

**REPUBLIC OF THE PHILIPPINES  
RETAIL ONSHORE DOLLAR BONDS**

**BONDS.PH (MOBILE APPLICATION) GUIDELINES**

The following are the procedures to be followed by the investor/users (“**User**”), using the BONDS.PH application (“**BONDS.PH**”, or the “**App**”), an online ordering facility for the Retail Onshore Dollar Bonds (the “**RDBs**”) via a mobile application:

Unless otherwise expressly provided herein, defined terms used in this Guidelines shall have the meanings set forth in the Program Mechanics, the Terms and Conditions and Notice of Offering.

In order to invest in the RDBs using the BONDS.PH app, the user must have a Union Bank of the Philippines (“**UnionBank**”) USD Account and nominate this as the settlement account in the Bonds.PH app.

**A. Creation of BONDS.PH Account**

The following must be completed not later than two (2) days before the end of the Public Offer Period for the RDBs:

**1. User Registration to the BONDS.PH**

- Download BONDS.PH from the App Store for Apple mobile devices and from Google Play Store for Android mobile devices.
- The user registers using an e-mail address and is then prompted by the App to verify.
- The user shall create an account and log-in credentials (user ID and password). A 6-digit Personal Identification Number (PIN) shall be assigned by the user. By default, the user ID is the registered email address.
- An email verification will be sent to the user’s e-mail address for the log-in instructions.

**2. Log-in Process**

- User logs-in using email and is prompted to verify the user’s mobile number. The app will send a 6-digit One-Time Password (“**OTP**”) to the designated mobile number and to the registered email address.
- User will be then asked to input their 6-digit PIN.
- Once logged-in, users can see “My Bonds”, and “My Orders”.
- User also sees actions such as “Cash In”, “Cash Out”, “Buy” or “Sell”.

Note: Actions are not permitted until after the user undergoes the Customer Identification and Verification Process by UnionBank.

### 3. Know-Your-Customer (KYC) Process

- **Step 1:** Read and accept the Terms of Use and UnionBank Data Privacy Policy to start the account verification process.
- **Step 2:** Account Opening Procedures
  - (a) Provide the required personal information which include, among others, address and employment details.
  - (b) Upload one valid primary ID. Philippine government-issued IDs shall be considered as valid IDs.
  - (c) Take a photo of oneself holding the uploaded ID and upload the photo in the App.
  - (d) User reviews his/her inputs then clicks on “Submit”.

- **Step 3:** Investor Documents

User is required to agree, by clicking on the “I agree and accept” button, submit the necessary documents for buying of the RDBs, such as UnionBank’s Terms and Conditions as Selling Agent, Risk Disclosures and Investor’s Undertaking.

- **Step 4:** KYC Verification

- (a) Application will be reviewed and User will be notified once KYC application has been approved.
- (b) User will receive an e-mail confirmation that the KYC process has been approved.

### B. Purchase/Subscription of RDBs during the Offer Period

#### 1. Funding of Account

To be able to buy bonds, the User must first fund his/her account via UnionBank Online or deposit or transfer USD to its UnionBank account. User links his/her funded UnionBank USD account to his BONDS.PH account.

#### 2. Buying/Subscription Process

- User clicks “Buy” in Bonds.PH App and select the RDBs to purchase. User needs to confirm if they have an existing UnionBank USD account.
  - If none, user can request to open his account and wait for UnionBank RM to contact them and process the account opening.
  - If with existing account, user could proceed to his purchase.
- User can view the bond to be purchased with the features of the RDBs offering (e.g. tenor, coupon date, maturity date, coupon rate, net coupon rate) and other details of transaction such as fees and tax rate. User needs to input the desired investment amount or subscription amount, UnionBank USD account number and UnionBank USD account name.
- User will be redirected to UnionBank Online to link his UnionBank USD account to his order in Bonds.PH App.
- User needs to review the transaction details, read and tick the consent box for the confirmation of the subscription order and tap the “Buy” button.

- At the point of ordering, user will be asked to input their UnionBank USD account & will be routed to UnionBank Online to authenticate the UnionBank USD account number and account holder. Cash will be debited from the user's UnionBank account to fund the user's order.
- The subscription would have an "Awaiting Settlement" status upon initial placement of the order. All orders are considered final upon placement and can no longer be cancelled.
- The UnionBank account cash balance will be debited equal to the inputted investment amount.
- The status will change to "Awaiting Issuance" until the allocation is finalized and issued by the BTr on Settlement Date.
- User may check "My Orders" for the status of the transaction. If the purchase is successful, it will be reflected in "My Bonds".
- An email will also be sent to the user for the notice of successful purchase of the Bonds.

#### **C. Settlement of the Retail Treasury Bonds Purchased/Subscribed**

User will receive a Confirmation of Sale ("COS") from UnionBank via an encrypted file sent through e-mail.

#### **D. Crediting of interest payments on the Scheduled Quarterly interest payment Dates**

1. On every scheduled Interest Payment Date, the interest earned will be credited to the user's linked UnionBank account. This is done outside of the Bonds.PH app.
2. User may cash out interest proceeds from the user's linked UnionBank account.

#### **E. Selling the RDB Holdings**

1. User selects the RDBs and inputs the amount to be sold.
2. BONDS.PH will compute and show the indicative net proceeds from the sale based on the indicative price posted in the App.
3. By ticking the boxes, user declares that user has reviewed, understands, agrees and confirms that the calculations are only indicative and that orders will be executed on a best efforts basis, based on prevailing market conditions and fee charges to be incurred in the sell transaction.
4. User confirms the order by tapping the "Sell" button. A successful sell transaction will be shown on the screen.

Note: At the point of ordering, the bonds in "My Bonds" will immediately be transferred to "My Orders" awaiting execution/ settlement by UnionBank. Proceeds from the sale will be made available to the User via the App one (1) business day after sale date.

5. Receive e-mail notification on the price and yield at which the sale was made and the final net proceeds.

Note: This sell transaction is currently available only from 9 a.m. to 12 noon, Monday to Friday.

6. User may 'cash out' sale proceeds from the user's linked UnionBank account. Redemption of sale proceeds are done outside of the BONDS.PH app.

**F. Crediting of final interest payment and Principal on Maturity Date**

1. On Maturity Date, the final interest payment and principal will be credited to the user's linked UnionBank account.
2. User may cash out proceeds from the User's linked UnionBank account. Maturity and final interest redemption of proceeds is done outside of the BONDS.PH app.