

Agency Control No. _____

Name of Agency: _____
Address : _____**LETTER OF INTRODUCTION (LOI)**
Direct Payment to the Account of the Creditor/PayeeTo: The Branch Manager
MDS Government Servicing Bank Branch
Address of MDS-GSB Branch

Sir/Madam:

In line with the implementation of the revised procedure for payment of accounts payable (A/Ps), prescribed under the Department of Budget and Management Circular Letter No. _____ dated _____, 2013, we are endorsing to you Name of Creditor/Company, an authorized creditor/supplier/contractor/payee of Name of Company with business address at _____ to open an account or verify an existing account.

By: (Agency Authorized Official)

Signature over Printed Name**To be accomplished by the MDS-GSB Branch**

- Opening of Account**
- Individual Account**
- Savings/ATM Account Number*
- Current Account Number*
- Company Account**
- Savings/ATM Account Number*
- Current Account Number*
- Verification of Existing Account**
- Individual Savings/ATM Account Number*
- Individual Current Account Number*
- Company Savings/ATM Account Number*
- Company Current Account Number*

Authorized/Validated By: MDS-GSB Branch Authorized Official_____
Signature Over Printed Name**Instructions:**

1. The agency shall provide each creditor/payee, LOI addressed to the MDS-GSB branch, for either of the following purposes:
 - Opening of CA/SA/ATM with any branch of its MDS-GSB
 - Validation of existing CA/SA/ATM maintained with any branch of its MDS-GSB
2. Validation shall be made by the agency's MDS-GSB only in cases where the creditor/payee opts to open an account with any branch other than the agency's MDS-GSB.
3. The MDS-GSB branch where the creditor/payee has opened/maintained an account shall provide the agency with a copy of the duly accomplished/validated LOI.