

**REPUBLIC OF THE PHILIPPINES
RETAIL TREASURY BONDS TRANCHE 31 ("RTB 31")
BONDS-ON-PDAX GUIDELINES**

The following are the procedures to be followed by the investor/user ("User"), using **Bonds-on-PDAX ("BoP") accessible via the PDAX Application (powered by bonds.ph Inc.)** (the "PDAX App"), an online ordering facility for RTB 31 via a mobile application:

A. Activation of BoP Access

1. User Access to BoP

- Download the PDAX App from the App Store for Apple mobile devices and from Google Play Store for Android mobile devices.
- Register for a PDAX account if you are a new user, or log in with your existing credentials.
- Only users with fully verified PDAX accounts may proceed to request for BoP access.
- Open the PDAX App and click "Home" or "Trade".
- Click the "Bonds" icon.
- Register by answering questions on the screens for BoP.
- After answering the relevant questions, you will be required to agree to the BoP platform rules, privacy policy and the Investor's Undertaking.
- bonds.ph as the authorized securities broker-dealer will receive the information and process the NRoSS account creation for you.
- bonds.ph will notify you once your NRoSS account has been created, or if there are additional documents or information needed from you.
- Once your NRoSS account is created and linked to your PDAX account, you may fully access BoP and start purchasing RTB 31 and other available government securities on PDAX.

2. Log-in Process

- User goes to the PDAX App.
- User will then be asked to input their username, password and MFA (if enabled).
- Once the PDAX App is open, a user can see their total balance in PHP on the "Portfolio" screen.
- The user can then click "Bonds" through the Home or Portfolio screen.
- Once in "Bonds", users can see the government securities that are available for purchase.

Note: Purchases or Sales of the government securities are not permitted until after the user's access to BoP has been fully activated.

B. Purchase/Subscription of Retail Treasury Bonds during the Public Offer Period

1. Cash-In Process

- To be able to submit Orders, the user must ensure that the user's PDAX account has sufficient funds. The user may first cash-in by transferring funds into their PDAX account via the App's official cash-in channels.

- To cash-in, tap “Cash In” on the App Home screen of your PDAX App.

2. Buying/Subscription Process

- User selects RTB 31 token tagged as “Order” and has “Order” on the token icon. The user will then see a screen to “proceed to trade” or “view bond details”, which will show to the user the features of the RTB 31 offering (e.g. tenor, coupon date, maturity date, coupon rate, net coupon rate). The user needs to input the desired investment amount or subscription amount.
- User needs to review the transaction details, read and tick the consent box for the confirmation of the buy order and tap the “Confirm” button.
- At the point of ordering, cash will be earmarked from the user’s PDAX account to fund the user’s order.
- Once the user taps the “Confirm” button, the user will be notified through an in-app screen notification and an email confirmation whether the Order is successfully received by bonds.ph Inc. as the User’s securities broker, or if the Order has not been successfully received. All orders are considered final upon placement and can no longer be cancelled.
- The cash balance will be debited equal to the inputted investment amount. User may check “Portfolio” for the status of the transaction. If the purchase is successful, it will be reflected in the user’s portfolio under “Bonds”.
- The status of the RTB 31 token will change to “Issued” once the final allocation is finalized and issued by BTr on the Settlement Date. A confirmation email will also be sent to the User for the notice of successful purchase of RTB 31.

C. Settlement of the Retail Treasury Bonds Purchased/Subscribed

User will receive a Confirmation of Sale (COS) from bonds.ph Inc. via an email containing the relevant details in relation to the User’s RTB purchase including the number of the awarded RTBs and itemized fees and charges.

D. Crediting of Interest Payments on the Scheduled Quarterly Interest Payment Dates

1. On every scheduled quarterly payment date, the interest earned will be made available to the user by crediting it to the user’s PDAX account.
2. The cash balance indicated in the PDAX account will be updated to reflect the interest payment received.
3. User may cash out interest proceeds from the PDAX account using any of PDAX’s official cash-out channels.

E. Selling the Retail Treasury Bond Holdings

1. User selects the RTB and inputs the amount to be sold.
2. bonds.ph Inc. will compute and show the indicative net proceeds from the sale based on the indicative price posted in the App.
3. User confirms the order by tapping the “Confirm” button. A successful sell transaction will be shown on the screen.
4. The User will also receive an email notification confirming the bonds.ph received the Sell Order indicating the price and yield at which the sale was made and the final net proceeds.

5. The User's portfolio balances are updated, reflecting the indicative net proceeds received and the sale of the Retail Treasury Bonds.
6. User may 'cash out' sale proceeds from bond transactions through any of PDAX's official cash-out channels.
7. User will receive a Confirmation of Purchase (COP) from bonds.ph Inc. sent via an email containing the relevant details in relation to the User's RTB purchase including the number of the awarded RTBs and itemized fees and charges, once the sale of the underlying bonds are settled within T+2 from the update of the balance under Step 5.

F. Crediting of Final Interest Payment and Principal on Maturity Date

1. On maturity date, the final interest payment and principal will be disbursed and may be viewed in the user's PDAX account.
2. The portfolio balances will be updated to reflect the principal received and the maturity of RTB 31, respectively.
3. The User shall receive an email notification for the successful crediting of the final interest payment and principal amount on maturity date.
4. User may cash out proceeds through any of PDAX's official cash-out channels.