

## Property Description

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## Location

Floor Area / Lot Area  
Square Meter (sqm)

## I. COMMERCIAL ACCOUNT

Company Name

Trade Name (If Any)

## Nature of Business

## Domicile

Domestic  Foreign

## Form of Organization

Sole Proprietor  Corporation  
 Partnership

## Office Address

Unit No. Building / No., Block, Street

Subdivision / Village / Barangay

City / Municipality

Province / State

Country

Zip Code

## Telephone Number

Country Code   Area Code   Phone Number

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## Facsimile

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## Website

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## Date of Incorporation / Registration

(mm/dd/yyyy)

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## Total Assets

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## Company TIN

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## Company SSS Number

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## Contact Person

First Name	Middle Name	Last Name	Suffix	Date of Birth (mm/dd/yyyy)
				/ / / /

## Designation

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## Telephone Number

Country Code	Area Code	Phone Number

## Mobile Number

Country Code	Mobile Number

## Email Address

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## Facsimile

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Directors / Key Officers (Last Name, First Name, Middle Name, Suffix)	Designation	Address	Nationality	Date of Birth (mm/dd/yyyy)
	Chairman			
	President			
	CEO			
	CFO			
	Treasurer			
	Corporate Secretary			

## II. INDIVIDUAL ACCOUNT

## Full Name

First Name	Middle Name	Last Name	Suffix	Date of Birth (mm/dd/yyyy)	Domicile
				/ / / /	<input type="radio"/> Domestic <input type="radio"/> Foreign

## Office Address

Unit No. Building / No., Block, Street

Subdivision / Village / Barangay

City / Municipality

Province / State

Country

Zip Code

Citizenship (If 'Others', provide below)

- Filipino  
 Others

Gender

- Male  
 Female

Civil Status

- Single     Married     Separated

Company TIN

Name of Spouse (if Married)

First Name	Middle Name	Last Name	Suffix
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

SSS / GSIS No.

Employer Name / Business Name

<input type="text"/>	<input type="text"/>
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Office Address

Unit No. Building / No., Block, Street

Subdivision / Village / Barangay

City / Municipality

Province / State

Country

Zip Code

Telephone Number

Country Code   Area Code   Phone Number

Occupation / Position

Years in Employment / Business

<input type="text"/>	<input type="text"/>	<input type="text"/>
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### III. BANK ACCOUNT DETAILS

	Bank	Branch	Account Type	Account Number
<input type="radio"/> Deposit <input type="radio"/> Credit Cards				
<input type="radio"/> Deposit <input type="radio"/> Credit Cards				
<input type="radio"/> Deposit <input type="radio"/> Credit Cards				
<input type="radio"/> Deposit <input type="radio"/> Credit Cards				
<input type="radio"/> Deposit <input type="radio"/> Credit Cards				

### IV. SIGNATURE OF LESSEE

Signature over Printed Name of  
Authorized Signatory

Designation

Date Signed  
(mm/dd/yyyy)

<input type="text"/>	/	<input type="text"/>								
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Valid ID Number

(Driver's License/Passport/SSS/TIN/Others)

1. I came to know about the property through:

- |  |  |   |  |
|--|--|---|--|
| <input type="checkbox"/> BDO Website       | <input type="checkbox"/> Referred by BDO Employee        | <input type="checkbox"/> Referred by Branch           | <input type="checkbox"/> Social Media (Facebook) |
| <input type="checkbox"/> Referred by Agent | <input type="checkbox"/> Online Classified (Lamudi, Dot) | <input type="checkbox"/> Newsprint, poster, tarpaulin | <input type="checkbox"/> Others                  |

2. Purpose of Lease

3. Source of fund for this Lease

4. First-time lease with BDO and/or any of its subsidiaries?  Yes  No

If NO, please give details of previous property loaned

5. Are you related to an employee of BDO and/or any of its subsidiaries?  Yes  No

If YES, Name of BDO Employee/Position

<input type="text"/>	<input type="text"/>	<input type="text"/>
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Branch/Department

Relationship

6. Is the Lessee, including immediate If YES, Name of Immediate Family Member and Position family members (spouse, parents, siblings, children, and spouse's parents or siblings) holding position in the government?

