



Republika ng Pilipinas
Kagawaran ng Pananalapi
Kawanihan ng Ingatang-Yaman
(Bureau of the Treasury)
Intramuros, Manila

TREASURY CIRCULAR NO. 03-2013
December 11, 2013

**IMPLEMENTING GUIDELINES
OF THE
MEMORANDUM OF AGREEMENT FOR AUTHORIZED AGENT
BANKS/AUTHORIZED GOVERNMENT DEPOSITORY BANKS IN THE
COLLECTION AND REMITTANCE OF NATIONAL INTERNAL REVENUE
TAXES/CUSTOMS DUTIES/OTHER NATIONAL COLLECTIONS UNDER THE
TREASURY SINGLE ACCOUNT (TSA) FRAMEWORK**

This Circular is issued to implement the Memorandum of Agreement for Authorized Agent Banks/Authorized Government Depository Banks in the Collection and Remittance of national internal revenue taxes/customs duties/other national collections under the Treasury Single Account (TSA) Framework.

A. BACKGROUND

In accordance with Executive Order No. 55 (2011), the Bureau of Treasury (BTr) shall operate a Treasury Single Account (TSA) to receive remittance of collections of internal revenue taxes/customs duties from Bureau of Internal Revenue (BIR)/Bureau of Customs (BOC) authorized agent banks as well as other national collections of National Government Agencies from authorized government depository banks.

The TSA, which shall be maintained at the Bangko Sentral ng Pilipinas (BSP), will align the government policy of greater financial management and control of its cash resources and allow the unification of the structure of government bank accounts to enable consolidation and optimum utilization of government cash resources.

As part of the initiative to implement the TSA, the TSA Reporting and Monitoring System (TRAMS) was developed for the purpose of providing BTr with a consolidated view of its cash position through the acceptance of report from the authorized agent banks (AABs) and authorized government depository banks (AGDBs) via a secure file transfer protocol (FTP) site. Moreover, TRAMS will equip the Bureau of a valuable tool for a simplified and efficient electronic monitoring of collections and generate desired reports that are necessary for informed decision-making.

The BTr, together with the BIR and BOC, executed an amendment/supplement agreement with AABs and AGDBs as part of the TSA Framework implementation.

B. OBJECTIVES

1. To provide greater transparency in the Public Financial Management (PFM);
2. To gain greater clarity to national financing needs and the management of the public debt;
3. To increase fiscal savings (less transaction charges, more revenues);
4. To improve financial markets;
5. To provide more accurate accounting and improved reporting.

C. COVERAGE

These guidelines shall cover the policies and procedures in the remittance and reporting of collections of national internal revenue taxes/customs duties/national revenue collections to BTr received through all collection channels.

D. GENERAL GUIDELINES

1. BTr Accounts with the AABs and AGDBs.
 - a. The BTr will maintain the following accounts with the AABs: 1 account for "BIR" and 1 account for "BOC".
 - b. The BTr will maintain the following accounts with the AGDBs: 1 account for "BIR-Others", 1 account for "BOC-Others" and 1 account for "NGA-Others". All these accounts with the AGDBs will be used for deposited collections made by National Government Agencies (NGAs), e.g, LTO, DTI, etc. under the National Collection System. The other accounts for BIR and BOC will allow BTr to capture collections made by BIR/BOC Regional/National Collecting Officers.
2. Remittance of Collection (cash and checks)

AABs/AGDBs shall remit all BIR/BOC/NGA collections net of adjustment(s), if any, to the account of the BTr with Bangko Sentral ng Pilipinas (the "BTr-Treasury Single Account" or "BTr-TSA") not later than 10:00 AM of the succeeding banking day from date of collection through the electronic facility provided by the BSP.

Account Name : TOP RDDA
BIC : BTRPHM1

Agency	Trans. Code	Description
BIR	101	BIR Tax Collections
	108	BIR Creditable Withholding Tax
	109	BIR Own Tax Liabilities
		BIR NCO (new)
BOC	72	PAS Advanced Import Duties
	73	PAS Final Payment Import Duties

	74	PAS Import Processing Fees
	75	Non PAS Advance Import Duties
	76	Non PAS Final Payment Import Duties
	77	Non PAS Import Processing Fees
	78	Export Documentary Stamp Fees
	79	Non Tax Collections (new)
	86	Transfer of Fund from SGB to BTr-MDS
		BOC NCO (new)

In case the remittance date is a non-banking day, remittance shall be made on the succeeding banking day.

3. Report of Collection

- a. AABs/AGDBs shall submit to BTr a collection report comprising all BIR/BOC/NGAs collections including adjustments, in Comma Separated Value (.csv) file format, through the Secured File Transfer Protocol (SFTP) folder of BTr-TRAMS not later than 2:00PM of the succeeding banking day from date of collection using the following naming convention:

File naming convention:

XXXXMMDDYYYYMMDDYYYYC.csv

Where:

XXXX – Bank Identifier/TRAMS Bank Code

MMDDYYYY – Remittance/Report Date

MMDDYYYY – Transaction Date

C – Collection Identifier (Fixed Value)

Please refer to **Appendix A** for the TRAMS Users Guide.

The Collection Report shall include the adjustments made by the AAB/AGDB broken down as to (1) BIR, (2) BOC and (3) Other Collections (for AGDBs).

- b. In case the reporting date is a non-banking day, reporting of collections shall be made on the succeeding banking day.
- c. AAB/AGDB shall submit to BTr a certified correct report on the number of transactions using **Form 1 (Annex A)** which shall serve as basis for payment of the transaction fees within five (5) banking days at the end of each month.

Submission of the report will be addressed to:

Deputy Treasurer Christine L. Sanchez
Attention: Director, Accounting Service
Bureau of the Treasury
Ayuntamiento Building

Cabildo Street corner A. Soriano Avenue
Intramuros, Manila

Any adjustments on the actual number of validated BIR/BOC transactions shall be effected against the RDDA of the AAB or future payments to be made by BTr to the AABs in accordance with the debit/credit authority **Form 2 (Annex B)**. In cases of auto debit to the AAB RDDA, BTr-Asset Management Service (AMS) shall notify and submit corresponding debit advice to the AAB.

The BTr-Accounting Service will transmit the certified correct report of the number of transactions to BIR and BOC within two (2) banking days from receipt from the AABs for validation purposes.

4. Adjustment/s of Collections (Cash/Check Remittance and Reporting)

- a. Adjustments shall be allowed on the following reasons:
 - i. returned checks due to insufficient fund and/or technicalities;
 - ii. over/under-remittance of collections.
- b. Adjustment on the collections due to insufficient fund/technicalities shall be effected against succeeding day's collection and shall be indicated in the Collection Report with reference to the collection date subject of adjustment, and to be submitted through the TRAMS.
- c. AAB/AGDB shall submit to BTr-Accounting Service the appropriate exception report/documentation following existing format **Form 3A - BIR Form 12.58 Returned Check (Annex C)** and **Form 3B - BIR Schedule (Annex D)** or **Form 4- BOC Schedule (Annex E)** or **Form 5- NGA (Annex F)** within five (5) banking days from collection date. The exception report shall be addressed to:

Deputy Treasurer Christine L. Sanchez
Attention: Director, Accounting Service
Bureau of the Treasury
Ayuntamiento Building
Cabildo Street corner A. Soriano Avenue
Intramuros, Manila

In cases of returned check/s, the AAB/AGDB shall be allowed to submit the exception report within fifteen (15) days from collection date, duly stamped "Received" by the BIR/BOC/NGA concerned.

- d. Adjustments to be made beyond the allowed five (5) banking days from collection date shall have prior clearance from the BTr. The BTr shall acknowledge receipt of adjustment

requests from banks and coordinate with the BIR/BOC/NGA concerned for immediate action and approval.

5. Penalties for Failure/Incorrect/Late Fund Remittance or Reporting

- a. In cases of failure of fund remittance/incorrect remittance/late remittance of BIR/BOC/NGA collections to the BTr-TSA with BSP, the AAB/AGDB shall be subject to the following:
 - i. Pay to BTr interest on the amount of BIR/BOC/NGA collection which was not remitted/incorrectly remitted/late remitted, computed based on prevailing BSP overnight lending rate, compounded daily from date of collection until actual remittance; and
 - ii. Administrative sanctions in accordance with its accreditation as BIR/BOC-Authorized Agent Bank or as Authorized Government Depository Bank.

