

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 LANDBANK Branch</i>
	3.2 Prepare and transmit Confirmation of Sale to TBMU	None	1 Banking Day	<i>TOD Personnel TOD</i>
4. Receive new AR Bond	4.1 Prepare Memorandum request for transfer of AR Bond to AgRAD	None	1 Banking Day	<i>Treasury Officer TBMU</i>
	4.2 Process the transfer of AR Bond to new Bondholder	Transfer Fee: PHP150 per Bond Certificate	7 Banking days	<i>Agrarian Personnel AgraD</i>

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 – 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.

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
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		
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 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		

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
2. Review and sign Mandate Letter/ Term Sheet to act as an Arranger	<u>LANDBANK as Arranger:</u> 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</i> IBD 1 / IBD 2 + IBG
None	2.2 Select institutions to be included in the deal	None		<i>AO + Department Head concerned + Group Head</i> IBD 1 / IBD 2 + IBG
None	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</i> IBD 1 / IBD 2 + IBG + TIBS, if applicable
	<u>LANDBANK as Participating Arranger:</u> 2.1 Forward to Mandated Lead Arranger the signed / approved:	None		<i>AO + Department Head concerned + Group Head + Sector Head, if applicable</i> IBD 1 / IBD 2 + IBG + TIBS, if applicable

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
<i>Con't 2.1 LANDBANK 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+ LANDBANK 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>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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>

CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
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 LANDBANK Branch or Accounts Assistant (AA) / AO / Department Head IBD 1 / IBD 2</i>
9. Pay the fees to LANDBANK	9.1 Provide official receipt to client			<i>Teller LANDBANK Branch or AA/AO/Department Head IBD 1 / IBD 2</i>
	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 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.

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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	<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 LANDBANK 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>

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 Day	<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	