

# PPMI Membership and ACH Participation Process

## STEP 1 Application

- PPMI applicant submits the following application documents (via email or physical copy delivered to PPMI office):
  - Duly accomplished PPMI Application Form with supporting documents (see list of required attachments to application form)
  - Confirmation of Eligibility (COE) to be a member of the PPMI and Automated Clearing House (ACH) Participation issued by PSLD of BANGKO SENTRAL .

## STEP 2 Review

- PPMI reviews all submitted documents
- PPMI processes application requirements for presentation to ACH membership Committee

## STEP 3 Evaluation

- ACH membership committee evaluates application accordingly, and meets with the applicant, as necessary
- Issues letter of no objection (LNO) to PPMI Excom

## STEP 4 Acceptance

- PPMI presents to PPMI Excom the recommendation of ACH membership committee. PPMI Excom decides on the membership application.
- PPMI prepares letter endorsing accepted applicants to the clearing switch operator (CSO) for on-boarding in preferred ACH or both (PESONet / InstaPay)


## STEP 5 Onboarding

- PPMI notifies applicant on its acceptance/results of membership application/and the accepted applicant pays the corresponding fees (see list of applicable fees)
- PPMI endorses newly accepted applicant to CSO for participation in an ACH(s)
- PPMI updates PPMI website and Facebook page

Please send an email to PPMI to request for membership application form.

 Ms. Carmelita R. Araneta, General Manager

 [ppmi@philpayments.org.ph](mailto:ppmi@philpayments.org.ph)

 (02) 8811-1277 local 2035

 <https://www.philpayments.org.ph/>

 <https://www.facebook.com/PPMIorg/>

# LIST OF ATTACHMENTS TO THE PPMI APPLICATION

1. Confirmation of Eligibility (COE) to join PPMI issued by the BSP thru the Payment Supervision and Licensing Department (PSLD) (required under BSP Circular 1033)
2. Copy of latest Articles of Incorporation and By-laws
3. Copy of Certificate of Authority from the Bangko Sentral ng Pilipinas, whichever is applicable, to:
  - a) operate as a Bank, or
  - b) operate as an Electronic Money Issuer
4. Copy of latest Audited Financial Statement
5. Secretary's Certificate authorizing the application and the naming of authorized principal representative and alternate principal representative to the PPMI
6. Company Profile and description of business model, services, products

## Applicable Fees as PPMI Member

Approved by the Executive Committee acting by virtue of the delegated authority vested to it by the PPMI Board of Directors in its meeting on January 17, 2023  
EFFECTIVELY IMMEDIATELY

<b>Application Fee</b>	Php25,000.00 payable upon submission of the complete documents
<b>Approval Fee</b>	Php25,000.00 payable upon receipt of the notice of the PPMI approval
<b>Joining Fee</b>	Php100,000.00, payable upon endorsement by PPMI to the CSO, less application fee and approval fee

BSFI APPLICANT	ASSET SIZE	FEES		
		APPLICATION	APPROVAL	JOINING
<b>UB/KB/DB/EMIs</b>	Php 1B and up	Php25,000.00	Php25,000.00	Php100,00.00
<b>Thrift Banks, Rural Banks, Cooperative Banks</b>	<Php500M	Php25,000.00	Php25,000.00	Php0.00
	Php500M-1B	Php25,000.00	Php25,000.00	Php25,000.00
	>Php1B	Php25,000.00	Php25,000.00	Php100,000.00

<b>Annual Assessment Fee</b>	<p>Minimum Annual Assessment Fee Php 10,000.00*</p> <p>*Additional fees may apply depending on the volume of transactions of the PPMI Member.</p>
------------------------------	---

# Onboarding Process

Once endorsed by PPMI, PPMI member works closely with the CSO for compliance of technical and operational requirements of its participation in ACH.

## PPMI Applicant

- Project Kick-off with CSO
- Receives technical specs and onboarding requirements
- Coordinates with the Bangko Sentral for DDA Settlement / sponsored DDA Settlement (for EMIs)
- Internal Tech Preparation, User Acceptance Test, Implementation
- Go-Live with CSO Participation
- Sign and complete all ACH Agreements

## CSO Onboarding Team/Tech Team (PCHC and BancNet)

- Connectivity
- Bangko Sentral PhilPass Test
- Operational Walkthrough
- Participant Technical Parameters
- User Acceptance Testing
- Pre-Implementation WalkThrough
- Go-Live

*Note: Participation in the ACH must be within 6 months from endorsement date. Failure to do so will require the participant to go through a re-accreditation process.*

### Technical Activities:

- Unique BIN registration
- Settlement Specs:
  1. RDDA BIC /SSA BIC
  2. PhilPass Browser for direct participants
- Test Connection and Keys

### Testing:

- Operations Walkthrough
- Service Level Agreement
- Participant Parameters
- PhilPass Testing (with Bangko Sentral )

### Pre-Implementation:

- User Acceptance Test
- Technical Specs and Requirements
- Production Public Keys and DR Connectivity