

**SETTLEMENT PROCEDURES
RETAIL TREASURY BONDS TRANCHE 26**

The Eligible participants shall comply with the following Settlement Procedures of the new subscriptions of Retail Treasury Bonds Tranche 26 ("RTB-26"):

A. On [29 November] 2021 (2 banking days prior to Issue Date)

1. Each Dealer/Selling Agent claiming Out-of-Pocket Expenses (OPEs) incurred in relation to the RTB-26 Issue shall submit complete receipts and/or proof of payments/documents to support the expenses no later than 4:00 p.m., two (2) business days prior to Issue Date for valid reimbursements.

B. On [1 December] 2021 (1 banking day before Issue Date)

1. Each Selling Agent, including any Dealer with successful bids at the Auction but did not qualify as a Selling Agent, shall ensure that payments for the Bonds sold or awarded shall be received in BTr's designated account with the Bangko Sentral ng Pilipinas (BSP) not later than 12:00 noon on Issue Date. For this purpose, each Dealer/Selling Agent shall, not later than 10:00 a.m. execute and submit to BTr-SOD an Autodebit/Autocredit Authorization in the form of **Annex F-1** and authorize the necessary remittance instructions in a timely manner.
2. Each Selling Agent shall, not later than 10:00 a.m. submit to the BTr-SOD a Summary Sales Report substantially in the form of **Annex F-2** duly signed by two (2) authorized signatories reflecting the total sales of the new subscriptions of RTB-26 computed as the sum of the auction and public offering sales proceeds.
3. BTr-SOD shall consolidate the Autodebit/Autocredit Authorizations and the Summary Sales Reports submitted by the Dealers/Selling Agents. Dealers/Selling Agents shall also prepare the authority letter to BSP in preparation for settlement.

C. On [2 December] 2021 (Settlement Date/Issue Date)

The BTr shall instruct the BSP to credit the Dealer/Selling Agent's settlement account for the payment of all fees, including the Issue Management Fee, Selling Fee, Exchange Offer Fee and OPEs, as applicable.

D. On [7 December 2021] (3 banking days after Issue Date)

Each Selling Agent shall, not later than 5:00 p.m., submit the reports described below to BTr-SOD:

- (i) A duly certified Bondholder List as of Issue Date indicating among others the individual names and the corresponding NRoSS account number of the Bondholders, substantially in the form of **Annex F-3**;

- (ii) Consolidated summary report of sales classified by investor type/geographical distribution/denomination as of Issue Date, substantially in the form of **Annex F-4**.
- (iii) Consolidated retail sales report of its respective provincial branches in the form of **Annex F-5**.

This above requirement shall be submitted in printed form and in electronic form (in MS Excel format) via email.