

**SETTLEMENT PROCEDURES
RETAIL TREASURY BONDS TRANCHE 31 ("RTB 31")**

The Eligible participants shall comply with the following Settlement Procedures of the new subscriptions of RTB 31:

A. On 18 August 2025 (2 banking days prior to Issue Date)

1. Each Dealer/Selling Agent claiming Out-of-Pocket Expenses (OPEs) incurred in relation to the RTB 31 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 19 August 2025 (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 31 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 20 August 2025 (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.

Notwithstanding the foregoing, the settlement of such fees shall only be effected upon the complete submission of the original physical copies of the applicable requisite documents, annexes, and official receipts, duly accomplished with correct and accurate information.

D. On 27 August 2025 (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.

E. Issuance of Official Receipt

Two (2) days after receipt of the additional/refund of Selling Agency Fee, the GSEDs/Selling Agents shall submit to the BTR-National Government Debt Accounting Division the original copy of the Official Receipt of the Selling Agency Fee, Exchange Fee and Issue Management Fee as a requirement of BTr-NGDAD for the issuance of BIR Form 2307.

In the event that an Official Receipt cannot be issued, the claimant-Selling Agent may submit an alternative document that will serve as proof receipt of payment from the BTr, subject to the mutual acceptance of the Selling Agent and the BTr.