For subsequent violations, the AAB/AGDB shall pay to BTr interest on the erroneous amount of BIR/BOC/NGA collection, computed based on prevailing BSP overnight lending rate plus penalty equivalent to five percent (5%) of the amount of BIR/BOC/NGA collections which was not remitted/incorrectly remitted/late remitted, compounded daily from date of collection until actual remittance, without prejudice to administrative, civil and criminal liabilities imposed under the Tax Code/Tariff and Customs Code and other laws, rules and regulations implemented by the BIR/BOC/BTr.

Penalties will only be imposed if the adjustment/s made on the cash/check remittance cannot be substantiated by exception report/s to be submitted by the AAB/AGDB within the allowed period under Part D No. 4 (c) above.

- b. In cases of failure to submit collection report/incorrect collection report/late collection report for BIR/BOC/NGA collections to the BTr, the AAB/AGDB shall pay penalty to BTr equivalent to Two Hundred Pesos (PhP200.00) per day but not exceeding 25% of the amount of collection, until submission of the collection report for the particular value date of collection.

E. HELP DESK

Single point of contact for AABs/AGDBs to provide immediate assistance in the remittance of collections and other concerns to BSP and in the

submission of reports to TRAMS, call or email listed names/addresses below:

Concern	Contact Person	Contact Number
		Email Address
Accounting	Nolito M. Umayam	663-2223 numayam@treasury.gov.ph
Asset Management	Maureen P. Barandon	527-2794 mbarandon@treasury.gov.ph
IT	John Rudolf Adriano	663-2268 jadriano@treasury.gov.ph
TRAMS-Technical	Ronaldo R. Averion Ryan P. Carbonell	525-0006 raverion1205@yahoo.com ryan_carbonell@yahoo.com
Remittance of Collections	Remedios Macapinlac Ma. Victoria Francisco Leticia Barroga Ed Marquez	400-7071; 400-7073; 400-7024; 708-7694; 708-7697; 708-7540 payments_unit@bsp.gov.ph

F. EFFECTIVITY/IMPLEMENTATION

This Order shall take effect on January 2, 2014 and will strictly follow the attached timetable.


ROSALIA V. DE LEON
Treasurer of the Philippines

002266

Name of Bank

Date: _____

Ms.Christine L. Sanchez
Deputy Treasuere
Bureau of the Treasury
Ayuntamiento Building
Cabildo Street corner A. Soriano Avenue
Intramuros, Manila

Attention: Director, Accounting Service

Below is the summary of the Bank's transactions covering the month of (covered month):

Government Agency	Types of Channel	Number of Transactions	Charges	Charges
BIR	OTC-LBDES	XXX	Php 40.00	Php XX.XX
BIR	EFPS	XXX	Php 10.00	Php XX.XX
BOC	PASS5	XXX	Php 10.00	Php XX.XX

In case of queries, please coordinate with:

Name of Person
Name of Department/Unit
Email Address
Contact Number

Thank you.

Prepared by:

Certified Correct by:

Position/Title

Position/Title

Form 2 – Annex B

-----Philippines Payment Sytem – Message File-----

Created	:	_____	Created by	:	_____
Modified	:	_____	Modified by	:	_____
Sent	:	_____	Verified by	:	_____
Payment	:	_____	Sent by	:	_____

-----Message Header-----

Sender : _____

Receiver : Bank Code
 Name of Bank

Message Type : _____

-----Message Text-----

20 : _____

21 : _____

32A : Value Date, Currency Code, Interbank Settled Amount
 Value Date : _____
 Currency : _____
 Amount : _____

58D : Beneficiary Institution – Name and Address
 : Name of Bank
 and Account Number (if applicable)

72 : Sender to Receiver information

-----End of Message-----

BIR Form 12.58 (Revised)

NAME of BANK and Bank Code
Address of Bank

Date Prepared: _____
Report Control No. _____

REPORT OF RETURNED / DISHONORED CHECKS

A. Accumulated Total for the Month P

B. Dishonored Checks received as part of Collections on:

Name & Address of Taxpayer	Taxpayer's Identification No.	Check Number	Account Number	Drawee Bank	Type of Tax	Reason for Dishonor	AMOUNT
TOTAL							

C. Accumulated Total for the Month P

Certified Correct: _____

Name and Signature of Bank's Authorized Official
Designation

ACKNOWLEDGEMENT

Received Dishonored checks listed above except the following:

<u>Check Number</u>	<u>Date</u>	<u>Drawee Bank</u>	<u>Amount</u>
			P
			P

The amount of _____ maybe deducted from the gross collection of "Name of Bank" on "Collection Date"

Signed: _____

Head of Office (RDO)
Designation

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	<i>T.200.1</i>	<i>TSA Report and Monitoring System</i>	Effectivity	01/01/14

INTRODUCTION

TSA Reporting and Monitoring System or TRAMS is an electronic banking system that allows the Bureau of the Treasury to have a consolidated view of its cash position through the acceptance of report from the authorized agent banks (AABs) via a secure file transfer protocol (FTP) site.

TRAMS was initiated for the purpose of providing BTr with a consolidated view of its cash position at the start of each day and assist BTr users to take advantage of the online analytical processing (OLAP) technology to perform powerful, interactive multi-dimensional analysis of data.

Overall, it is envisioned that TRAMS will equip BTr with enough tools in helping the government achieve its objectives efficient reconciliation of bank balances and effective management of cash resources.

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ACTIVITY

A. TRAMS User Authorizers

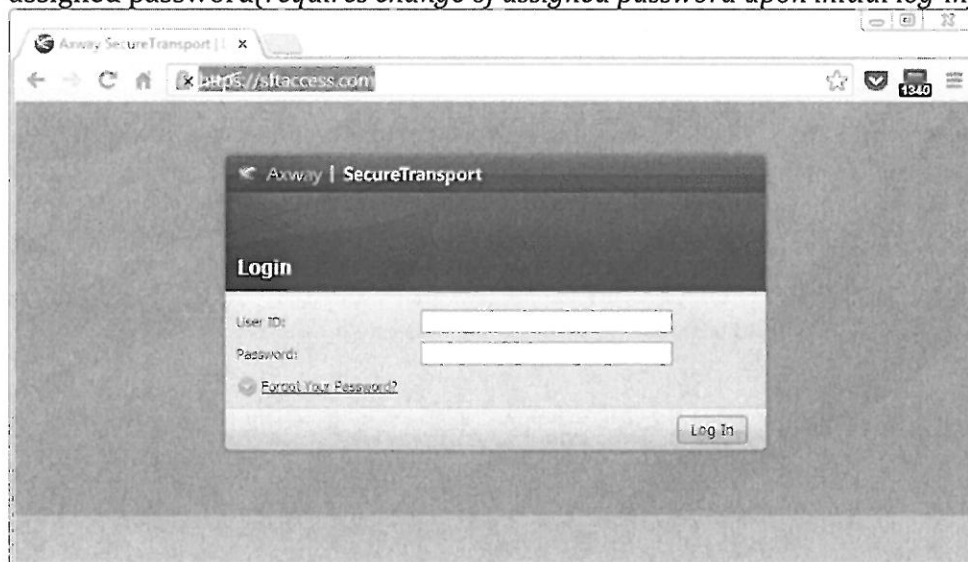
- A. Submit to BTr the List of TRAMS User Authorizers with their corresponding specimen signatures;

The user enrolment form shall be sent to:

Atty. William A. Beluso, Jr.
 OIC Director, Legal Service
 Bureau of the Treasury
 Ayuntamiento Building
 Cabildo Street corner A. Soriano Avenue
 Intramuros, Manila
 Fax No. xxx-xxxxx

B. TRAMS File Transfer Protocol (FTP) User Enrolment

1. Fill out and submit Enrolment Form to the BTr;
2. Receive User ID and password;
3. Log-on to TRAMS FTP (<https://sftaccess.com>) for the immediate change of assigned password (*requires change of assigned password upon initial log-in*);



