



# RURAL BANKERS RESEARCH AND DEVELOPMENT FOUNDATION, INC.

2/F RBAP Building, Andres Soriano Jr. Avenue corner Arzobispo St., Intramuros, Manila  
Telephone Nos. 527-2972 • 527-2968 • Telefax Nos. 527-2980 • 527-2969

**09 February 2016**

**FOR : ALL PARTICIPATING RURAL BANKS**

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

The Rural Bankers Association of the Philippines (RBAP), through the *Rural Bankers' Research and Development Foundation, Inc. (RBRDFI)* 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:

<i>Course Title</i>	<i>Training Venue</i>	<i>Date and Duration</i>
Basic Course on Corporate Governance For Bank Directors	Gov. Licaros Hall, RBAP Bdlg., A. Soriano Ave. cor. Arzobispo, St., Intramuros, Manila	March 11-12, 2016 (Friday-Saturday)  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) **For Members Only**  
**Early bird rate of Five Thousand Two Hundred Pesos only (P5, 200.00)/ per registrant on or before February 26, 2016**
- b) **Five Thousand Eight Hundred Pesos only (P5, 800.00)/ per registrant after February 26, 2016.**
- c) **Six Thousand Nine Hundred Sixty Pesos only (P6, 960.00).**\* Non-member rural banks. To avail of the regular registration fee, non-member banks are encouraged to apply for membership with RBAP/RBRDFI. Please call RBAP for details.

## Training Policies:

1. Before you deposit the registration fees, book your ticket (airline) and secure accommodations, confirm first with RBAP-RBRDFI your training slot, and wait for RBAP-RBRDFI acknowledgement on such reservation.

RBAP-RBRDFI will not be liable for any damage caused by unconfirmed reservation(s). Likewise, once training is FULL, RBAP-RBRDFI has the right to refuse participation or reimbursement on any damage brought by unconfirmed reservations.

2. Deadline for submission of registration is not later than **March 07, 2016.**
3. A Non-Refundable commitment fee of P2, 900.00 per participant. Payments can be remitted to the **Rural Bankers Research and Development Foundation, Inc.** bank account (*Land Bank of the Philippines – Intramuros Branch Savings Account Number 0012-1046-26*). Proof of payment (i.e., deposit slip) should be sent immediately verification at (02) 527-2980. **Check payments, should be payable to Rural Bankers Research and Development Foundation, Inc. (RBRDFI)**
4. Reservation via telephone conversation is accepted. However, Registration Form and fee must be settled 10 days prior the seminar date or **February 26, 2016.** Otherwise, reservation is considered cancelled.
5. 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 RBRDFI staff for refund procedures and requirements.

Please note that this is a live-out seminar.

Thank you very much.



**RURAL BANKERS RESEARCH &  
DEVELOPMENT FOUNDATION, INC.**

**CONFIRMATION SHEET**

**BASIC COURSE ON  
CORPORATE GOVERNANCE FOR BANK DIRECTORS**

March 11-12, 2016 (Friday-Saturday)  
Gov. Licaros Hall, RBAP Bldg., Intramuros, Manila

*For your reservation, please coordinate to RBRDFI Training Officers  
Mr. Ace M. Calang / Ms. Grace Dimapilis. / Ms. Jesica Cepeda  
Contact details: (02) 527-2969, 527-2980; 09178374604; 09178374603; 09178374599  
Emails: [training@rbap.org](mailto:training@rbap.org), [gracedestira@gmail.com](mailto:gracedestira@gmail.com) [jescapeda.rbap@gmail.com](mailto:jescapeda.rbap@gmail.com)*

**We are sending the following participants:**

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

\_\_\_\_\_  
(Printed Name and Signature)

Date: \_\_\_\_\_

Designation: \_\_\_\_\_ Rural Bank : \_\_\_\_\_  
Telephone: \_\_\_\_\_ Province : \_\_\_\_\_  
Mobilephone: \_\_\_\_\_ Address : \_\_\_\_\_  
Email address: \_\_\_\_\_