

 <p><b>LBP RESOURCES AND DEVELOPMENT CORPORATION</b> 24<sup>TH</sup> Floor LBP Plaza 1598 M.H Del Pilar cor. Dr. J. Quintos St. Malate Manila</p>	<p><b>BROKERING SERVICES MANUAL</b></p>	<p><b>Class Code: D</b></p>
		<p>Reference Code: <b>OM-BS-7.0</b> Revision Number: <b>00</b> Date: Effective <b>Nov. 20, 2018</b> <b>Page 1 of 2</b></p>
	<p><b>Chapter 7: Marketing and Solicitation of New Clients</b></p>	

## A. General Guidelines

1. The PMMS Department shall spearhead the marketing of the brokering services to build and expand the client base.
2. The PMMS Department shall continuously market the brokering services to obtain new clients to improve the viability and profitability of the Corporation.
3. Brokering services may be obtained through negotiation or by application for brokers' accreditation when required by private corporations as well as government entities.
4. All marketing letters, quotations, and bids shall be reviewed by the President & CEO prior to submission to prospective clients to ensure soundness, adequacy, and propriety of the proposal/offer.
5. LBRDC shall be entitled to commission for the brokering services on the sale/lease of ROPAs and other assets of value.
6. Broker's service fee or commission shall be agreed upon by LBRDC and clients taking into consideration the selling price or the amount of lease of the ROPA.
7. Value-added tax or percentage tax and other related taxes shall be included in the broker's service fee.

## B. Specific Guidelines

Specific guidelines shall be issued to comply with the policies and guidelines on the brokering service fee or broker's commission.

For Land Bank of the Philippines, the broker's commission is discussed in Chapter 3 of this Manual. For other clients, below are the guidelines and any deviation from these guidelines shall be presented to the EXCOM or the authorized approving officer per Codified Approving/Signing Authority (CASA) for approval.

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1. Broker's commission shall not be lower than that being received from Land Bank of the Philippines.
2. Broker's commission shall not be lower than the prevailing rate in the industry.
3. Incidental costs such as marketing, advertising, transportation, etc. shall be considered in the negotiation for the brokering service fee.
4. Broker's commission shall be paid to LBRDC net of all applicable taxes. Broker's commission shall be granted only after the execution of the appropriate contracts (Deed of conditional Sale, Deed of Absolute Sale, Lease Contract or Lease Contract with Option to Purchase).
5. LBRDC shall comply with all the documentary requirements of the client to facilitate the processing and release of the broker's commission.