

## **AVAILMENT OF THE BSP REDISCOUNTING FACILITY**

<b>Description</b>	<b>Rediscounting</b> is a privilege of a qualified bank to obtain loans or advances from the BSP using eligible papers of its borrowers as collaterals. <b>Rediscounting Line</b> establishes the maximum balance of rediscount that can be maintained with the BSP. <b>Electronic Rediscounting System (eRS)</b> allows qualified banks to conduct their rediscounting transactions and inquiries with the BSP on an on-line and real-time basis at the convenience of their bank premises.
<b>Clients</b>	Eligible banks, as provided under Circular No. 630, dated 11 November 2008, as amended.
<b>Documents Required</b>	See <b>Annexes “E-11-a”</b> and <b>“E-11-b”</b> for the requirements for the Application for Rediscounting Line and for Request to Participate in the eRS, respectively.
<b>Schedule of Service Availability</b>	Banking days, 9:00 A.M. to 4:30 P.M.
<b>Contact Information</b>	Department of Loans and Credit (DLC), Bangko Sentral ng Pilipinas, Room 215, 2 <sup>nd</sup> Floor, 5-Storey Building, BSP Complex, A. Mabini corner P. Ocampo Streets, Malate Manila 1004; Tel. (02) 306 3067, 306-2784 and 306-2413 For Rediscounting Line application, Credit Rating and Loan Evaluation Division (CRLED), email us at <a href="mailto:RDumaliang@bsp.gov.ph">RDumaliang@bsp.gov.ph</a> For request to participate in the eRS, Systems Development and Management Division (SDMD), email us at <a href="mailto:eRediscounting@bsp.gov.ph">eRediscounting@bsp.gov.ph</a>
<b>Total Fees</b>	None
<b>Total Processing Time</b>	For application for Rediscounting Line, 10 banking days from receipt of complete documents and information both from the applicant bank and from other operating departments within the BSP. (If the Department were to require additional documents or information, the period would be tolled and would only resume once the additional documents are received.)  For request to participate in the eRS, four banking days from receipt of complete documents.

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RESPONSIBLE/ LOCATION	DOCUMENT(S) REQUIRED	DOCUMENT(S) GENERATED
<b>A) Application for Rediscounting Line (RL)</b>					
1	Secures application form and checklist of documentary requirements.	Upon request, furnishes client with application form and checklist of documentary requirements through client's authorized representative, mail, or email.	Processor, CRLED-DLC, Room 215, 2/F, 5-Storey Building	<ul style="list-style-type: none"> <li>• Email message/ letter-request/ telephone inquiry</li> </ul>	<ul style="list-style-type: none"> <li>• Application Form (DLC Form No. 02-001-01); and</li> <li>• Checklist of Documentary Requirements (<b>Annex "E-11-a"</b>)</li> </ul>
2	Submits application for RL, together with transmittal letter and documentary requirements.	Determines completeness; acknowledges receipt; evaluates client's eligibility for RL based on the submitted documents and data from the Supervision and Examination Sector, BSP; requests additional documents as necessary; and informs the bank of any tolling of the period for the processing of the application.		<ul style="list-style-type: none"> <li>• Application Form (DLC Form No. 02-001-01); and</li> <li>• Required documents listed in <b>Annex "E-11-a"</b></li> </ul>	<ul style="list-style-type: none"> <li>• Acknowledgement Receipt;</li> <li>• Letter/Memo/Email request for documents and/or informing the bank of the tolling of the period for the processing of the application, as applicable;</li> </ul>
		Updates the bank of the status of their application.		Not Applicable	Email updating the bank of the receipt of complete documents/information and endorsement to the Credit committee for their deliberation; or letter informing the bank of its ineligibility and reason therefor.
		Upon approval of the line, notifies banks and transmits Rediscounting Line Agreement (RLA) for client's accomplishment, signature and notarization.		Not Applicable	For approved applications: <ul style="list-style-type: none"> <li>○ Notice of Approval (DLC Form No. 02-001-09);</li> <li>○ RLA (DLC Form No. 02-001-08); and</li> <li>○ Instructions for RLA accomplishment.</li> </ul>

