

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 PSOD 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

PPMI Contact Person: Ms. Melit Araneta, General Manager

Email: ppmi@philpayments.org.ph

Telephone Number: 88136874

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

FB Page: @PPMIOrg

LIST OF ATTACHMENTS TO THE PPMI APPLICATION FORM

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- Latest Articles of Incorporation (AOI) and By-Laws

- Certificate of Authority from the Bangko Sentral to operate as a bank or as an Electronic Money Issuer (EMI), whichever is applicable

- Secretary's Certificate authorizing application and designating authorized representative and alternate

- COE to be a member of the PPMI and ACH Participation issued by the Bangko Sentral PSOD (required under BSP Circular 1033)

- Latest Audited Financial Statements

APPLICABLE FEES AS PPMI MEMBER

ONE-TIME JOINING FEE

UBs/KBs/EMIs pay one-time joining fee of Php150,000.00.

Rural/Thrift Banks pay one-time joining fee depending on the institution's asset size:

Asset Size	Joining Fee
>Php1B	Php150,000
Php500M - 1B	Php75,000
< Php500M	Php50,000

ANNUAL ASSESSMENT FEE

Minimum annual assessment fee of Php10,000*

**Additional fees may apply depending on the value and volume of transactions of the PPMI member*

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

CSO Onboarding Team/Tech Team (PCHC and BancNet)

- | | |
|--|--|
| <input type="checkbox"/> 1. Project Kick-off with CSO | <input type="checkbox"/> 1. Connectivity |
| <input type="checkbox"/> 2. Receives technical specs and onboarding requirements | <input type="checkbox"/> 2. Bangko Sentral PhilPass Test |
| <input type="checkbox"/> 3. Coordinates with the Bangko Sentral for DDA Settlement / sponsored DDA Settlement (for EMIs) | <input type="checkbox"/> 3. Operational Walkthrough |
| <input type="checkbox"/> 4. Internal Tech Preparation, User Acceptance Test, Implementation | <input type="checkbox"/> 4. Participant Technical Parameters |
| <input type="checkbox"/> 5. Go-Live with CSO Participation | <input type="checkbox"/> 5. User Acceptance Testing |
| <input type="checkbox"/> 6. Sign and complete all ACH Agreements | <input type="checkbox"/> 6. Pre-Implementation WalkThrough |
| | <input type="checkbox"/> 7. Go-Live |

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