

REPUBLIC OF THE PHILIPPINES
RETAIL TREASURY BONDS TRANCHE 31 ("RTB 31")
RTB ONLINE ORDERING FACILITY GUIDELINES

These guidelines shall set the procedures to be followed for ordering and purchasing RTB 31 through the BTr 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 on "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 PHP5,000.00 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 31 offering, an investor may choose to purchase the bonds through the following Selling Agents/Settlement Bank ("Sponsoring GSED"):
- a. China Banking Corporation
 - b. Development Bank of the Philippines
 - c. First Metro Securities Brokerage Corporation on behalf of Metropolitan Bank and Trust Company
 - d. Land Bank of the Philippines

4. Upon completing the form, the investor shall enter the captcha challenge and agree to 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 Sponsoring GSED. Log-in and security features vary among Sponsoring GSEDs. The investor shall authorize a debit to his/her account following the procedure of the online payment facility of the Sponsoring GSED.

5. Upon the successful payment/debit of the account, the investor will receive an email notification regarding the transaction.
6. After the issue date, the client will receive an email or will be able to download the Confirmation of Sale (COS) from the chosen Sponsoring GSED in purchasing the RTBs. For clients transacting through Land Bank of the Philippines, they may also obtain their COS via the Sponsoring GSED’s branch of account.
7. 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.