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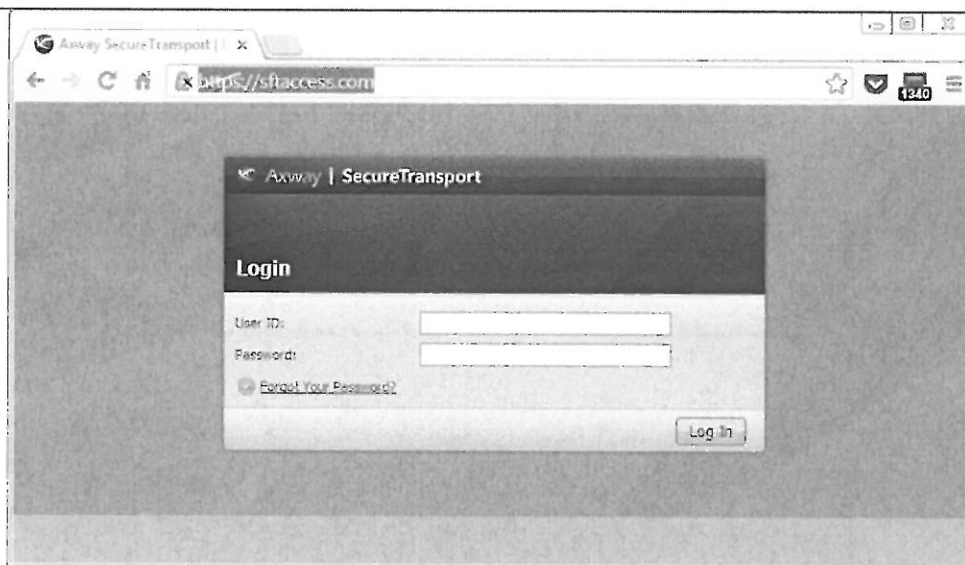


C. Preparation and Uploading of Reports to TRAMS

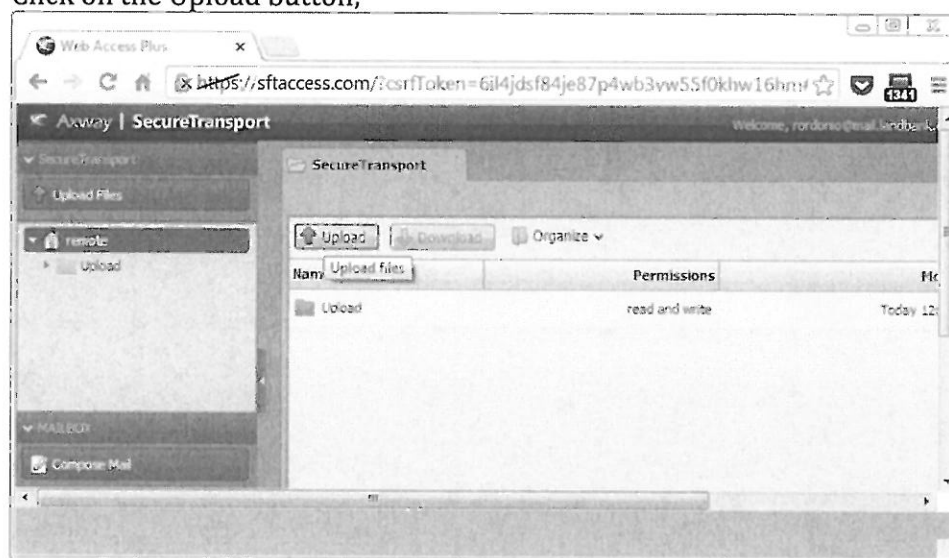
1. Prepare TRAMS reports in BTR Reporting Format;
2. Ensure files submitted via the FTP contains the following correct information:
 - a. File Name
(should be comma delimited (.csv) file with the naming convention T999MMDDYYYYMMDDYYCYC.csv where :*
 - ✓ T999 = TRAMS Bank Code
 - ✓ 1st MMDDYYYY = TRAMS Reporting Date (MM = Month, DD = Date, YYYY = Year)
 - ✓ 2nd MMDDYYYY = Collection Date (MM = Month, DD = Date, YYYY = Year)
 - ✓ C file identifier
 - b. TRAMS Bank Code
 - c. Collection Date
 - d. Reporting Date
 - e. Collection Identifier
 - f. Collection Type
 - g. Collection Channel
 - h. Transaction Type
 - i. Collection Adjustment Type
 - j. Net Amount
 - k. Hash Total
 - l. Number of Collection Records
 - m. Number of Adjustment Records
3. Access <https://sftaccess.com> on the web browser;

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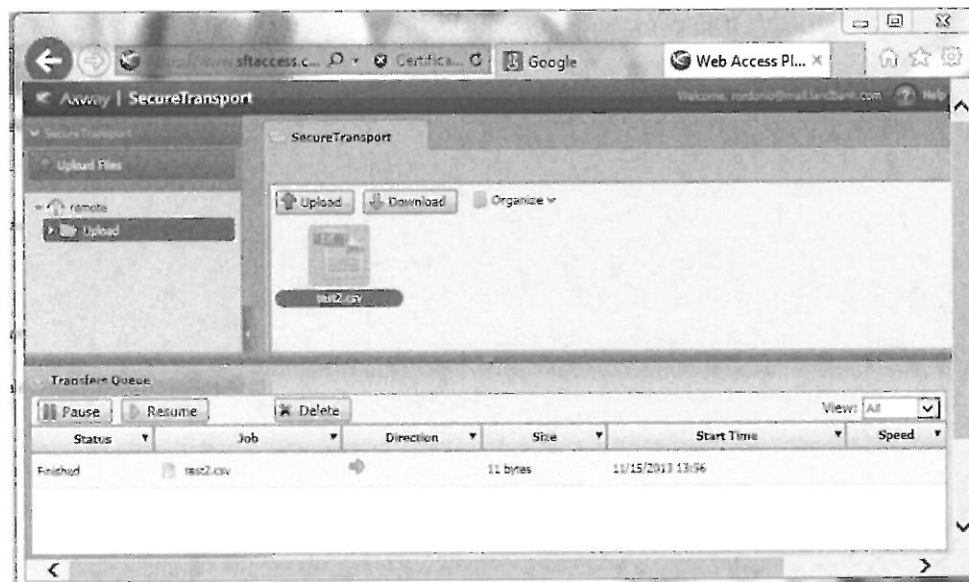
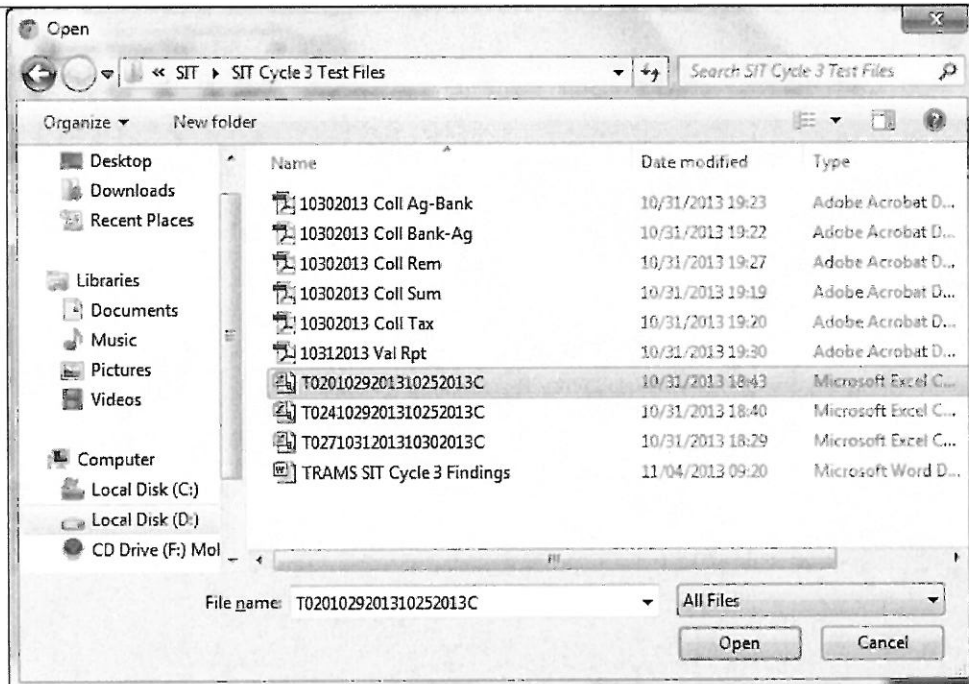
4. Log-on to the FTP server using User ID and password;
5. Click on the Upload button;



6. Locate and select the *.csv file to be uploaded on the popped-up window and click the Open button.
(The TRAMS FTP displays the status of the transmission of the file in the Transfers Queue section of the TRAMS FTP screen. The system shall display the status "Finished" for successfully transmitted files. Likewise, an email notification shall be sent to the logged-on user's nominated email address.)

