

AKLAN FEDERATION OF RURAL BANKS

c/o Rural Bank of Malinao (Aklan), Inc.
862 R.A. Building, 19 Martyrs St., Kalibo, Aklan

01 August 2013

FOR : ALL PARTICIPATING RURAL BANKS

**SUBJECT : CIRCULAR LETTER : BASIC COURSE ON
CORPORATE GOVERNANCE FOR BANK DIRECTORS**

The Rural Bankers Association of the Philippines (RBAP), and Rural Bankers' Research and Development Foundation, Inc. (RBRDFI) through the *Aklan Federation of Rural Banks (AFRB)* is pleased to announce that it will conduct the seminar-workshop described below as part of its continuing strategy to strengthen the rural banking industry:

Course Title	Training Venue	Date and Duration
Basic Course on Corporate Governance For Rural Bank Directors	Ati-Atihan Festival Hostel, 19 Martyrs St., Kalibo, Aklan	September 5-6, 2013 (Thursday-Friday) 2 days (8:30AM- 5:00PM)

Pursuant to the following BSP Circulars

- a) Cir. No. 296 prescribing the minimum qualifications of a bank director, a director
'must have attended a special seminar for board of directors conducted or accredited by BSP...That incumbent directors as well as those who will be elected...must attend said seminar within a period of six (6) months...from the date of their election,
- b) Circulars No. 749 and 757 ***sets new guidelines in strengthening the Corporate Governance in Financial Institutions***".

Registration Fee

- a) **Early bird rate of Four Thousand Five Hundred Pesos only (P4,500.00)/ per registrant on or before August 23, 2013**
- b) **Four Thousand Nine Hundred Pesos only (P4,900.00)/ per registrant after August 23, 2013.**

Training Policies:

1. Deadline for submission of registration is not later than **September 2, 2013**.
2. A Non-Refundable commitment fee of P2,450.00 per participant. Payments can be remitted to the **Aklan Federation of Rural Banks** c/o Rural Bank of Malinao (Aklan), Inc. R.A. Building, 19 Martyrs St., Kalibo, Aklan. **Check payments, should be payable to Aklan Federation of Rural Banks (AFRB).**
3. Reservation via telephone conversation is accepted. However, Registration Form and fee must be settled 10 days prior the seminar date or **August 23, 2013**. Otherwise, reservation is considered cancelled.
4. Cancellation Policy: -
 - a) 10 days prior the seminar date is entitled for a full refund. *Regular Rate only
 - b) 3 days prior to the seminar date is entitled for a half refund * Regular Rate only
 - c) Participants who have paid but failed to show up for the seminar will only be entitled to a rebate of 50% of the total registration fee. (Regular Rate only)
 - d) For special cases (health, accident etc.), kindly coordinate with AFRB staff for refund procedures and requirements.

Please note that this is a live-out seminar.

Thank you very much.

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CONFIRMATION SHEET

BASIC COURSE ON CORPORATE GOVERNANCE FOR BANK DIRECTORS

September 5-6, 2013 (Thursday-Friday)
Ati-Atihan Festival Hostel, 19 Martyrs St., Kalibo, Aklan

For your reservation, please coordinate to AFRB Secretariat Ms. Irene Q. Cawaling

Contact details: (036) 268-2799, 500-7388; 09177235874

Email : bancomalinao@yahoo.com

We are sending the following participants:

Name	Designation	Nick-name	Degree and Year Graduated
1.			
2.			
3.			
4.			
5.			

_____ Date: _____
(Printed Name and Signature)

Designation: _____ Rural Bank : _____
Telephone: _____ Province : _____
Mobilephone: _____ Address : _____
Email address: _____