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RESPONSIBLE/ LOCATION	DOCUMENT(S) REQUIRED	DOCUMENT(S) GENERATED
3	Submits four sets of properly accomplished and duly signed/notarized RLA.	Receives four sets of RLA. Upon determination of proper accomplishment transmits them for the signature of the DLC Director and notarization.	Processor, CRLED-DLC, Room 215, 2/F, 5-Storey Building	• Four sets of properly accomplished RLA, signed by the bank's authorized officers and duly notarized.	• Four sets of RLA, signed by all parties and duly notarized.
		Notifies the bank of the effectivity and expiry date of the RL.		Not Applicable	• Email informing the bank of the effectivity and expiry date of its RL.
		Transmits one notarized set of RLA as bank's copy.		Not Applicable	• RLA transmittal letter to the bank (DLC Form No. 02-001-13).
4	Receives one copy of notarized RLA.	Not Applicable			
<b>B) Request to Participate in the Electronic Rediscounting System (eRS)</b>					
1	Sends letter-request through fax, email, or phone call.	Furnishes client with required forms/ documents and briefs the bank representatives/officers regarding BSP rediscounting operations.	Processor, SDMD -DLC, Room 215, 2/F, 5-Storey Building	• Email message/ letter-request/ telephone inquiry	• All required documents listed in Annex "E-11-b" and Instructions for the Accomplishment and Notarization of the Depository/ Custodianship Agreement.
2	Submits the duly accomplished required forms/documents	Receives the duly accomplished required forms/ documents and evaluates documents for approval of the Department Head.		• All required documents listed in Annex "E-11-a"	
		Informs the bank of the approval of the eRS Participation Agreement.		Not Applicable	• Notice of Approval to Participate in eRS (DLC Form No. 02-002-10).
<b>END OF TRANSACTION</b>					

**APPLICATION FOR REDISCOUNTING LINE**  
**List of Requirements**

1. Application for Rediscounting Line (DLC Form No. 02-001-01). Please indicate the amount of rediscounting line being applied for and if possible, please prepare the application form in the bank's stationery;
2. Secretary's Certificate/Board Resolution duly signed by the Board of Directors of the applicant bank, authorizing the bank to apply for a rediscounting line with the BSP (indicate the amount applied for) and designating at least two (2) senior officers of the bank (with their respective specimen signatures) authorized to endorse PNs and sign all papers pertaining to rediscounting;

Please observe the following specific wordings in the preparation of said document:

***For renewal:***

*"... to apply for the renewal of rediscounting line with the Bangko Sentral ng Pilipinas in the amount of ₱ \_\_\_\_\_"*

***For new applicant:***

*"... to apply for a rediscounting line with the Bangko Sentral ng Pilipinas in the amount of ₱ \_\_\_\_\_"*

3. List of incumbent members of the Board of Directors and principal officers (top 3 executive officers) indicating therein their respective educational attainment, training, and work experience as of recent date;
4. Original certification of no past due obligations with all other financial and lending institutions, as enumerated therein, signed by any two (2) of the authorized/designated officers indicated in Item no. 2 requirement; otherwise, a certification of no financial obligations shall be submitted by the applicant bank;
5. Original certification of good credit standing prepared and issued by all the financial and lending institutions listed in Item no. 4 requirement; and
6. Copy of SEC approved amended Articles of Incorporation, if any.

**ADDITIONAL REQUIREMENTS FOR NEW APPLICANT:**

1. Articles of Incorporation including its amendments, if any;
2. Organizational Chart; and
3. Manual of Lending Operations.

**APPLICATION FOR PARTICIPATION IN ELECTRONIC REDISCOUNTING SYSTEM**  
**List of Requirements**

- 1) Application for Participation in Electronic Rediscounting System (eRS) (DLC Form No. 02-002-01)
- 2) Duly signed eRS Participation Agreement (DLC Form No. 02-002-02)
- 3) Board Resolution authorizing the bank to participate in the eRS with the minutes of the meeting duly supported by a notarized Secretary's Certificate
- 4) Copy of Rediscounting Line Agreement
- 5) User Account Registration Form (DLC Form No. 02-002-03)
- 6) Depository/Custodianship Agreement (For Rural/Cooperative Bank only) (DLC Form No. 02-002-06)