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D. Adjustments


- A. Prepare and submit a detailed report and supporting documents (outside of TRAMS), within five banking days from transaction date, to the BTr

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corresponding to the adjustment records reported as lump sum in the BTR Collection Reporting Format hand-off file;
B. Indicate in the <i>Amount</i> field of the adjusting record of the BTR Collection Reporting hand-off file as <i>negative</i> value adjustment due to returned checks and over-remittance, while as positive value for under-remittance.
C. Correct and re-transmit invalid files;

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 BUREAU OF THE TREASURY								
TSA REPORTING AND MONITORING SYSTEM (TRAMS) FTP USER ENROLLMENT FORM								
New Enrollment		Update Information (Pls. specify) <input type="checkbox"/>		Addition <input type="checkbox"/>	Deletion <input type="checkbox"/>	Enrollment Date _____		
Bank Name								
Office Address								
Name of User/s		<u>First Name</u>	<u>Middle Name</u>	<u>Last Name</u>	<u>Designation</u>	<u>Contact Number</u>	<u>E-Mail</u>	<u>Signature</u>
1.								
2.								
3.								
I/We hereby agree to the terms and conditions governing the Reporting of BIR/BOC Collections to BTr through the BTr - TSA Reporting and Monitoring System.								
Authorizing Officer: (Senior Bank/ Company Officer)								
_____ Signature Over Printed Name/ Date Signed								
FOR BTr USE								
Date and Time Received		For Endorsement						

Note to User: This enrollment form shall be submitted to the Bureau of the Treasury (BTr).

Appendix A - Form II

TRAMS Validation Rules		
Field	Validation Rules	Error Message
File Name Validation		
File Name	<ol style="list-style-type: none"> 1. Bank Identifier must be a valid TRAMS Code based on the Authorized Agent Banks table. 2. Bank Identifier must be in the format as specified in the Authorized Agent Banks table, i.e. T999 3. Report Date and Transaction Date must be in MMDDYYYY format 4. Report Date must be the date for processing 5. Transaction date must be the date for processing 6. Collection Identifier must be "C" 	Invalid File Name
Header Validation		
Bank Identifier	<ol style="list-style-type: none"> 1. Must be a valid TRAMS Code based on the Authorized Agent Banks table 2. Must be in the format as specified in the Authorized Agent Banks table, i.e. T999 	Invalid Bank Identifier
Report Date	<ol style="list-style-type: none"> 1. Must be in MMDDYYYY format 2. Date must be the Report Date for processing 	<ol style="list-style-type: none"> 1. Incorrect Report Date Format 2. Incorrect Report Date
Transaction Date (Header)	<ol style="list-style-type: none"> 1. Must be in MMDDYYYY format 2. Date must be the Transaction Date for processing 	<ol style="list-style-type: none"> 1. Incorrect Transaction Date Format 2. Incorrect Transaction Date
Collection Identifier	Valid value is only "C"	Incorrect Collection Identifier
Net Amount	Must be the absolute value of the difference between total reported collection amount less total reported collection adjustment amount	Incorrect Net Amount
Collection Details Validation		
Collection Agency Code	Must be a valid Collection Agency Code based on the Collection Agencies table	Incorrect Collection Agency Code for collection record 9999 where: 9999 = line number for the incorrect record
Collection Type Code	Must be a valid Collection Type Code based on the Collection Type table	Incorrect Collection Type Code for collection record 9999 where: 9999 = line number for the incorrect record
Collection Channel	Must be a valid Collection Channel, i.e. OTC, ELE or NCS only	Incorrect Collection Channel for collection record 9999 where: 9999 = line number for the incorrect record

Appendix A - Form II

Transaction Type Code (for Collection Records)	Must be a valid Transaction Type Code i.e. CSH or CHK only for Collection Line Identifier = C	Incorrect Transaction Type Code for collection record 9999 where: 9999 = line number for the incorrect record
Collection Amount	Must be numeric and greater than zero	Invalid Amount for collection record 9999 where: 9999 = line number for the incorrect record
Collection Adjustment Details Validation		
Adjustment Date	Must be in MMDDYYYY format	Incorrect Format
Transaction Date (for Adjustment Records)	Must be in MMDDYYYY format	Incorrect Format
Transaction Type Code (for Adjustment Records)	Must be a valid Transaction Type Code RCR Returned Check BIR RCC Returned Check BOC RCO Returned Check Others ADR Adjustment BIR ADC Adjustment BOC ADO Adjustment Others	Incorrect Transaction Type Code for adjustment record 9999 where: 9999 = line number for the incorrect record
Collection Adjustment Amount	Must be numeric	Invalid Amount for collection record 9999 where: 9999 = line number for the incorrect record
Footer Validation		
Total Number of Reported Collection Records	Counted number of reported collection records (as identified by Collection Line Identifier = C) should be equal to the Total Number of Reported Collection Records field in the Footer Line	Footer information does not tally with number of records in the details
Total Number of Reported Collection Adjustment Records	Counted number of reported collection adjustment records (as identified by Adjustment Line Identifier = A) should be equal to the Total Number of Reported Collection Adjustment Records field in the Footer Line	Footer information does not tally with number of records in the details
Hash Total	Must be equal to the sum of the Total Number of Collection Records, Total Number of Reported Collection Adjustment Records, Total Collection Amount + Total Collection Adjustment Amount, and Report Date	Incorrect Hash Total

TSA REPORTING AND MONITORING SYSTEM (TRAMS) FILE REPORTING FORMAT

1. Format Type

Comma Delimited Text File (.csv)

2. File Name Convention

XXXXMMDDYYYYMMDDYYYYC.csv

Where:

Field	Attribute	Content Description	Valid Values
Bank Identifier	Alphanumeric (4)	TRAMS Code for Authorized Agent Banks	Valid Values: See Authorized Agent Banks table
Report Date	Date (8)	Reporting/remittance date	Format: MMDDYYYY e.g. 09272013 (Sept 27, 2013)
Transaction Date	Date (8)	Transaction Date of reported collection transactions	Format: MMDDYYYY e.g. 09262013 (Sept 26, 2013)
Collection Identifier	Alpha (1)	Code to signify Hand-Off File for collections	Fixed value: C

3. Header Line

Field	Attribute	Content Description	Valid Values
Header Identifier	Alpha (1)	Header line identifying field	Fixed Value: H
Bank Identifier	Alphanumeric (4)	TRAMS Code for Authorized Agent Banks	Valid Values: See Authorized Agent Banks table
Report Date	Date (8)	Reporting/remittance date	Format: MMDDYYYY
Transaction Date	Date (8)	Transaction Date of reported collection transactions	Format: MMDDYYYY
Collection Identifier	Alpha (1)	Code to signify Hand-Off File for collections	Fixed value: C
Net Amount	Numeric (17,2)	Absolute value of the difference between total reported collections less total reported collection adjustments	Format: 9999999999999999.99 No commas as thousands separator

4. Collection Details

Field	Attribute	Content Description	Valid Values
Collection Line Identifier	Alpha (1)	Collection line identifying field	Fixed value: C
Collection Agency Code	Alphanumeric (6)	BTR Code for Collection Agencies	Valid Values: A5508 – Bureau of Internal Revenue A5490 – Bureau of Customs For complete list, see item 9. Collection Agencies
Collection Type Code	Alphanumeric (8)	BIR Tax Form Codes, BOC Payment Codes, and Identifying Code NCS Collections	Valid Values: See Collection Type table
Collection Channel	Alpha (3)	Code to indicate collection channel	Valid Values: OTC – for Over the Counter Transactions ELE – for payments done through electronic channels, e.g. EFPS NCS – for collections remitted by National Collecting Officers
Transaction Type Code	Alpha (3)	TRAMS codes for cash or check	Valid Values: CSH – for Cash transactions CHK – for Check transactions
Amount	Numeric (17,2)	Total collection amount	Format: 9999999999999999.99 No commas as thousands separator

