



INSTITUTE OF ELECTRONICS ENGINEERS OF THE PHILIPPINES, INC. (IECEP)
PRC Accreditation No. (I-APO No. 03)

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THE IECEP VISION

"The world-class organization of humane, competent, virtuous and globally-competitive electronics professionals"

THE IECEP MISSION

"To be the showcase Of professional and Technical development and a paradigm of excellence in applying the principles of electronics technology for the advancement of humanity"

2021 Officers and Board of Directors
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Immediate Past President

*"Electronics Technologies
In the Forefront of Disaster
Resiliency"*

Administrative Order No. 2021 - 004

FOR: ALL CHAPTER TREASURERS
SUBJECT: GUIDANCE ON INVENTORY OF CHAPTER FINANCIAL RECORDS AND ESTABLISHMENT OF BANK ACCOUNTS

DATE: March 3, 2021

This has reference to the on-going inventory of Chapter Financial Records and the consolidation of data with the IECEP National Secretariat.

In view of the proposed integration with digital payment gateways and migration to the myIECEP Portal, among other purposes, the undersigned hereby provides instruction to all concerned to return duly accomplished form as attached, relative to the request for Bank Account Details of Chapters for the information and reference of the Secretariat, with due consideration of applicable laws related to bank secrecy and data protection, among others.

It is understood that Local Chapters without duly established banking options are to open accounts in coordination with the Secretariat for proper documentation and processing of other requirements.

Further, Local Chapters whose designated banks are named after any nominated individual, notwithstanding any Board Resolution stating therein, upon issuance of this Memorandum, are given thirty (30) days to discontinue the practice, open an official account in the Chapter's bank of choice, and apprise the Secretariat of developments related thereto using the attached form.

Except otherwise prevented by local laws, ordinances or issuances, Foreign Chapters, wherever allowed and applicable, shall comply with the provisions of this Memorandum to supply bank details to the Secretariat, with appropriate attachments in support to the status of compliance.

Citing measures to establish bookkeeping procedures and to update the fiscal database, provisions stated herein are to be complied by 15 April 2021.

Clarifications related hereto may be directed to iecep.finance@gmail.com.

For information and strict compliance.


DR. MISHELL D. LAWAS, PECE
National President, 2021

CHAPTER FINANCIAL RECORDS

Chapter	<input type="checkbox"/> LOCAL <input type="checkbox"/> FOREIGN
Bank	
Account Name	<input type="checkbox"/> IECEP <input type="checkbox"/> Individual
Account Number	
Branch / Address	
Type of Account	
SWIFT Code	
IBAN	

** If necessary, use multiple sheets for submissions*

Request	<input type="checkbox"/> Assistance for Setting-Up Bank Account <input type="checkbox"/> Waiver on Compliance with Official Bank Account <i>(for Foreign Chapters only, attach issuances prohibiting compliance)</i> <input type="checkbox"/> Others, Kindly Specify: _____
Contact Information	Chapter Treasurer's Official Email Address: _____

Certified Correct: [Name] Treasurer	Noted by: [Name] Governor
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** Kindly email duly accomplished form to iecep.finance@gmail.com by 31 March 2021*