

**REPUBLIC OF THE PHILIPPINES
RETAIL TREASURY BONDS TRANCHE 24
RTB ONLINE ORDERING FACILITY GUIDELINES**

These guidelines shall set the procedures to be followed for ordering and purchasing RTB-24 thru the RTB Online Ordering Facility.

1. The investor shall first access the BTr website at www.treasury.gov.ph, select the RTB Offering module, then, after agreeing to the terms thereof, click "Ready to Order".
2. Upon redirection to the RTB Online Ordering Form page, the investor shall indicate if he/she is an existing government securities investor and fill out the required form, the details of each field are explained below:

Fields	Example	Type of Field	Specification
Investor Name	Juan De La Cruz	Free text format, no character limit	Investor's name must be as it appears in the Bank Account Name. All Joint Accounts (JA) and In Trust For (ITF) accounts will not be allowed to transact in the online facility.
Birth Date	01.25.1990	Calendar drop down menu (MM.DD.YYYY)	Investor must be 18 years old and above
Country of Placement	Philippines	Free text format, no character limit	Investor's country where the investment is made.
Amount of Investment (in PHP)	150,000.00	Number format	The system will not accept subscription amounts less than PHP5,000 and more than PHP500,000.00. In addition, amounts must be in multiples of PHP5,000.00.
Settlement Bank	<ul style="list-style-type: none"> China Banking Corp. Development Bank of the Philippines First Metro Securities Brokerage Corp. Land Bank of the Philippines 	Drop down menu	Investors may select from a list where they want to pay their subscription.

3. For the RTB-24 offering, an investor may choose to purchase the bonds through the following Selling Agents/Settlement Banks:
 - a. China Banking Corporation
 - b. Development Bank of the Philippines
 - c. First Metro Securities and Brokerage Corporation
 - d. Land Bank of the Philippines

Annex A-1

4. Upon completing the form, the investor shall enter the captcha challenge and agree on the terms and conditions and data privacy agreement by clicking the "Submit" button. The investor shall review the transaction details before clicking the "Continue" button.

Note: Once, the investor clicks the "Continue", he/she will be redirected to the respective online payment facilities of the chosen Selling Agent/Settlement Bank. Log-in and security features vary among Selling Agent/Settlement Bank. The investor shall authorize a debit to his/her account following the procedure of the online payment facility of the Selling Agent/Settlement Bank.

5. Upon the successful payment/debit of the account, the investor will receive an email notification of the transaction.
6. After the issue date, the client will receive an email "Confirmation of Sale" from the chosen Sponsoring GSED in purchasing the RTBs.
7. The crediting of the quarterly interest payment and principal on maturity date will be credited to the nominated settlement account or the account used during the purchase of the bonds.

A handwritten signature in blue ink, consisting of a stylized 'S' followed by a horizontal line.