5. Collection Adjustments Details

Field	Attribute	Content Description	Valid Values
Adjustment Line Identifier	Alpha (1)	Code to signify hand-off file entries for collection adjustments	Fixed value: A
Adjustment Date	Date (8)	Adjustment Date	Format: MMDDYYYY
Transaction Date	Date (8)	Transaction Date of reported collection adjustments, e.g. Transaction to be adjusted = 9/25/2013 (Transaction Date) Date of Adjustment = 9/27/2013 (Adjustment Date) Reporting Date = 9/30/2013	Format: MMDDYYYY
Transaction Type Code	Alpha (3)	TRAMS codes for returned check and other adjustments	Valid Values : Returned Checks: RCR – for BIR RCC – for BOC RCO –for other agencies Other Collection Adjustments (e.g. Over/Under – Remittance): ADR – for BIR ADC – for BOC ADO –for other agencies
Amount	Numeric (17,2)	Total collection adjustment amount	Format: 9999999999999999.99 No commas as thousands separator

6. Footer Line

Field	Attribute	Content Description	Valid Values
Footer Identifier	Alpha (1)	Footer line identifying field	Fixed Value: F
Total Number of Reported Collection Records	Numeric (15)	Total count of reported collection records	Format: 999999999999999 No commas as thousands separator
Total Number of Reported Collection Adjustment Records	Numeric (15)	Total count of reported collection adjustment records	Format: 999999999999999 No commas as thousands separator
Hash Total	Numeric (24,2)	Total Number of Collection Records + Total Number of Reported Collection Adjustment Records + Total Collection Amount + Total Collection Adjustment Amount + Report Date	Format: 99999999999999999999 9999.99 No commas as thousands separator

7. Authorized Agent Banks

Bank Name	TRAMS Bank Code
Allied Banking Corporation	T001
Asia United Bank Corporation	T002
Australia and New Zealand Bank	T003
Bank of Tokyo-Mitsubishi UFJ, Ltd	T004
Banco de Oro Unibank, Inc.	T005
Bangkok Bank Public Co. Ltd.	T006
Bank of America, National Association	T007
Bank of China	T008
Bank of Commerce	T009
Bank of the Philippine Islands	T010
China Banking Corporation	T011
Chinatrust Commercial Bank Corp.	T012
Citibank, N.A.	T013
Deutsche Bank	T014
Development Bank of the Philippines	T015
East-West Banking Corporation	T016
Export and Industry Bank	T017
Hong Kong and Shanghai Banking Corporation	T018
Korea Exchange Bank	T019
Land Bank of the Philippines	T020
MayBank Philippines, Inc.	T021

Appendix A – Form III

Bank Name	TRAMS Bank Code
Mega International Commercial Bank of China	T022
Metropolitan Bank and Trust Co.	T023
Mizuho Corporate Bank, Ltd	T024
Philippine Bank of Communications	T025
Philippine Business Bank	T026
Philippine National Bank	T027
Philippine Postal Bank	T028
Philippine Trust Company	T029
Philippine Veterans Bank	T030
Rizal Commercial Banking Corporation	T031
Robinsons Savings Bank	T032
Security Bank Corporation	T033
Sterling Bank of Asia, Inc.	T034
Standard Chartered Bank	T035
Union Bank of the Philippines	T036
United Coconut Planters Bank	T037

8. Collection Type Codes

Form Type	Agency	Description
0605	BIR	PAYMENT FORM
1600	BIR	MONTHLY REMITTANCE RETURN OF VALUE-ADDED TAX AND OTHER PERCENTAGE TAXES WITHHELD - Under RAs 1051, 7649, 8241, 8424 and 9337
1600WP	BIR	REMITTANCE RETURN OF PERCENTAGE TAX ON WINNINGS AND PRIZES WITHHELD BY RACE TRACK OPERATORS
1601C	BIR	MONTHLY REMITTANCE RETURN OF INCOME TAXES WITHHELD ON COMPENSATION
1601E	BIR	MONTHLY REMITTANCE RETURN OF CREDITABLE INCOME TAXES WITHHELD (EXPANDED) - (Except for transactions involving onerous transfer of real property classified as ordinary asset)
1601F	BIR	MONTHLY REMITTANCE RETURN OF FINAL INCOME TAXES WITHHELD
1602	BIR	MONTHLY REMITTANCE RETURN OF FINAL INCOME TAXES WITHHELD - On Interest Paid on Deposits and Yield on Deposit Substitutes/Trusts/Etc.
1603	BIR	Quarterly Remittance Return of Final Income Taxes Withheld - On Fringe Benefits Paid to Employees Other than Rank and File
1604CF	BIR	ANNUAL INFORMATION RETURN OF INCOME TAXES WITHHELD ON COMPENSATION AND FINAL WITHHOLDING TAXES
1604E	BIR	ANNUAL INFORMATION RETURN OF CREDITABLE INCOME TAXES WITHHELD (EXPANDED)/INCOME PAYMENTS EXEMPT FROM WITHHOLDING TAX
1606	BIR	WITHHOLDING TAX REMITTANCE RETURN - For Onerous

Appendix A – Form III

Form Type	Agency	Description
		Transfer of Real Property Other than Capital Asset - Including Taxable and Exempt
1700	BIR	ANNUAL INCOME TAX RETURN - For Individuals Earning Compensation Income (Including Non-Business/Non-Profession Related Income)
1701	BIR	ANNUAL INCOME TAX RETURN - For Self-Employed, Individuals, Estates and Trusts (Including those w/ both Business & Compensation Income)
1701Q	BIR	QUARTERLY INCOME TAX RETURN -For Self-Employed, Individuals, Estates and Trusts (Including those w/ both Business & Compensation Income)
1702	BIR	ANNUAL INCOME TAX RETURN - For Corporations, Partnerships and other Non-Individual Taxpayers
1702Q	BIR	QUARTERLY INCOME TAX RETURN - For Corporations and Partnerships and Other Non-Individual Taxpayers
1704	BIR	Improperly Accumulated Earnings Tax Return - For Corporations
1706	BIR	CAPITAL GAINS TAX RETURN - For Onerous Transfer of Real Property Classified as Capital Asset (both Taxable and Exempt)
1707	BIR	CAPITAL GAINS TAX RETURN - For Onerous Transfer of Shares of Stock Not Traded Through the Local Stock Exchange
1707A	BIR	ANNUAL CAPITAL GAINS TAX RETURN (For Onerous Transfer of Shares of Stock Not Traded Through the Local Stock Exchange)
1800	BIR	DONOR'S TAX RETURN
1801	BIR	ESTATE TAX RETURN
2000	BIR	DOCUMENTARY STAMP TAX DECLARATION/RETURN
2000OT	BIR	DOCUMENTARY STAMP TAX DECLARATION/RETURN (ONE-TIME TRANSACTIONS)
2200A	BIR	EXCISE TAX RETURN FOR ALCOHOL PRODUCTS
2200AN	BIR	EXCISE TAX RETURN FOR AUTOMOBILES & NON-ESSENTIAL GOODS
2200M	BIR	EXCISE TAX RETURN FOR MINERAL PRODUCTS
2200P	BIR	EXCISE TAX RETURN FOR PETROLEUM PRODUCTS
2200T	BIR	EXCISE TAX RETURN FOR TOBACCO PRODUCTS
2550M	BIR	MONTHLY VALUE-ADDED TAX DECLARATION
2550Q	BIR	QUARTERLY VALUE-ADDED TAX RETURN (Cumulative for 3 Months)
2551M	BIR	MONTHLY PERCENTAGE TAX RETURN
2551Q	BIR	QUARTERLY PERCENTAGE TAX RETURN - (For transactions involving overseas dispatch, message, or conversation originating from the Philippines and Amusement Taxes)
2552	BIR	PERCENTAGE TAX RETURN - For Transactions Involving Shares of Stocks Listed and Traded Through the Local Stock Exchange or Through Initial and/or Secondary Public Offering
2553	BIR	RETURN OF PERCENTAGE TAX PAYABLE UNDER SPECIAL LAWS
BOC1	BOC	Final Payment

Appendix A – Form III

Form Type	Agency	Description
BOC2	BOC	Advance Payment
BOC3	BOC	Import Processing Fee
BOC4	BOC	Documentary Stamp Fee
BOC5	BOC	Other Charges
NCS	All	Remittance from National Collecting Officers

