



4. AUTHORITY TO OPEN BANK ACCOUNT/CHANGE OR TRANSFER OF DEPOSITORY BANK/BANK BRANCH/CURRENT ACCOUNT

To provide guidelines on the opening of banks account/s pertaining to receipts and disbursements of government agencies.

To establish a database for all bank accounts held by government agencies and to promote transparency in public financial management.

4.1 Authority to Open Bank Account of National Government Agencies (NGAs) and Government Owned and Controlled Corporations (GOCCs)

Office or Division:	District Offices and Provincial Offices			
Classification:	Simple			
Type of Transaction:	G2G – Government to Government			
Who may avail:	NGAs (for all accounts) and GOCCs (as Implementing Agency)			
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE		
1. Letter Request from NGAs/GOCCs – 1 original copy (hard copy) or electronic copy		Provided by Client		
2. BTr Form 1 – Request for Authority to Open Bank Account – 2 original copies (hard copies or electronic copy)		Bureau of the Treasury Website for Forms 1-3		
3. BTr Form 2 (Undertaking) – 2 original copies (hard copy or electronic copy) <i>Note: Not required for opening of MDS Sub-Account per Treasury Circular No. 4-2024</i>				
3. BTr Form 3 (Waiver of Confidentiality) - 2 original copies (hard copy or electronic copy): a) Form 3-A for MDS Sub-Accounts b) Form 3-B for Other Accounts				
5. Legal Basis –1 photocopy or electronic copy		Provided by Client		
CLIENT STEPS	AGENCY ACTIONS	FEES TO BE PAID	PROCESSING TIME	PERSON RESPONSIBLE
1. Submit the documentary requirements.	1.1 Receive and ensure the completeness of the requirements.	None	2 Minutes (single); 1 Hour and 35 Minutes (batch) ¹	<i>Treasury Operations Officer (TROO)/ duly authorized personnel - Provincial/District Office</i>
	1.2 Evaluate and review the purpose	None	8 Minutes (single);	<i>Chief Treasury Operations</i>



	and legal basis to open the account.		6 Hours and 25 Minutes (batch)	<i>Officer (CTOO) I/II/OIC/ICO - Provincial/District Office</i>
	1.3 Indicate recommendation and sign the portion for the Bureau of the Treasury in the BTr Form 1 and forward the same with the attachments to RO for the RD's approval/disapproval.	None	5 Minutes (single); 4 Hours (batch)	<i>CTOO I/II/OIC/ICO – Provincial/District Office</i>
	1.4 Receive the evaluated Request for Authority to Open Bank Account of the agency.	None	2 Minutes (single); 1 Hour and 35 Minutes (batch)	<i>Regional Director - Regional Office</i>
	1.5 Approve/ Disapprove and return the same to the concerned District/Provincial Office.	None	5 Minutes (single); 4 Hours (batch)	<i>Regional Director - Regional Office</i>
	<p>Note: In case the request for account opening is for the purpose other than those listed in Section 4.2 of Treasury Circular (TC) No. 4-2024 dated May 15, 2024, the Regional Director shall recommend further evaluation and concurrence by BTr Central Office through the Chief – Receipt Investment</p>			



	and Disbursement Division (RIDD) [turnaround time of three to five days].			
2. Receive the approved Request for Authority to Open Bank Account.	2.1 Receive and record the approved Request for Authority to Open Bank Account and release the same to the requesting agency. Advise the requesting agency to return the complete set of accomplished forms with data filled up by the AGSB once the account is opened.	None	8 Minutes (single); 6 Hours and 25 Minutes (batch)	<i>CTOO/TROO/ duly authorized personnel - Provincial/ District Office</i>
TOTAL:		None	30 Minutes (single); 3 Days (batch)	

¹ Single processing involves one (1) to three (3) accounts in one application.
Batch processing involves four (4) or more accounts in one application.