

Treasury and Investment Banking Services

External Services

1. Trading and Marketing of Agrarian Reform (AR) Bond

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

Office or Division:	Treasury Brokering and Marketing Unit (TBMU)			
Classification:	Highly Technical			
Type of Transaction:	G2C - Government to Citizen			
Who may avail:	Seller: Original Bondholder Buyer-Investor: Individuals, Private or Government Institution			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
See <i>Annex Y</i>		See <i>Annex Y</i>		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
For Seller/Original Bondholder				
1. Request for facilitation of AR Bond sale together with the requirements	1.1 Receive complete documents and evaluate their sufficiency <i>Note: The FSSC/ Branch personnel shall receive and endorse to TBMU for appropriate action</i>	None	1 Banking Day	<i>Treasury Officer TBMU</i> or <i>New Accounts Clerk (NAC)/ Branch Service Officer (BSO)/Branch Operations Officer (BOO) LANDBANK Branch</i> or <i>Agrarian Affairs Analyst/ Agrarian Affairs Specialist (AAS)/ Senior AAS FSSC</i>
None	1.2 Issue clearance on sale documents	None	1 Banking Day	<i>Treasury Officer TBMU</i>
None	1.3 Offer AR Bond for sale to Buyer-Investor	None	Market-Driven (subject to availability of willing buyer/s)	<i>Treasury Officer TBMU</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Wait for the proceeds	2.1 Upon the sale of AR bond, process the release of bond's sale proceeds based on the mode of payment receipt in the Authority to Sell	None	1 Banking Day	<i>Treasury Officer</i> TBMU and <i>TOD personnel</i> TOD
For Buyer-Investor				
1. Submit the documentary requirements	1.1 Receive and verify the completeness of documents <i>Note: The Branch personnel shall receive and endorse to TBMU for appropriate action</i>	None	2 Banking Days	<i>Treasury Officer</i> TBMU or NAC/BSO/BOO LANDBANK Branch or <i>Agrarian Affairs Analyst/ Agrarian Affairs Specialist (AAS)/ Senior AAS</i> FSSC
	1.2 Provide Initial offer to buyer-investor			<i>Treasury Officer</i> TBMU
2. Confirm the purchase of AR Bond	2.1 Request Buyer to accomplish the Confirmation of Purchase (send thru email or physical original copy) and prepare final offer	None	1 Banking Day	<i>Treasury Officer</i> TBMU

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	2.2 Prepare Payment Acceptance Order (PAO) and submit to Branch			
3. Pay the corresponding fee on the settlement date, following the mode of payment indicated in the confirmation of purchase	3.1 Process the client's payment	Amount of AR Bond, Investor's Fee of 1.25% of the Bond's Principal Balance and Processing fee of 0.75% of Bond Proceeds	1 Banking Day	<i>Teller/ CASA Bookkeeper</i> LANDBANK Branch
	3.2 Prepare and transmit Confirmation of Sale to TBMU	None	1 Banking Day	<i>TOD Personnel</i> TOD
4. Receive new AR Bond	4.1 Prepare Memorandum request for transfer of AR Bond to AgRAD	None	1 Banking Day	<i>Treasury Officer</i> TBMU
	4.2 Process the transfer of AR Bond to new Bondholder	Transfer Fee: PHP150 per Bond Certificate	7 Banking days	<i>Agrarian Personnel</i> AgraD

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
	4.3 Release the AR Bond to Buyer using the agreed mode of receipt (e.g., thru Servicing Branch or, for Metro Manila, deliver to the registered address)	None	7 Banking Days	<i>Treasury Officer</i> TBMU
	TOTAL	For Buyer-Investor: Amount of AR Bond, Investor's Fee of 1.25% of the Bond's Principal Balance, Processing fee of 0.75% of Bond Proceeds Transfer Fee: PHP150 per Bond Certificate	For Seller/ Original Bondholder: 3 Banking Days (excluding the waiting time looking for willing buyers) For Buyer-Investor: 20 Banking Days	

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

Underwriting is a service that guarantees the sale of securities such as, but not limited to, bonds or shares of stocks issued by a client. The underwriter ensures that funds will be raised, and any unsold securities must be absorbed under a firm commitment.

Arrangement is a service that assists an issuer/borrower in raising funds, often in collaboration with multiple banks. This service may include advising the client on the terms, structure, timing of the issuance and management of the entire issuance process for bonds / LTNCD / loan syndication / corporate notes / debt/equity securities. LANDBANK may also provide arrangement services for project finance transactions.

Debt securities may include bank loans, bonds, and corporate notes. Equity securities can be common and preferred shares.