9. Collection Agencies



Collection
Agencies.xls

Frequently Asked Questions

TRAMS FTP Process

1. Do AABs need to enroll to TRAMS FTP?
 - Yes. AABs must submit duly filled out TRAMS FTP enrollment forms to BTR. The authorized users of the AABs will be given IDs and passwords to access the TRAMS FTP.
2. What is the FTP site for sending BTR Collection Reporting Format hand-off file?
 - <https://sftaccess.com>
3. What is the valid file format for the BTR Collection Reporting Format hand-off file?
 - Files must be sent as Comma delimited (*.csv) file with the naming convention T999MMDDYYYYMMDDYYCYC.csv where :
T999 = TRAMS Bank Code
 - 1st MMDDYYYY = TRAMS Reporting Date (MM = Month, DD = Date, YYYY = Year)
 - 2nd MMDDYYYY = Collection Date (MM = Month, DD = Date, YYYY = Year)
 - C = File Identifier for Collections
4. How do AABs send their BTR Collection Reporting Format hand-off file?
 - Please refer to the TRAMS Manual of Operating Procedures .
5. What is the cut-off time for uploading files?
 - AABs shall upload their files up to 2:00 PM only.
6. What happens if AABs fail to submit files on or before the cut-off time?
 - AABs will be included in the Validation Report under the "AABs without Hand-off File" section.
7. What happens if AABs submit/upload files after the cut-off time?
 - Same as number 6, AABs will be included in the Validation Report under the "AABs without Hand-off File" section. However, the files may be accepted and processed, subject to the approval of the BTR.
8. What happens when AABs upload non.csv files?
 - The file will not be uploaded. Only .csv files will be accepted in the TRAMS FTP.
9. How do AABs know that files have been successfully uploaded?
 - The TRAMS FTP displays the status of the transmission of the file in the Transfers Queue section of the TRAMS FTP screen. The system shall display the status "Finished" for successfully transmitted files. Likewise, an email notification shall be sent to the logged-on user's nominated email address.
10. What happens to the successfully uploaded file?

- All successfully uploaded files shall be processed by TRAMS simultaneously after the cut-off time. Only then, the TRAMS will identify valid and invalid files:
 - a. Valid files will then be loaded into the TRAMS database for the generation of various reports,
 - b. Invalid files will be reported in the TRAMS Submission and Validation Report. Files that fail in the validation process will have to be corrected by the AABs upon notification by the BTr. The corrected files will be accepted and re-processed, subject to the approval of the BTr.

11. What are the requirements to ensure submission of valid data?

- All files submitted via the FTP will be subject to a validation process to check following information:
 - a. File Name
 - b. TRAMS Bank Code
 - c. Collection Date
 - d. Reporting Date
 - e. Collection Identifier
 - f. Collection Type
 - g. Collection Channel
 - h. Transaction Type
 - i. Collection Adjustment Type
 - j. Net Amount
 - k. Hash Total
 - l. Number of Collection Records
 - m. Number of Adjustment Records
- The hand-off file specifications and validation rules are provided in the attached documents.

12. How will AABs report adjustments?

- Adjustments (covering returned checks, and technical adjustments like over- and under-remittance) shall be reported in the BTR Collection Reporting Format hand-off file following the prescribed format for adjustment records. AABs will be given five banking days from transaction date to correct any technical adjustments. Adjustments reported after five banking days will still be processed by TRAMS subject to penalties.
- AABs will prepare and submit a detailed report and supporting documents (outside of TRAMS), within five banking days from transaction date, to the BTr corresponding to the adjustment records reported as lump sum in the BTR Collection Reporting Format hand-off file
- Returned Checks and over-remittance shall be reported as negative value in the Amount field of the adjustment record of the BTR Collection Reporting hand-off file, while under remittance shall be reported as positive value.

Form 3B - Annex D

BTr BIR
SCHEDULE OF RETURNED CHECKS
Transaction Date: _____

BRANCH	REMITTING AGENCY	CHECK NUMBER	COLLECTION DATE	AMOUNT

Approved by:

Prepared by:

BTr BIR
SCHEDULE OF ADJUSTMENTS
Transaction Date: _____

BRANCH	AGENCY CODE	REASON FOR ADJUSTMENT	COLLECTION DATE	AMOUNT

Approved by:

Prepared by:

Form 4 - Annex E

BTr BOC
SCHEDULE OF ADJUSTMENTS
Transaction Date: _____

BRANCH	AGENCY CODE	REASON FOR ADJUSTMENT	COLLECTION DATE	AMOUNT

Approved by:

Prepared by:

Form 5 - Annex F

BTr National Collection (NGA)
SCHEDULE OF ADJUSTMENTS
Transaction Date: _____

BRANCH		AGENCY CODE		REASON FOR ADJUSTM ENT		COLLECT ION DATE		AMOUNT	

Approved by:

Prepared by:

nal Collection (NGA)
OF RETURNED CHECKS
ate: _____

BRANCH		REMITTI NG AGENCY		CHECK NUMBER		COLLECT ION DATE		AMOUNT	

Approved by:

Prepared by:

TIMETABLE FOR TRAMS

Milestone	Target Completion Date	Remarks
TRAMS Implementation	02 January 2014	TRAMS "Go Live" date: By this date, the AABs can start uploading their .csv files to TRAMS.
Start of "Live Testing"	15 January 2014	By this date, TRAMS will be able to process the .csv files uploaded by the AABs. Those AABs which had uploaded their .csv files to TRAMS will start receiving feedback on the validity of the files that they had uploaded to TRAMS.
UAT Certification	14 March 2014	Deadline for the issuance by the BTr of UAT Certification to the AAB establishing that the AAB has successfully uploaded .csv files to TRAMS on a consistent basis.
End of "Live" Testing	31 March 2014	The AABs have up to the end of March 2014 to fine tune their systems and address any minor issues with their .csv files.
Production	01 April 2014	<p>By this date, late or non-submission of the required .csv files will be subjected to the corresponding penalties.</p> <p>Note: TRAMS will still need to process (for consolidation and reporting all the collections of the AABs from January 2, 2014. Thus, AABs shall keep all the collection data/report for submission/uploading to TRAMS as soon as they're ready and are able to complete the UAT.</p>

TAXTYPE	DESCRIPTION	TRANSFORMTYPE
AP	Accrued Penalties	2111
CG	Capital Gains Tax	1706
CS	Capital Gains Tax - Stocks	1707
DN	Donors Tax - Stocks	1800
DO	Documentary Stamp Tax - Onett	2000OT
DS	Documentary Stamp Tax	2000
ES	Estate Tax	1801
ET	Energy Tax	0605
FP	Fines and Penalties	0613
IE	Improperly Accumulated Earnings Tax	1704
IT	Income Tax	1700
MC	Miscellaneous Tax	0605
MS	XXXXXX	0605
NA	XXXXXX	0605
NT	Not Taxable	1702
PM	Percentage Tax - for Form 2551M	2551M
PT	Percentage Tax	2551Q
QP	Qualifying Fees - PAGCOR	0605
RF	Registration Fee	0605
SL	Percentage Tax - special Law	2553
SO	Percentage Tax - Stocks (IPO)	2553
ST	Percentage Tax - Stocks	2552
TR	Travel Tax - PTA	0605
VT	Value Added Tax	2550
WB	Withholding Tax - Banks and Other Financial Institutions	1602
WC	Withholding Tax - Compensaton	1601C
WE	Withholding Tax - Expanded/Others	1601E
WF	Withholding Tax - Final	1601F
WG	Withholding Tax - VAT and Other Percentage Returns	1600
WO	Withholding Tax - Others	1606
WP	Remittance Return of Percentage Tax on Winnings and Prizes Withheld	1600WP
WR	Withholding Tax - Fringe Benefits	1603
WW	Withholding Tax - PT on Winning and Prizes	1600WP
XA	Excise - Alcohol Products	2200A
XF	Tobacco Inspection and Monitoring Fees	2200T
XG	Excise - Automobiles and Non-Essentials	2200AN
XM	Excise - Mineral Products	2200M
XP	Excise - Petroleum Products	2200P
XS	Excise - Specific	2200M
XT	Excise - Tobacco Products	2200T

