



INTEGRATED BAR OF THE PHILIPPINES

“Sentinel of the Rule of Law”

• 15 J. Vargas Avenue, Ortigas Center, Pasig City 1600 • Tel: (63.2)6313014/18 • Fax: (63.2) 6344697 • Email: ibp_national@yahoo.com

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TIMOTEO KENNETH R. BANSIG, JR.
Lawyer's Security

TO : **ALL IBP MEMBERS**

FROM : **GRACE P. QUEVEDO-PANAGSAGAN**
National Treasurer

RE : **ONLINE TRANSACTIONS FOR IBP ID AND IBP CERTIFICATE
OF GOOD STANDING AND CERTIFICATE OF NO PENDING CASES**

DATE : 08 June 2020

Starting 8 June 2020, the IBP National Accounting Office will adopt an online process for the issuance of the IBP ID, Certificate of Good Standing and Certificate of No Pending Cases. For the safety of everyone, onsite applications are not encouraged at this time. Please refer to the procedure below:

A. ONLINE TRANSACTIONS FOR IBP ID

1. Pay the ID fee of Php 350.00 plus transaction fee of Php 20.00 and courier fee of Php 200.00 for those availing of external courier services, by depositing the amount to the account provided below:

BANCO DE ORO (Julia Vargas Branch)
Account Name: Integrated Bar of the Philippines
Account No.: 002110002022

Please indicate Reference Number as follows:
Reference No: Roll Number + ID (e.g. 12345ID)

2. Go to the IBP Website at www.ibp.ph or directly go to this link at bit.ly/RequestIBPIDandCertOnline. The link will redirect you to the page regarding this memo where you can also download the IBP Lawyers ID Form.
3. Fill-out and sign the IBP Lawyers ID Form using Adobe Acrobat Reader. You may download the program at <https://get.adobe.com/reader> for free. Adobe Acrobat Reader is also made available for mobile use (available in iOS and Android version). You may download the said mobile app at Apple App Store or Google Play Store. Please do not forget to indicate the correct and updated Roll Number, e-mail address, and mobile number in the form.
4. Send via e-mail the following documents to ibpaccounting@yahoo.com and ibprecords.id@gmail.com:
 - Copy of deposit slip or fund transfer confirmation for the ID fee;
 - Signed IBP Lawyers ID Request Form; and
 - 2x2" ID Photo (in high-resolution image format)
5. The application shall be endorsed to the Chapter where the applicant is registered for confirmation that the applicant is a duly-registered IBP member. Please note that applicants with outstanding and unpaid IBP dues or those who are serving a final and executory CBD case will not be issued an IBP ID.
6. The processing time is estimated at 3-5 working days from the date of confirmation of the IBP Chapter and/or payment of outstanding IBP dues. You may check on the status of your application by email or call the Records Section at +63286313018.

Applicants within Metro Manila may opt to pick-up their IBP ID from the IBP National Office or avail an external courier service (i.e. LBC) for a fixed fee of Php 200.00. Please do not forget to provide your complete mailing address in the form.

Delivery of the IBP ID to applicants from outside of Metro Manila shall only be coursed through an external courier service (i.e. LBC) for a fixed fee of Php 200.00. Please do not forget to provide your complete mailing address in the form.



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B. ONLINE TRANSACTIONS FOR IBP CERTIFICATE OF GOOD STANDING AND CERTIFICATE OF NO PENDING CASE

1. Pay the certification fee of Php 200.00 per copy plus transaction fee of Php 20.00 and courier fee of Php200.00 for those availing of external courier services, by depositing the amount to the account provided below:

BANCO DE ORO (Julia Vargas Branch)
Account Name: Integrated Bar of the Philippines
Account No.: 002110002022

Please indicate Reference Number as follows:
Reference No: Roll Number + CF (e.g 12345CF)

Applicants should also settle all outstanding and unpaid IBP dues.

2. Go to the IBP Website at www.ibp.ph or directly go to this link at bit.ly/RequestIBPIDandCertOnline. The link will redirect you to the page regarding this memo where you can also download the IBP Certification Request Form.
3. Fill-out and sign the IBP Certification Request Form using Adobe Acrobat Reader. You may download the program at <https://get.adobe.com/reader> for free. Adobe Acrobat Reader is also made available for mobile use (available in iOS and Android version). You may download the said mobile app at Apple App Store or Google Play Store. Please do not forget to indicate the correct and updated Roll Number, e-mail address, and mobile number in the form.
4. Send via e-mail the following documents to ibpaccounting@yahoo.com:
 - Copy of deposit slip or fund transfer confirmation for the certification fee; and
 - Signed IBP Certification Request Form
5. Kindly wait for a confirmation email. The processing time is estimated at 3-5 working days from the date of confirmation. You may check the status of your application by email or call +63286313018 loc. 127 (Commission on Bar Discipline) and 201 (Accounting).
6. Applicants within Metro Manila may opt to pick-up the Certification from the IBP National Office or avail of fixed external courier services (i.e. LBC) for a fixed fee of Php 200.00. Kindly provide the complete mailing address.

Delivery of the Certification to applicants from outside of Metro Manila shall only be coursed through an external courier service (i.e. LBC) for a fixed fee of Php 200.00. Please do not forget to provide your complete mailing address in the form.

Thank you for your cooperation. Please observe precautionary measures and always keep safe.


GRACE P. QUEVEDO-PANAGSAGAN
National Treasurer