

**GRANT OF AUTHORITY TO ESTABLISH A DOMESTIC BRANCH OF A LOCAL BANK/NON-BANK FINANCIAL INSTITUTION (NBF)**

<b>Description</b>	:	Processing of client's request to establish a domestic branch of a local bank/NBFI
<b>Clients</b>	:	Banks and NBFIs under the supervision of BSP
<b>Documents Required</b>	:	See Annex E21-A
<b>Schedule of Service Availability</b>	:	Banking days, 9:00 AM to 4:30 PM (Cut-off time: Applications received from 1:00 PM onwards will be considered as received the following banking day)
<b>Contact Information</b>	:	Central Point of Contact Department I (CPCD I) 15th Floor, Multi-storey Building, Bangko Sentral ng Pilipinas, Mabini St., Malate, Manila 1004 Trunk Line: 708-7701, local 2401; Direct Line: 708-7331; Facsimile: 306-1415  Central Point of Contact Department II (CPCD II) 8th Floor, Multi-storey Building, Bangko Sentral ng Pilipinas, Mabini St., Malate, Manila 1004 Trunk Line: 708-7701, local 3165/3166; Direct Line: 708-7512; Facsimile: 708-7259  Central Point of Contact Department III (CPCD III) 6th Floor, Multi-storey Building, Bangko Sentral ng Pilipinas, Mabini St., Malate, Manila 1004 Trunk Line: 708-7701, local 3061; Direct Line: 708-7445; Facsimile: 708-7258  Central Point of Contact Department IV (CPCD IV) 7th Floor, Multi-storey Building, Bangko Sentral ng Pilipinas, Mabini St., Malate, Manila 1004 Trunk Line: 708-7701, local 3047/3048; Direct Line: 708-7523; Facsimile: 708-7268  Integrated Supervision Department I (ISD I) 14th Floor, Multi-storey Building, Bangko Sentral ng Pilipinas, Mabini St., Malate, Manila 1004 Trunk Line: 708-7701, local 3017/3018; Direct Line: 708-7297; Facsimile: 708-7305  Integrated Supervision Department II (ISD II) 12th Floor, Multi-storey Building, Bangko Sentral ng Pilipinas, Mabini St., Malate, Manila 1004 Trunk Line: 708-7701, local 3107/3108; Direct Line: 708-7318; Facsimile: 708-7319

**Total Processing Time** : 70 banking days (processing time starts from the time of filing by the client to the appropriate CPCD /  
*(include reckoning point)* ISD of an application letter with complete documentary requirements up to the date of issuance of transmittal letter of approval/denial by the appropriate CPCD / ISD)

**Total fees** : **A. Branch Processing Fee**  
*(put none, if no fees involved)* The Bank shall be immediately charged with the total processing fee computed for all branches approved, in accordance with the following:

Bank Category	Branch Processing Fees <sup>1</sup>	
	Metro Manila, Cities of Cebu and Davao, All Other Cities, 1st to 2nd Class Municipalities	3rd to 6th Class Municipalities
UBs/KBs/Affiliated TBs	₱ 200,000	₱ 100,000
Non-Affiliated TBs	100,000	50,000
RBs/Coop Banks	25,000	25,000
Microfinance-oriented banks/branches of microfinance-oriented banks	5,000	5,000
NBFIs	None	None

Provided, that branches to be established in unbanked cities and municipalities shall be exempted from the processing fee.

Provided, further, that branches of TBs, RBs and Coop Banks to be established within the region where the head office is located shall be exempted from the processing fee.

In no case shall staggered payment for the total branch processing fee be allowed. Moreover, failure to open an approved branch within the prescribed period shall result in the forfeiture of the paid branch processing fee.

### B. Special Licensing Fee

For branch applications in the restricted areas, the applicant bank shall, upon acceptance of branch application, pay a special licensing fee per branch depending on the bank's category, as follows:

Bank Category	Licensing Fee Per Branch <sup>/2</sup>
UB/KB	₱ 20.0 million
TB	15.0 million

/1 As amended by Circular No. 868 dated 26 January 2015

/2 As amended by Circular No. 847 dated 28 August 2014

STEP NO.	CLIENT STEP	BSP ACTION	OFFICE RESPONSIBLE/ LOCATION	DOCUMENT(S) REQUIRED	DOCUMENT(S) GENERATED
1	Submit two (2) copies of application letter together with one (1) set of complete documentary requirements	Receives documents; Stamps date/time of receipt and signs/returns client's copy of application letter	Processor, FSAD-CASG/10F, Multi-storey Building	Original and receiving copy of application letter together with one set of complete documentary requirement as enumerated in Annex A	
2	Receive client's copy of application letter duly stamped received/signed by FSAD-CASG				
		Releases acknowledgment letter to client (either via courier/registered mail or e-mail)	If via Courier/Registered Mail: Processor, FSAD-CASG/10F, Multi-storey Building  If via E-mail: Appropriate CPCD / ISD		If via Courier/Registered Mail: Acknowledgment Letter and Registry Return Receipt*  If via E-mail: Scanned Acknowledgment Letter

3	<p>If via Courier/Registered Mail: Receive Acknowledgment Letter and sign Registry Return Receipt*</p> <p>If via E-mail: Receive scanned copy of the Acknowledgment Letter and reply to e-mail confirming receipt of the letter</p>				
		<p>Releases Decision Letter to client (either via courier/registered mail and/or e-mail)</p>	<p>If via Courier/Registered Mail: Processor, FSAD- CASG/10F, Multi-storey Building</p> <p>If via E-mail: Appropriate CPCD / ISD</p>		<p>If via Courier/Registered Mail: Decision Letter and Registry Return Receipt*</p> <p>If via E-mail: Scanned Decision Letter</p>
4	<p>If via Courier/Registered Mail: Receive Decision Letter and sign Registry Return Receipt*</p> <p>If via E-mail: Receive scanned copy of the Decision Letter and reply to email confirming receipt of the letter</p>				
<b>END OF TRANSACTION</b>					

\* Applicable to registered mail only

4. Services to be offered, as well as any extension offices, etc. to be opened;
5. Days and hours to be observed;
6. Areas to be served;
7. Bio-data of the proposed branch manager and organizational chart of the proposed branch showing the proposed staffing pattern;
8. Business and/or economic justifications (including data) for the establishment of the branch; and
9. Number of financial institutions in the area (banks, investment houses, finance companies and pawnshops).