H	T020	10012013	9302013	C	17983032
C	A5508	1702	OTC	CSH	1000000
C	A5508	1702	OTC	CHK	5000000
C	A5508	1702	ELE	CSH	30000
C	A5508	1701	OTC	CSH	200000
C	A5508	1701	OTC	CHK	30000
C	A5508	1701	ELE	CSH	40000
C	A5508	1700	OTC	CSH	300000
C	A5508	1700	OTC	CHK	40000
C	A5508	1700	ELE	CSH	50000
C	A5508	2110	OTC	CSH	500000
C	A5508	2110	OTC	CHK	100000
C	A5508	2110	ELE	CSH	25000
C	A5508	1600WP	OTC	CSH	42000
C	A5508	1600WP	OTC	CHK	11000
C	A5508	1600WP	ELE	CSH	12000
C	A5508	1601C	OTC	CSH	12500
C	A5508	1601C	OTC	CHK	12152
C	A5508	1601C	ELE	CSH	115
C	A5508	1601E	OTC	CSH	135.23
C	A5508	1601E	OTC	CHK	25000
C	A5508	1601E	ELE	CSH	500
C	A5508	1604CF	OTC	CSH	17258.21
C	A5508	1604CF	OTC	CHK	11820.35
C	A5508	1604CF	ELE	CSH	2001
C	A5508	2200A	OTC	CSH	178544
C	A5508	2200A	OTC	CHK	18550.77
C	A5508	2200A	ELE	CSH	10023
C	A5508	2200AN	OTC	CSH	50000
C	A5508	2200AN	OTC	CHK	60000
C	A5508	2200AN	ELE	CSH	23000
C	A5508	2200M	OTC	CSH	500000
C	A5508	2200M	OTC	CHK	115
C	A5508	2200M	ELE	CSH	135.23
C	A5508	2200P	OTC	CSH	25000
C	A5508	2200P	OTC	CHK	500
C	A5508	2200P	ELE	CSH	17258.21
C	A5508	2200T	OTC	CSH	11820.35
C	A5508	2200T	OTC	CHK	2001
C	A5508	2200T	ELE	CSH	178544
C	A5508	2000OT	OTC	CSH	18550.77
C	A5508	2000OT	OTC	CHK	10023
C	A5508	2000OT	ELE	CSH	55000
C	A5508	1900	OTC	CSH	12135.23
C	A5508	1900	OTC	CHK	25000
C	A5508	1900	ELE	CSH	5000
C	A5508	1901	OTC	CSH	17258.21
C	A5508	1901	OTC	CHK	11820.35
C	A5508	1901	ELE	CSH	2001
C	A5508	605	OTC	CSH	178544

C	A5508	605	OTC	CHK	18550.77
C	A5508	605	ELE	CSH	10023
C	A5508	1701Q	OTC	CSH	17258.21
C	A5508	1701Q	OTC	CHK	2001
C	A5508	1701Q	ELE	CSH	18550.77
C	A5508	1703	OTC	CSH	10023
C	A5508	1703	OTC	CHK	510.2
C	A5508	1703	ELE	CSH	1513210
C	A5508	1704	OTC	CSH	1322
C	A5508	1704	OTC	CHK	15218
C	A5508	1704	ELE	CSH	1325
C	A5508	1706	OTC	CSH	111
C	A5508	1706	OTC	CHK	1210
C	A5508	1706	ELE	CSH	12300
C	A5508	1707	OTC	CSH	18354.89
C	A5508	1707	OTC	CHK	10000
C	A5508	1707	ELE	CSH	1252
C	A5508	1707A	OTC	CSH	17258.21
C	A5508	1707A	OTC	CHK	10023
C	A5508	1707A	ELE	CSH	1513210
C	A5508	1902	OTC	CSH	15218
C	A5508	1902	OTC	CHK	1325
C	A5508	1902	ELE	CSH	1210
C	A5508	1903	OTC	CSH	10000
C	A5508	1903	OTC	CHK	5008
C	A5508	1903	ELE	CSH	213.11
C	A5508	1904	OTC	CSH	100
C	A5508	1904	OTC	CHK	5000
C	A5508	1904	ELE	CSH	244
C	A5508	1905	OTC	CSH	2422
C	A5508	1905	OTC	CHK	32215
C	A5508	1905	ELE	CSH	1212
C	A5508	1906	OTC	CSH	456789
C	A5508	1906	OTC	CHK	7851
C	A5508	1906	ELE	CSH	2220
C	A5508	1907	OTC	CSH	1252
C	A5508	1907	OTC	CHK	153218
C	A5508	1907	ELE	CSH	5213
C	A5508	1701AIF	OTC	CSH	123456
C	A5508	1701AIF	OTC	CHK	2521
C	A5508	1701AIF	ELE	CSH	12000
C	A5508	1702AIF	OTC	CSH	78.54
C	A5508	1702AIF	OTC	CHK	215
C	A5508	1702AIF	ELE	CSH	252
C	A5508	2304	OTC	CSH	2135
C	A5508	2304	OTC	CHK	1232
C	A5508	2304	ELE	CSH	252
C	A5508	2305	OTC	CSH	23153
C	A5508	2305	OTC	CHK	22258
C	A5508	2305	ELE	CSH	83413.41

C	A5508	2306	OTC	CSH	1258
C	A5508	2306	OTC	CHK	222
C	A5508	2306	ELE	CSH	12548
C	A5508	2307	OTC	CSH	123
C	A5508	2307	OTC	CHK	123
C	A5508	2307	ELE	CSH	123
C	A5508	2316	OTC	CSH	2521
C	A5508	2316	OTC	CHK	25899
C	A5508	2316	ELE	CSH	325
C	A5508	2000	OTC	CSH	1351
C	A5508	2000	OTC	CHK	325
C	A5508	2000	ELE	CSH	5008
C	A5508	1602	OTC	CSH	244
C	A5508	1602	OTC	CHK	7851
C	A5508	1602	ELE	CSH	5213
C	A5508	1601F	OTC	CSH	2521
C	A5508	1601F	OTC	CHK	215
C	A5508	1601F	ELE	CSH	2135
C	A5508	1604E	OTC	CSH	23153
C	A5508	1604E	OTC	CHK	83413.41
C	A5508	1604E	ELE	CSH	222
C	A5508	1606	OTC	CSH	123
C	A5508	1606	OTC	CHK	5008
C	A5508	1606	ELE	CSH	244
C	A5508	NCS	NCS	CSH	500000
C	A5508	NCS	NCS	CHK	1000000
C	A5490	BOC1	OTC	CSH	2521
C	A5490	BOC1	OTC	CHK	215
C	A5490	BOC1	ELE	CSH	2135
C	A5490	BOC2	OTC	CSH	23153
C	A5490	BOC2	OTC	CHK	83413.41
C	A5490	BOC2	ELE	CSH	13522
C	A5490	BOC3	OTC	CSH	52458
C	A5490	BOC3	OTC	CHK	185245.5
C	A5490	BOC3	ELE	CSH	1248.55
C	A5490	BOC4	OTC	CSH	200
C	A5490	BOC4	OTC	CHK	50000
C	A5490	BOC4	ELE	CSH	5682
C	A5490	BOC5	OTC	CHK	12542
C	A5490	BOC5	ELE	CSH	25.21
C	A5490	NCS	NCS	CSH	1000000
C	A5490	NCS	NCS	CHK	500000
C	A5543	NCS	NCS	CSH	25000
C	A5543	NCS	NCS	CHK	150000
C	D0630	NCS	NCS	CSH	69888
C	D0630	NCS	NCS	CHK	33999.99
A	9302013	9272013	RCR	-1000000	
A	9302013	9272013	ACR	-50000	
A	9302013	9272013	RCC	-5500	
A	9302013	9272013	ACC	-100	

A	9302013	9272013 RCO	-25322
A	9302013	9272013 ACO	25000
F	145	6 25883352	

NON-DISCLOSURE AGREEMENT

This Non-Disclosure Agreement is entered into by and between the Name of the Bank, herein referred to as "Bank" and **BUREAU OF THE TREASURY**, hereinafter referred to as "**BTr**"

WITNESSETH: THAT

WHEREAS, In accordance with E.O No. 55 (2011) and E.O. No. 449 (1997), the **BTr** shall operate a Treasury Single Account, which shall be maintained at the Bangko Sentral ng Pilipinas, to receive remittance of collections of internal revenue taxes/customs duties from **BIR/BOC** Authorized Agent Banks to be in place by January 02, 2014.

