

**RELATED PARTY TRANSACTIONS  
COVER SHEET**

<b>Reviewing Committee</b>	<input type="checkbox"/> <b>Related Party Transaction Committee</b> (PhP10,000,000.00 and above)
	<input type="checkbox"/> <b>RPT Management Committee</b> (below PhP10,000,000.00)
<b>Originating Unit</b>	
<b>Date Submitted</b>	

<b>Name of Related Party</b>																	
<b>Relationship</b>	<input type="checkbox"/> <b>DOSRI</b> <input type="checkbox"/> <b>Close Family Member of the DOS</b> <input type="checkbox"/> <b>Subsidiary</b> <input type="checkbox"/> <b>Affiliate</b> <input type="checkbox"/> <b>Corresponding Persons in Affiliated Companies</b> <input type="checkbox"/> <b>Member of the Advisory Board</b> <input type="checkbox"/> <b>Subsidiary of a related party</b> <input type="checkbox"/> <b>Member of the YGC Conglomerate</b> <input type="checkbox"/> <b>Others (please specify)</b> _____ <small>For the classification of related parties, please refer to the latest Policy on Related Party Transactions.</small>																
<b>With Interlocking Directors</b>	<input type="checkbox"/> Yes. <table border="1" style="width: 100%; text-align: center;"> <tr> <td colspan="2"><b>Name of Director/s</b></td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <td colspan="2"> </td> </tr> </table> <p>If with interlocking director, please indicate % of ownership in the related party:</p> <table border="1" style="width: 100%; text-align: center;"> <thead> <tr> <th style="width: 70%;">Name of Director</th> <th style="width: 30%;">% of Ownership</th> </tr> </thead> <tbody> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> <tr> <td> </td> <td> </td> </tr> </tbody> </table> <input type="checkbox"/> No.	<b>Name of Director/s</b>						Name of Director	% of Ownership								
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**CONTRACTS OF LEASE**

New  Renewal *(For renewals, please attach performance review of the account)*

**History/years of relationship with the Bank:**

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**Rationale for entering into the transaction:**

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Terms of the Contract:	Current	Proposed
Total Leased Area		
Price per sqm.		
Total Contract Price		
Period of Lease		
Escalation Rate		

**Other Terms and Conditions:**

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**Pricing Method Used:**

*For an effective price discovery mechanism, proponents may use as guide the provisions of **BIR Regulation No. 2-2013** or "**Transfer Pricing Guidelines**" in applying arm's length principles to related party transactions to the extent applicable. Please refer to **ANNEX B** of the Policy on Related Party Transaction.*

- Comparable Uncontrolled Price (CUP) Method
- Resale Price Method (RPM)
- Cost Plus Method (CPM)
- Profit Split Method (PSM)
  - Residual Profit Split Approach
  - Contribution Profit Split Approach

- Transactional Net Margin Method (TNMM)  
 Other pricing method \_\_\_\_\_

**Potential risk that may arise as a result of or in connection with the Related Party Transaction:**

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**Other relevant information:**

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Please attach documented benchmarks/comparable pricing of similarly situated unrelated transactions, where applicable. Where no comparable prices are available, proponents must resort to other price discovery mechanisms e.g. subjecting the transaction to a bidding process or securing an external expert's fairness opinion, or must provide sufficient justification why no comparable prices can be presented.

**Certifications:**

**1. Outsourcing Certification, if applicable**

- Reviewed and approved by the Clearing House based on outsourcing policy of the Bank  
 Not applicable

**2. Individual and Aggregate Limits Certification**

- The undersigned certifies that this RPT has not breached the individual and aggregate limits set by the Bank under the RPT Policy.

**3. The undersigned certifies that the amount presented herein is below 10% of the combined assets of the RCBC Group based on the latest Audited Financial Statement of the Bank.**

- Yes       No, accompanied with fairness opinion issued by external independent party

**Reminders:**

1. *The database of related parties and Policy on Related Party Transactions are uploaded in the Compliance Office Library.*
2. *Transactions for review of the RPT Committee/Management Committee must be submitted to the Secretariat a week before the scheduled meeting. Regular meeting of the RPT Committee is two weeks ahead of the Board Meeting. Regular meeting of the RPT Management Committee is one week after the RPT Committee meeting.*
3. *The presentation of the proponent to the RPT Committee/Management Committee must demonstrate the comparability analysis done using the pricing method indicated above.*
4. ***Where the amount involved in the transaction is at least 10% of the combined assets of the RCBC Group based on the latest audited financial statement, the transaction shall be accompanied by a fairness opinion issued by an external independent party to be appointed by the Board of Directors. An external independent party may include, but is not limited to, auditing/accounting firms and third party consultants and appraisers.***
5. *Upon favorable review of the RPT Committee, Material Related Party Transactions must be submitted to the Board of Directors for approval. Please coordinate with the Office of the Corporate Secretary regarding submission of agenda items.*

**Submitted by:**

\_\_\_\_\_  
Account Officer  
(sign over printed name)

\_\_\_\_\_  
Division Head  
(sign over printed name)

\_\_\_\_\_  
Group Head  
(sign over printed name)

<b>Name of Presentor/s</b>	
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**FOR COMMITTEE SECRETARIAT:**

<b>Action of:</b>	<input type="checkbox"/> RPT Board Committee <input type="checkbox"/> Endorsed for Board Approval <input type="checkbox"/> Noted <input type="checkbox"/> Disapproved	<b>Comments:</b>
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	<input type="checkbox"/> RPT Management Committee	<input type="checkbox"/> Approved <input type="checkbox"/> Noted <input type="checkbox"/> Disapproved
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