Office or Division:	Investment Banking Department 1 (IBD 1) and / or Investment Banking Department 2 (IBD 2)		
Classification:	Highly Technical; Multi-stage Processing		
Type of Transaction:	G2B - Government to Business; G2G - Government to Government		
Who may avail:	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		
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE	
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	

CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
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		
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 LANDBANK 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 an Underwriter/ Arranger of the debt and equity securities issuance	1.1 Receive and review the Invitation Letter/ RFP	None	10 Banking Days	Account Officer (AO), Department Head concerned + Group Head + Sector Head IBD 1 / IBD 2 + Investment Banking Group (IBG) + Treasury and Investment Banking Sector (TIBS)
2. Negotiate and agree on the terms of the engagement of Landbank services	2.1 Submit Mandate Letter with Proposal/ Pitchbook in accordance with the terms and conditions of the RFP	None		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
3. Review and sign Mandate Letter/ Term Sheet relating to the Underwriter/ Arranger services	3.1 Work with client in structuring/ crafting suitable terms and conditions for the fund-raising and in executing due diligence process, approval and documentation processes	None	20 Banking Days	AO + Department Head concerned + Group Head IBD 1 / IBD 2 + IBG
4. Work with the Underwriter/ Arranger towards execution and completion of the transaction contemplated under the Mandate	4.1 Form a syndicate of underwriters/ arrangers and/or lenders	None		AO + Department Head concerned + Group Head IBD 1 / IBD 2 + IBG
None	4.2 Select necessary third-party service providers (i.e., transaction counsel, facility agent, trustee, technical advisor, among others)	None		AO + Department Head concerned + Group Head + Sector Head, if applicable IBD 1 / IBD 2 + IBG + TIBS, if applicable
	4.3 Assist the client in securing applicable internal and regulatory approvals	None		AO + Department Head concerned + Group Head IBD 1 / IBD 2 + IBG

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
5. Secure applicable regulatory approvals such as, but not limited to, SEC, DOF, BSP (<i>may follow a sequential order</i>)	5.1 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)
6. Sign all transaction documents	6.1 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	6.2 Send Fee Letter for signature of Issuer	None		AO + Department Head + Group Head IBD 1 / IBD 2 + IBG
7. Sign Fee Letter	7.1 Receive signed Fee Letter	None	10 Banking Days	AO + Department Head + Group Head IBD 1 / IBD 2 + IBG
None	7.2 Prepare for Investor Presentation, distribution of invitation letters	None		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
8. Attend Investor Presentation / Road Shows	8.1 Pre-launch bring-down due diligence	None	5 Banking Days	AO + Department Head + Group Head IBD 1 / IBD 2 + IBG
None	8.2 Launch to Qualified Investors / Buyers (QIBs)	None		
None	8.3 QIB bookbuilding period	None		
None	8.4 Pricing	None		
None	8.5 Public Offer Period	None		
9. Submit application documents to Philippine Depository and Trust Corporation (PDTC) for listing to Philippine Dealing Exchange (PDEX)/ Philippine Stock Exchange (PSE)	9.1 Prepare PDTC / PSE application documents	None	5 Banking Days	AO + Department Head + Group Head IBD 1 / IBD 2 + IBG
None	9.2 Pre-closing bring-down due diligence	None		
10. Submit the Condition Precedent to Arranger/ Underwriter	10.1 Consolidation and completion of Conditions Precedent in coordination with the legal counsel and other third parties	None	3 Banking Days	AO + Department Head + Group Head IBD 1 / IBD 2 + IBG

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
None	10.2 Listing Ceremony/ Settlement	None	1 Banking Day	AO + Department Head + Group Head + Sector Head (if applicable) IBD 1 / IBD 2 + IBG + TIBS (if applicable)
None	10.3 Prepare a statement of account / billing statement to client	Agreed arranger's fee/ agreed percentage x amount of actual participation	1 Banking Day	Teller LANDBANK Branch or Accounts Assistant (AA) / AO / Department Head IBD 1 / IBD 2
11. Pay the fees to LANDBANK	11.1 Provide official receipt to client			Teller LANDBANK Branch or AA/AO/Department Head IBD 1 / IBD 2
	TOTAL	Agreed arranger's fee/ agreed percentage x amount of actual participation	125 Banking Days	

3. Investment Banking – Financial Advisory

Financial Advisory is the service of providing sound advice to clients who want to explore various fund-raising options in relation to their business plans and future direction. Normally, borrowers or issuers hire financial advisors to assist in structuring or packaging the terms of financing required, i.e., amount, tenor, rates, and others.

Advisory may also include valuation services, advising on mergers and acquisitions, divestments, among others.

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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 LANDBANK 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	Account Officer (AO), Department Head, Group Head IBD 1 / IBD 2 + IBG
None	1.2 Preliminary review of the Project and Project Proponent	None		AO, Department Head, Group Head IBD 1 / IBD 2 + IBG
None	1.3 Secure LANDBANK internal approvals of the Financial Advisory arrangement	None		AO, Department Head, Group Head, Sector Head (if applicable), Approving Officers IBD1/IBD 2 +IBG+TIBS (if applicable)
None	1.4 Submit to Client / Borrower the Mandate Letter in accordance with the terms and conditions of the RFP	None		AO, Department Head, Group Head, Sector Head (if applicable), Approving Officers IBD1/IBD2 +IBG+TIBS (if applicable)

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Review and sign LANDBANK 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 LANDBANK	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 LANDBANK	4.1 Send Billing Statement to Client	None	5 Banking Days	<i>Head / AO + Department Head IBD 1 / IBD 2</i>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 Days	<i>Teller</i> LANDBANK Branch or <i>AA / AO / Department Head</i> IBD 1 / IBD 2
	TOTAL	Agreed fee (usually, a minimum of PHP1.0 Million, depending on the complexity)	81 Banking Days	