WHEREAS, BTr and Name of the Bank mutually agree to work together for the implementation of TSA Reporting and Monitoring System (TRaMS) that will provide BTr with a consolidated view of its cash position at the start of each banking day. The data that will be sent by the AABs and AGDBs to TRAMS via secured file FTP site using a standard BTr reporting format.

WHEREAS, in the process, certain confidential information may be exchanged and disclosed between BTr and Name of the Bank.

NOW, THEREFORE, the parties hereto agree, as follows:

1. DEFINITION OF CONFIDENTIAL INFORMATION

All communications or data, in any form, whether tangible or intangible, which are disclosed or furnished by any director, officer, employee, agent, or consultant of any party hereto, including their affiliates and subsidiaries, (hereinafter referred to as "Disclosing Party") to the other party, including their affiliates and subsidiaries, (hereinafter referred to as "Receiving Party") and which are to be protected hereunder against unrestricted disclosure or competitive use by the Receiving Party shall be deemed to be "Confidential Information."

As used herein, the term "Confidential Information" shall mean all non-public, confidential or proprietary information disclosed hereunder, in any tangible or intangible form, such as but not limited to written, oral, visual, audio, those produced by electronic media, or through any other means, that is designated as confidential or that by its nature or circumstances surrounding its disclosure, should be reasonably considered as confidential.

Confidential information shall include, but not limited to products or planned products, processes and/or procedures, technological achievements and interests, customers and potential customers, business prospects, financial statements and information, financial

situation and corporate plans, internal activities, future plans of both parties, and all technical, financial or business information, data, ideas, product strategies, business strategies, details of the employees of the Disclosing Party, software, intellectual property rights or processes proprietary to the Disclosing Party, or any other matter in which the Disclosing Party may have any interest whatsoever.

Each Disclosing Party hereby represents and warrants to the Receiving Party that it has lawful rights to provide the confidential information, either in writing, by delivery of items, by initiation of access to information, such as may be in a database, or by audio, oral or visual presentation.

Confidential information should be marked with a restrictive legend of the Disclosing Party. If information is not marked with such legend or is disclosed orally, the information will be identified as confidential at the time of disclosure. Documents will be considered confidential if they are marked with a restrictive legend or they are clearly recognizable as confidential information to a prudent person with no special knowledge of the Disclosing Party's industry.

2. EXCEPTIONS TO THE SCOPE OF CONFIDENTIAL INFORMATION

Confidential information does not include information which:

- 2.1 has been or becomes now or in the future published in the public domain without breach of this Agreement or breach of a similar agreement by a third party;
- 2.2 prior to disclosure hereunder, is properly within the legitimate possession of the Receiving Party, which fact can be proven or verified by independent evidence;
- 2.3 subsequent to disclosure hereunder, is lawfully received from a third party having rights therein without restriction on the third party's or the Receiving Party's right to disseminate the information and without notice of any restriction against its further disclosure;
- 2.4 is independently developed by the Receiving Party through persons who have not had, either directly or indirectly, access to or knowledge of such information which can be verified by independent evidence; or
- 2.5 is disclosed with the written approval of the other party or after the applicable period of confidentiality.

3. SCOPE OF USE

Both parties agree that all or any portion of the confidential information exchanged during discussions, meetings and during the business relationship entered into shall not be used except in the manner set forth in this Agreement.

4. OBLIGATIONS OF THE RECEIVING PARTY

With respect to the confidential information provided under this Agreement, the Receiving Party, its principals, directors, officers, representatives, employees, existing and prospective clients, associates, agents, affiliates, consultants and entities under the same management as its own, working with the Receiving Party on this matter, shall:

- 4.1 hold the confidential information (regardless of whether it is specifically marked confidential or not) with confidentiality, protect it adequately and retain it in a secure place with access limited only to the Receiving Party's employees or agents who need to know such information for purposes of this Agreement;
- 4.2 restrict disclosure of the confidential information solely to those persons with a need to know and not disclose it to any other person;
- 4.3 advise those persons of, and ensure of their compliance with, their obligation with respect to the confidential information;
- 4.4 not use the confidential information for its own benefit, commercial or otherwise, or that of any other person, directly or indirectly, in any manner whatsoever; and
- 4.5 use the confidential information only strictly for the purposes set forth herein and no other purpose, except as may otherwise be specifically agreed upon in writing.

5. PROPERTY OF THE DISCLOSING PARTY

All confidential information, unless otherwise specified in writing, shall remain the sole and exclusive property of the Disclosing Party and shall be used by the Receiving Party only for the purpose intended, except as may be required by applicable laws or legal process.

If the Receiving Party required to disclose any confidential information in order to comply with any applicable law, or legally binding order of any court, government, administrative or judicial body, it will promptly inform the disclosing Party of the full details of the circumstances of the purpose use or disclose and of the relevant confidential information to be used or disclosed and will give the Disclosing Party reasonable opportunity to seek a protective order or take other appropriate action. The Receiving Party shall also cooperate in the Disclosing Party's efforts to obtain a protective order or other reasonable assurance that confidential treatment will be afforded the information. If in the absence of a protective order and the Receiving Party is compelled as a matter of law to disclose the information, based upon the written option of the Receiving Party's counsel addressed to the Disclosing Party, the Receiving Party may disclose to the party compelling the disclosure only the part of the confidential information as required by law to be disclosed. The Receiving Party shall advise and consult with the Disclosing Party and its counsel as to such disclosure and the Receiving Party shall use its best efforts to obtain confidential treatment thereof.

6. RETURN OF CONFIDENTIAL INFORMATION

All confidential information, including but not limited to copies, summaries, excerpts, extracts or other reproduction thereof, shall be returned to the Disclosing Party or

destroyed after the Receiving Party's need for it has expired or upon request of the Disclosing Party, and certify that the same have been destroyed.

Further, in any event at any time a Receiving Party ceases to have an active interest in the Project, the Receiving Party shall immediately return to the Disclosing Party all copies of confidential information in its possession without retaining any copies or excerpts thereof. That portion of confidential information shall be destroyed immediately upon the Disclosing Party's request and any verbal confidential information shall continue to be subject to the terms and conditions of this Agreement.

7. REPRESENTATION OR WARRANTY

The Disclosing Party makes no representation or warranty as to the accuracy or completeness of the confidential information and the Disclosing Party and its employees and agents shall have no liability to the Receiving Party for any loss or damage resulting from any use of or reliance on any of the confidential information, except as otherwise provided in a formal written agreement executed between the parties.

However, this disclaimer shall, in and of itself, not apply to or limit any specific warranties that the Disclosing Party may expressly give in other agreements between the Disclosing Party and the Receiving Party. The Receiving Party agrees that it will form its own conclusions as to the reliability of any confidential information and as to any conclusion to be drawn therefrom, and will not charge the Disclosing Party with liability for any damage resulting from mistakes, inaccuracies or misinformation contained therein. The Receiving Party understands and acknowledges that the Disclosing Party does not undertake any obligation to provide any party with access to any specific or additional information.

8. MISCELLANEOUS

No waiver or modification of this Agreement or any of its terms shall be valid or enforceable unless it has been reduced to writing and signed by both parties.

If any provision of this Agreement is illegal, inconsistent or unenforceable, its invalidity shall not affect the other provisions of this Agreement that can be given effect without the invalid provision. Each party expressly understands that the confidential information is of commercially valuable and highly sensitive in nature. In the event that the Disclosing Party discovers that the Receiving Party has made or makes or intends to make or causes to be made any unauthorized disclosure of the confidential information, the Disclosing Party shall be entitled to take out an injunction against the Receiving Party or any third party involved in such unauthorized disclosure, to restrain if from making any such disclosure. In addition to or in the alternative, as the case may be, the Disclosing Party shall be entitled to exercise any and all other legal and equitable remedies as are available in respect of the breach of this Agreement and to further protect the confidential information.

IN WITNESS WHEREOF, the parties have hereunto affixed their signatures this ____ day of _____, 20____ in the City of _____.

NAME OF THE BANK

BUREAU OF THE TREASURY

President

Treasurer of the Philippines

SIGNED IN THE PRESENCE OF:
