy)	To be provided by Borrower / Client
Latest Interim Financial Statements (not more than six months old at the time of application) (1 photocopy)	To be provided by Borrower / Client



<b>CHECKLIST OF REQUIREMENTS</b>		<b>WHERE TO SECURE</b>		
Authority to Verify Personal Information Form in accordance with Republic Act (R.A.) No. 10173 known as Data Privacy Act of 2012 (1 original copy)		Form from IBD 1 or IBD 2 to be provided to Borrower / Client		
Basic Business Information Form (1 original or 1 photocopy)		Form from IBD 1 or IBD 2 to be provided to Borrower / Client		
Clearance from Regulatory Bodies (G2G) (1 original copy)		Office of the President (OP), Commission on Audit (COA), National Economic and Development Authority (NEDA), Department of Finance (DOF), Bureau of Local Government Finance (BLGF), Securities and Exchange Commission (SEC), Monetary Board (MB) / Bangko Sentral ng Pilipinas (BSP), Philippine Competition Commission (PCC), Office of the Government Corporate Counsel (OGCC), Governance Commission for GOCCs (GCG), etc.		
Other documents as may be requested by LBP depending on the type of business (1 original and/or 1 photocopy)		To be provided by / to the Borrower / Client depending on other document/s requested		
<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
1. Send Invitation Letter/ RFP for LANDBANK to act as an Arranger of the Bond/ LTNCD/ equity securities Issuance	1.1 Review Invitation Letter/ RFP	None	10 Banking Days	<i>Account Officer (AO), Department Head concerned + Group Head + Sector Head IBD 1 / IBD 2 + Investment Banking Group (IBG) + Treasury and Investment Banking Sector (TIBS)</i>
	1.2 Submit Mandate Letter with Proposal/ Pitchbook in accordance with the terms and conditions of the RFP	None		



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Review and sign Mandate Letter/ Term Sheet to act as an Arranger	<b><u>LBP as Arranger:</u></b> 2.1 Attend meetings with the client and/or Mandated Arranger on the terms of the bond/ LTNCD/ equity securities issuance	None	20 Banking Days	<i>AO + Department Head concerned + Group Head IBD 1 / IBD 2 + IBG</i>
	2.2 Select institutions to be included in the deal	None		<i>AO + Department Head concerned + Group Head IBD 1 / IBD 2 + IBG</i>
	2.3 Select necessary third party service providers to serve as transaction counsel, facility agent and trustee	None		<i>AO + Department Head concerned + Group Head + Sector Head, if applicable IBD 1 / IBD 2 + IBG + TIBS, if applicable</i>
	<b><u>LBP as Participating Arranger:</u></b> 2.1 Forward to Mandated Lead Arranger the signed / approved:	None		<i>AO + Department Head concerned + Group Head + Sector Head, if applicable IBD 1 / IBD 2 + IBG + TIBS, if applicable</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
<i>Con't 2.1 LBP as Participating Arranger</i>	a. Letter of Interest / Commitment, Confidentiality Undertaking / Agreement b. Other documents applicable for the transaction			
None	2.2 Sound off to target clients the acceptability of the proposed transaction	None		<i>AO + Department Head concerned + Group Head IBD 1 / IBD 2 + IBG</i>
None	2.3 Prepare and secure internal approvals of the Underwriting / Issue Management/ Arrangement Proposal	None		<i>AO + Department Head concerned + Group Head+ Approving Committee IBD 1 / IBD 2 + IBG+ LBP Applicable Approving Committee</i>
None	2.4 Assist the client in securing applicable regulatory approvals	None		<i>AO + Department Head concerned + Group Head IBD 1 / IBD 2 + IBG</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
3. Secure applicable regulatory approvals such as, but not limited to, SEC, DOF, BSP ( <i>may follow a sequential order</i> )	3.1 Draft transaction documentation / documentation meetings, offering circular, pre-offer comfort letter, pre-listing comfort letter, auditor's review of financials and prospectus	None	60 Banking Days	AO + Department Head+ Group Head (if applicable) IBD 1 / IBD 2 + IBG (if applicable)
4. Sign all transaction documents	4.1 Secure legal sufficiency on all legal documents from the Transaction Counsel and facilitate signing of all legal documents	None	10 Banking Days	AO + Department Head + Group Head + Legal Officer IBD 1 / IBD 2 + IBG + Banking Legal Services Department (BLSD)
None	4.2 Send Fee Letter for signature of Issuer	None		AO + Department Head + Group Head IBD 1 / IBD 2 + IBG
5. Sign Fee Letter	5.1 Receive signed Fee Letter	None	10 Banking Days	AO + Department Head + Group Head IBD 1 / IBD 2 + IBG

