

## GUIDELINES FOR THE CONDUCT OF THE PREMIO BONDS 2 REWARDS DRAW

These guidelines shall set the procedures for the conduct of the Rewards Draw for the Premio Bonds 2 Para sa Bayan ("Premio Bonds 2"). Capitalized terms used but not otherwise defined herein shall have the meanings ascribed to them under the Notice of Offering dated 06 November 2020.

### A. Confirmation by the Rewards Committee

The Rewards Committee hereby confirms the following:

1. The final structure for the Main Cash Rewards Draw ("Main Draw") shall be as follows:

Amount (in Php)	No. of Winners	Total Payout (in Php)
1,000,000.00	1	1,000,000.00
100,000.00	25	2,500,000.00
20,000.00	150	3,000,000.00
<b>Total</b>	<b>176</b>	<b>6,500,000.00</b>

2. There will be 20 winners of PhP 50,000.00 in the Special Cash Rewards Draw ("Special Draw"). Prizes for the Special Draw shall be carved out from the donation of International Container Terminal Services, Inc.;
3. The Cash Rewards Draw Dates ("CRDD") are on March 16, June 16, September 16 and December 16, 2021, unless otherwise announced by the Rewards Committee, to be held at the Bureau of the Treasury ("BTr"), Ayuntamiento Building, Intramuros, Manila;
4. The Additional Reward for the winner of Php 1 million in the 1<sup>st</sup> Quarter CRDD are two (2) units of Toyota Innova from GT Capital Holdings, Inc.;
5. A standard Rewards Draw Procedures as outlined hereunder shall be used for each rewards draw;
6. The raffle system called the "**Premio Bond Application System or PBAS**" developed by the Land Bank of the Philippines for the Bureau of the Treasury shall be the exclusive electronic system to be used in the selection of winners for each Main Draw, and the Special Rewards Raffle System for each Special Draw; and,
7. Four (4) computers, first set for the Main Draw: one as primary ("Primary Computer") and the other as alternate/back-up ("Alternate Computer"), second set for the Special Draw: one as primary ("Primary Computer") and the other as alternate/back-up ("Alternate Computer"), identified by the BTr shall be used.

### B. Authorization by the BTr and the Premio Bonds Facility Agent ("PBFA")

Access to the raffle systems, Primary and Alternate Computers, vault and other files (electronic or otherwise) or equipment used in all activities related to the rewards draw shall be limited to authorized personnel of the BTr and the Land Bank Trust Banking Group acting as PBFA.

Prior to the conduct of all activities pursuant to the procedures hereunder, these personnel shall be identified and duly authorized through an office order clearly defining their roles and responsibilities. There should be a segregation of roles and responsibilities to ensure credibility of the overall process.

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## C. The Rewards Draw Procedures

All the procedures and activities below shall be done under the supervision of the Rewards Committee and in the presence of the Commission on Audit ("COA"):

### 1. Pre-Rewards Draw Procedures (for the Main and Special Draws)

#### On Cash Rewards Record Date ("CRRD")

On CRRD which is five (5) business days prior to a CRDD, the following Pre-Rewards Draw Procedures shall be conducted:

- a. **Generation of Masterlist of Bondholders ("MoB")** - The list of bondholders as of CRRD shall be generated and extracted from the National Registry of Scripless Securities ("NRoSS") by the authorized representative of the BTr.
- b. **Validation of the MoB** – The MoB shall be validated by the authorized representatives of the BTr to ensure that the ineligible bondholders are excluded (and all eligible bondholders are included) in the Rewards Draw. The list of bondholders in the negative list shall be provided by the Premyo Bonds Facility Agent ("PBFA"). The MoB generated shall be used for the Main Draw as the MoB Main. The MoB Main shall also be used to generate the file for Special Draw.
- c. **Generate MOB for Special Draw** – The MoB Main will be further filtered to generate the list of eligible bondholders for the Special Draw which shall be called the MoB Special and shall be used for the Special Draw.
- d. **Defining the Authorized Users in the Computers and raffle systems** – The authorized representatives of the PBFA or their alternates, will be specifically pre-identified and defined Users in all the computers and the raffle systems.
- e. **Loading of the MoBs to the Primary and Alternate Computers** – The electronic file containing the MoBs shall be loaded in a specific file folder in the respective Primary and Alternate Computers for the Main and Special Draws. The PBFA shall ensure that the file folder where the file was saved contains the MoB file only. Once the MoBs are loaded, any modification or alteration shall no longer be allowed.
- f. **Installation of the PBAS** – The PBAS shall be installed in the same computers by the authorized representative of the PBFA.
- g. **Sealing the Primary and Alternate Computers** – Once the MoBs are loaded and the PBAS is installed, the computers shall be placed in an envelope and sealed. The seal shall bear the signature/s of at least one Rewards Committee member.
- h. **Safekeeping of the Computers at the LBP Intramuros Branch's Vault** – A PBFA representative shall transport the computers to the vault inside the LBP Intramuros Branch where the computers will be stored until they are retrieved on the CRDD in accordance with the process below. No access shall be allowed to all computers while they remain inside the vault.

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### On Cash Rewards Draw Date

- i. **Retrieval of the Primary and Alternate Computers for the Rewards Draw**– Once authorized by the Rewards Committee, the authorized personnel of the PBFA may retrieve and transfer the Primary and Alternate Computers for the Main and Special Draws to the rewards draw venue. This activity shall be documented via video and done in the presence of a COA representative of the PBFA or BTr.
- j. **Unsealing the Primary and Alternate Computers** – The representatives of the BTr shall unseal the Primary and Alternate computers in the presence of the Rewards Committee and COA representative/s.
- k. **Switching on the Primary Computer** – Only authorized personnel of the PBFA or authorized User 3 shall press the power button of the Primary Computer A & B both for Main and Special Draw respectively
- l. **Launching the PBAS** – Only authorized personnel of the PBFA or authorized User 1 shall launch the PBAS in the Primary Computer.
- m. **Uploading of Masterlist of Bondholders in PBAS** - Only authorized personnel of the PBFA or authorized User 1 shall upload the MoB Special in the PBAS in the Primary Computer B and then followed by the uploading of MoB Main in the PBAS in the Primary Computer A.
- n. **Generation of Electronic Rewards Numbers (“eRN’s”)** – Only authorized personnel of the PBFA or User 2 shall cause the generation of eRN’s in the PBAS.
- o. **Electronic Shuffle** – Once the eRN’s are generated, only User 2 or the same person who initiated the generation of the eRN’s shall electronically shuffle all entries.

*Note: The sequence of the ERN generation for the Main and Special Draws shall be done in accordance to approved sequence by the Rewards Committee.*

## 2. Rewards Draw Proper Procedures

On CRDD, the following procedures shall be conducted:

- a. **Confirmation of Authorized Selector/s** – The selectors shall be identified and authorized by the Rewards Committee.
- b. **Basis of Selection of Winners** – The selection of winners shall be guided by the following:
  - i. The eRN’s shall be the sole basis on which winners may be selected;
  - ii. Each eRN shall be valid only for the CRDD for which it was generated;
  - iii. Each eRN may win only once per CRDD. After an eRN is selected in one Cash Reward Tier, it shall no longer be eligible to win in any other Cash Reward Tier; and
  - iv. Selection of winning eRN’s shall be made only via the PBAS.

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- c. **Selection of Winners for the Main Draw** – The selection of winners for the Main Draw shall be guided by the following:
  - i. **3<sup>rd</sup> Cash Reward Tier** – Winners shall be selected thirty (30) eRN's at a time, until one hundred fifty (150) eRN's have been selected.
  - ii. **2<sup>nd</sup> Cash Reward Tier** – Winners shall be selected in two (2) batches: a batch containing fifteen (15) eRN's and another batch containing ten (10) eRN's.
  - iii. **1<sup>st</sup> Cash Reward Tier** – Only one (1) eRN will be selected.
- d. **Selection of Winners for the Special Draw** – Only twenty (20) eRN's will be selected.

### 3. Post-Rewards Draw Procedures

- a. **Documentation of the Winning eRN's** – The PBFA shall generate an official list of winners and provide a copy to the Rewards Committee for notation.
- b. **Data Back-up** – The PBFA shall perform back-up of all eRN's generated as well as all generated reports.
- c. **Re-sealing and Storage of the Primary and Alternate Computers** – All computer sets shall be sealed and stored in the vault following the procedure mentioned in the Sections C.1 g and h under the Pre-Rewards Draw Procedures.
- d. **Clean-up Process** – The contents of the PBAS shall remain in all computers until a month before the next CRDD. If the said day falls on a holiday or a weekend, this activity shall be conducted on the next business day. The PBFA shall retrieve the computers from the vault, perform backup of data in Section C.3.b, uninstall and delete the PBAS, delete the MoB Main and MoB Special, and the generated reports in preparation for the next rewards draw. All computers shall then be returned to the BTr.

### 4. Other Matters

- a. **Change in Rewards Draw Venue** – Any change in the rewards draw venue shall be decided upon by the Rewards Committee and communicated by the BTr to the PBFA, COA representative/s, and the public at least two (2) calendar days prior to the CRDD via the BTr website and Facebook page. Any such change shall be covered by a Rewards Committee resolution.
- b. **Change in CRDD** – In the event that the rewards draw cannot be conducted on CRDD due to *force majeure*, circumstances which may render its conduct impracticable, or any other event which the Rewards Committee may deem reasonable for its reschedule, the new schedule of the CRDD shall be determined by the Rewards Committee and communicated by the BTr via the BTr website and Facebook page. Any such change shall be covered by a Rewards Committee resolution.

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- c. Any deviation from these guidelines shall be covered by a resolution issued by the Rewards Committee.

Issued this \_\_\_ day of March 2021.

Rewards Committee Members	Signatures
<b>ROSALIA V. DE LEON</b> Treasurer of the Philippines Bureau of the Treasury	
<b>ATTY. ERWIN D. STA. ANA</b> Deputy Treasurer of the Philippines Bureau of the Treasury	
<b>ATTY. BENEDICTA DU-BALADAD</b> Project Lead and Coordinator, MOA with Bureau of the Treasury FINEX Academy, Inc. (Private Sector Lead Partner)	
<b>JOSE GABINO D. DIMAYUGA</b> Executive Vice President Development Bank of the Philippines - Representative	
<b>LOLITA M. ALMAZAR</b> First Vice President and Trust Officer Land Bank of the Philippines Trust Banking Group	