



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

27 October 2015

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	December 14-15, 2015 (Monday-Tuesday) 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 November 27, 2015
- b) **Five Thousand Eight Hundred Pesos only (P5, 800.00)/ per registrant after November 27, 2015.**
- 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 that **December 10, 2015.**
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 **December 05, 2015.** 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**

December 14-15, 2015 (Monday -Tuesday)
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, gracedestira@gmail.com jesc Cepeda.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: _____
Telephone: _____
Mobilephone: _____
Email address: _____

Rural Bank : _____
Province : _____
Address : _____