<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
None	5.2 Prepare for Investor Presentation, distribution of invitation letters	None		<i>AO + Department Head + Group Head IBD 1 / IBD 2 + IBG</i>
6. Attend Investor Presentation / Road Shows	6.1 Pre-launch bring-down due diligence	None	5 Banking Days	<i>AO + Department Head + Group Head IBD 1 / IBD 2 + IBG</i>
None	6.2 Launch to Qualified Investors / Buyers (QIBs)	None		<i>AO + Department Head + Group Head IBD 1 / IBD 2 + IBG</i>
None	6.3 QIB bookbuilding period	None		<i>AO + Department Head + Group Head IBD 1 / IBD 2 + IBG</i>
None	6.4 Pricing	None		<i>AO + Department Head + Group Head IBD 1 / IBD 2 + IBG</i>
None	6.5 Public Offer Period	None		<i>AO + Department Head + Group Head IBD 1 / IBD 2 + IBG</i>
7. Submit application documents to Philippine Depository and Trust Corporation (PDTC) for listing to Philippine Dealing Exchange (PDEX)/ Philippine Stock Exchange (PSE)	7.1 Prepare PDTC / PSE application documents	None	5 Banking Days	<i>AO + Department Head + Group Head IBD 1 / IBD 2 + IBG</i>
None	7.2 Pre-closing bring-down due diligence	None		<i>AO + Department Head + Group Head IBD 1 / IBD 2 + IBG</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
8. Submit the Condition Precedent to Arranger	8.1 Consolidation and completion of Conditions Precedent in coordination with the legal counsel and other third parties	None	3 Banking Days	<i>AO + Department Head + Group Head IBD 1 / IBD 2 + IBG</i>
None	8.2 Listing Ceremony/ Settlement	None	1 Banking Day	<i>AO + Department Head + Group Head + Sector Head (if applicable) IBD 1 / IBD 2 + IBG + TIBS (if applicable)</i>
None	8.3 Prepare a statement of account / billing statement to client	Agreed arranger's fee/ agreed percentage x amount of actual participation	1 Banking Day	<i>Teller LBP Branch  or Accounts Assistant (AA) / AO / Department Head IBD 1 / IBD 2</i>
9. Pay the fees to LBP	9.1 Provide official receipt to client			<i>Teller LBP Branch  or AA/AO/Department Head IBD 1 / IBD 2</i>
	<b>TOTAL</b>	<b>Agreed arranger's fee/ agreed percentage x amount of actual participation</b>	<b>125 Banking Days</b>	



## 9. Investment Banking – Financial Advisory

Financial Advisory is the service of providing sound advice to clients who want to explore various options for raising funds for new projects as well as loan restructuring. Normally, borrowers or issuers hire financial advisors to assist in structuring or packaging the terms of financing required, i.e., amount, tenor, rates, etc.

<b>Office or Division:</b>	Investment Banking Department 1 (IBD 1) and/or Investment Banking Department 2 (IBD 2)
<b>Classification:</b>	Highly Technical; Multi-stage
<b>Type of Transaction:</b>	G2B – Government to Business; G2G – Government to Government
<b>Who may avail:</b>	Private Sector: Corporations, Small and Medium Enterprises (SMEs) Public Sector: Republic of the Philippines (ROP), Government-Owned and/or Controlled Corporations (GOCCs), State Colleges and Universities (SUCs), Local Government Units (LGUs), Government Agencies (GAs) and other Government Instrumentalities Financial Institutions: Banks and Non-Bank Financial Institutions
<b>CHECKLIST OF REQUIREMENTS</b>	
<b>WHERE TO SECURE</b>	
Invitation Letter / Request for Proposal (RFP) (1 original copy)	To be provided by Borrower / Client / Other Banks
Certificate of Registration (1 photocopy)	Department of Trade and Industry (DTI) / Securities and Exchange Commission (SEC) / Board of Investments (BOI)
Articles of Incorporation and By-Laws (1 photocopy)	Copy received by the SEC
Latest General Information Sheet (GIS) (1 photocopy)	Copy received by the SEC
Bio-Data of Officers and Directors (1 photocopy)	Borrower / Client
Business Permits (1 photocopy)	LGU Mayor's Office / Other Government Agency depending on the nature of business/industry
Audited Financial Statements (last three years) (1 photocopy)	To be provided by Borrower / Client
Latest Interim Financial Statements (not more than six months old at the time of application) (1 photocopy)	To be provided by Borrower / Client





CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
Authority to Verify Personal Information Form in accordance with Republic Act (R.A.) No. 10173 known as Data Privacy Act of 2012 (1 original copy)		Form from IBD 1 or IBD 2 to be provided to Borrower / Client		
Basic Business Information Form (1 original or 1 photocopy)		Form from IBD 1 or IBD 2 to be provided to Borrower / Client		
Other documents as may be requested by LBP depending on the type of business (1 original and/or 1 photocopy)		To be provided by/to the Borrower / Client depending on other document/s requested		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Send Invitation Letter / RFP for LANDBANK to act as Financial Advisor	1.1 Review Invitation Letter / RFP	None	10 Banking Days	<i>Account Officer (AO), Department Head, Group Head IBD 1 / IBD 2 + IBG</i>
None	1.2 Preliminary review of the Project and Project Proponent	None		<i>AO, Department Head, Group Head IBD 1 / IBD 2 + IBG</i>
None	1.3 Secure LBP internal approvals of the Financial Advisory arrangement	None		<i>AO, Department Head, Group Head, Sector Head (if applicable), Approving Officers IBD1/IBD 2 +IBG+TIBS (if applicable) + LPB Applicable Approving Committee</i>
None	1.4 Submit to Client / Borrower the Mandate Letter in accordance with the terms and conditions of the RFP	None		<i>AO, Department Head, Group Head, Sector Head (if applicable), Approving Officers IBD1/IBD 2+IBG+TIBS (if applicable)</i>



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<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
2. Review and sign LBP Mandate Letter to act as Financial Advisor	2.1 Request for Non-Disclosure Agreement	None	5 Banking Days	<i>Team Head / AO + Department Head + Legal Officer IBD 1 / IBD 2 + Banking Legal Services Department (BLSD)</i>
None	2.2 Request for the documents necessary to perform the financial advisory engagement	None		<i>Team Head / AO + Department Head IBD 1 / IBD 2</i>
3. Submit the documents requested by LBP	3.1 Perform the financial advisory functions	None	60 Banking Days	<i>Head / AO + Department Head + Group Head + Sector Head IBD 1 / IBD 2 + IBG + TIBS</i>
None	3.2 Secure approval of the Financial Advisory Report to be submitted to the Client	None		<i>Head / AO + Department Head + Group Head + Sector Head IBD 1 / IBD 2 + IBG + TIBS</i>
4. Receive Financial Advisory Report from LBP	4.1 Send Billing Statement to Client	None	5 Banking Days	<i>Head / AO + Department Head IBD 1 / IBD 2</i>



<b>CLIENT STEPS</b>	<b>AGENCY ACTIONS</b>	<b>FEES TO BE PAID</b>	<b>PROCESSING TIME</b>	<b>PERSON RESPONSIBLE</b>
5 Pay the corresponding Financial Advisory Fee	5.1 Provide Official Receipt or any other form evidencing receipt of payment from the Client	Agreed fee (usually, a minimum of PHP1.0 Million, depending on the complexity)	1 Banking Day	<i>Teller</i> LBP Branch  or <i>AA / AO / Department Head</i> IBD 1 / IBD 2
	<b>TOTAL</b>	<b>Agreed fee (usually, a minimum of PHP1.0 Million, depending on the complexity)</b>	<b>81 Banking Days</b>	