Yes  No

If YES, Name of Immediate Family Member and Position

  
  


7. Is Lessee engaged with Money Service Business (MSB)?  Yes  No

If YES, Check Type  Foreign Exchange Dealer (FXD)  Money Changer (MC)  Remittance Agent (RA)

8. BDO Credit Card Holder?  Yes  No

9. U.S. Person?  Yes  No

## II. RELATED PARTY QUESTIONNAIRE

1. Are you a director, officer or stockholder of BDO and/or affiliated companies?  Yes  No

If YES, please specify the following:

Company Name

<input type="text"/>	<input type="radio"/> Director	<input type="radio"/> Officer	<input type="radio"/> Stockholder
<input type="text"/>	<input type="radio"/> Director	<input type="radio"/> Officer	<input type="radio"/> Stockholder
<input type="text"/>	<input type="radio"/> Director	<input type="radio"/> Officer	<input type="radio"/> Stockholder

For stockholders: Do you own shares of stocks of BDO and/or affiliated companies, collectively with your spouse and/or relatives within the first degree of consanguinity or affinity, or relative by legal adoption?

Yes  No

If YES, please specify the following:

Name of Co-owner

Relationship

<input type="text"/>	<input type="text"/>
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2. Do you have any relatives working in BDO and/or affiliated companies?  Yes  No

If YES, please specify the following:

Name of Relative  
(Last Name, First Name, Middle Name)

Relationship

Company name

<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

### III. CUSTOMER UNDERTAKING

- I hereby certify that the information contained herein is/are true and correct, and the signatures indicated herein are genuine.
- Any changes in the foregoing information shall be promptly communicated to the Bank or to the Lessor.
- I understand that any non-disclosure and/or falsification of information and documents herein required shall be grounds for disapproval of the proposal to lease and/or legal action against me.
- I hereby authorize BDO and/or the Lessor to verify and investigate any and all information provided herein as BDO and/or the Lessor may deem appropriate.
- The buyer hereby waives confidentiality of client information including without limitation to 1405 (Secrecy of Bank Deposit Act), 6426 (Foreign Currency deposit Act), 10173 (Data Privacy Act of 2012) and Sec 55.1b of Republic Act No. 8791 (General Banking Law) and the law relating to the secrecy of Bank deposits for purposes of Credit Checking.

In compliance with the requirements of the Data Privacy Act, I hereby give my consent to the BDO Group, consisting of BDO Unibank, Inc. and its subsidiaries [the members of the BDO Group may be accessed at <https://www.bdo.com.ph/privacy-statement>], to process, collect, store, my personal information or sensitive personal information obtained from me in the course of my transaction/s with the BDO Group. I understand and agree that these information may be disclosed or shared by BDO Group to its members for know-your-client, cross-selling, marketing, or profiling (manual or automatic) purposes to offer and provide new or related products and services of the BDO Group. Further, I hereby give my consent to any member of the BDO Group to process, collect, use, store, share or disclose my personal information or sensitive personal information to third parties for legitimate purposes, or to provide services to me or implement transactions which I may request, allow, or authorize.

I confirm that I understand and agree that my information may continue to be processed, collected, used, stored, or disclosed for ten (10) years from my last transaction date with any member of the BDO Group or until the expiration of the retention limits set by applicable laws, whichever comes later.

I hereby acknowledge and understand that should I wish to withdraw my consent to receive information about new or related products and services of the BDO Group, or to access, update, or correct certain personal data as set out in this form, I may communicate directly with the relevant member of the BDO Group's Data Protection Officer through the email address found at <https://www.bdo.com.ph/privacy-statement>. I further acknowledge and understand that I may access and view the BDO Group's Data Privacy Statement at <https://www.bdo.com.ph/privacy-statement> or obtain a copy thereof from the office or branch of the relevant member of the BDO Group.

Signature over Printed Name of  
Authorized Signatory

Date Signed  
(mm/dd/yyyy)

	/		/				
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## Client/Buyer's Full Name

First Name	Middle Name	Last Name	Suffix

1. Is your business classified under the gaming industry (Casino/On-line Gaming)?

Yes    No

If Yes, please provide document support.

2. Does your business provide service or have dealings/transactions with the gaming industry (Casino/On-line Gaming)?

Yes    No

If Yes, please provide information.

3. Do you have related interest/relationship with any business or service provider under the gaming industry?

Yes    No

If Yes, please provide document support/company information.

4. Do you process transaction/s related to the gaming industry (Casino/On-line Gaming)?

Yes    No

If Yes, please provide information.

**By signing, I undertake to advise the Bank if I will be directly/indirectly exposed to the online gaming industry.**

Signature above Printed Name of  
Lessee, Client, or Authorized Representative

Date Signed  
(mm/dd/yyyy)

	/		/				
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## Client Name

First Name	Middle Name	Last Name	Suffix

**I. DNFBP STATUS AND AMLC REGISTRATION**

Are you registered with the Anti-Money Laundering Council (AMLC) as Designated Non-Financial Business and Profession (DNFBP)?

- a. If yes, please check the box that corresponds to the type of DBFBP1 and provide a copy Provisional Certificate of Registration (PCOR)/Certificate of Registration (COR) issued by AMLC.

- Jewelry dealers in precious metals, who, as a business, trade in precious metals;
- Jewelry dealer in precious stones, who, as a business, trade in precious stones;
- Company service providers which, as a business, provide any of the following services to third parties:
  - acting as a formation agent of juridical persons;
  - acting as (or arranging for another person to act as) a director or corporate secretary of a company, a partner of a partnership, or a similar position in relation to other juridical persons
  - providing a registered office, business address or accommodation, correspondence or administrative address for a company, a partnership or any other legal person or arrangement; and
  - acting as (or arranging for another person to act as) a nominee shareholder for another person
- Persons, including lawyers and accountants, who provide any of the following services:
  - managing of client money, securities or other assets;
  - management of bank, savings, securities or accounts;
  - organization of contributions for the creation, operation or management of companies; and
  - creation, operation or management of juridical persons or arrangements, and buying and selling business entities.

- b. If No, are you in the process of registering with the Anti-Money Laundering Council (AMLC)?

Yes  No  Not applicable

1. If yes, please describe at what stage of the registration process are you currently in and specify the DNFBP type/category you are in the process of being registered:

Status of Registration

DNFBP Type

2. If No or Not applicable, please provide justification and applicable supporting document/s why you are not required to register with the AMLC

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**II. AML/CFT CONTROLS**

1. Do you or your company have a Money Laundering and Terrorism Financing Prevention Program (MTTP) Manual in place that is complaint with all applicable Anti-Money Laundering and Combating the Financing of Terrorism (AML/CFT) laws, rules and regulations?  Yes  No
2. Does your MTTP include policies and procedures that cover all of the following areas, including all the requirements prescribed under the applicable AML/CFT laws, rules and regulations? Please check all the area that are covered in your MTTP:  Yes  No
3. Do you or your organization have AML/CFT compliance implementation issues/concerns?  Yes  No

If yes, kindly provide details:

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4. Any relevant and adverse AML/CFT information to disclose?

If yes, kindly provide details:

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Signature above Printed Name of Client or Authorized Signatory

	Designation	Date Signed (mm/dd/yyyy)
		/ / / / / /

## I. BDO GROUP DATA PRIVACY CONSENT

In compliance with the requirements of the Data Privacy Act, I hereby give my consent to the BDO Group, consisting of BDO Unibank, Inc. and its subsidiaries [the members of the BDO Group may be accessed at [\[https://www.bdo.com.ph/privacy-statement\]](https://www.bdo.com.ph/privacy-statement), to process, collect, store, my personal information or sensitive personal information obtained from me in the course of my transaction/s with the BDO Group. I understand and agree that these information may be disclosed or shared by BDO Group to its members for know-your-client, cross-selling, marketing, or profiling (manual or automatic) purposes to offer and provide new or related products and services of the BDO Group. Further, I hereby give my consent to any member of the BDO Group to process, collect, use, store, share or disclose my personal information or sensitive personal information to third parties for legitimate purposes, or to provide services to me or implement transactions which I may request, allow, or authorize.

I confirm that I understand and agree that my information may continue to be processed, collected, used, stored, or disclosed for ten (10) years from my last transaction date with any member of the BDO Group or until the expiration of the retention limits set by applicable laws, whichever comes later.

I hereby acknowledge and understand that should I wish to withdraw my consent to receive information about new or related products and services of the BDO Group, or to access, update, or correct certain personal data as set out in this form, I may communicate directly with the relevant member of the BDO Group's Data Protection Officer through the email address found at [\[https://www.bdo.com.ph/privacy-statement\]](https://www.bdo.com.ph/privacy-statement). I further acknowledge and understand that I may access and view the BDO Group's Data Privacy Statement at [\[https://www.bdo.com.ph/privacy-statement\]](https://www.bdo.com.ph/privacy-statement) or obtain a copy thereof from the office or branch of the relevant member of the BDO Group.

### BDO GROUP DATA PRIVACY STATEMENT (access thru BDO and its subs website)

The BDO Group (consisting of BDO Unibank, Inc. and its subsidiaries) [the members of the BDO Group may be accessed at [\[https://www.bdo.com.ph/privacy-statement\]](https://www.bdo.com.ph/privacy-statement)] is committed to protecting your privacy as our client, and even as a visitor to this website.

As your trusted partner, the confidentiality of your information remains a top priority. We shall exert all reasonable efforts to protect it against unauthorized use or disclosure.

#### How we collect information

We may manually or automatically collect personal data when you:

- a. Visit the website of the relevant member of the BDO Group - We may use web analytic tools, including those of third parties, that use cookies to collect anonymous information and data generated from your activities when you visit the website (e.g. perform searches, access internal links).
- b. Visit a 3rd party website and click on advertisements of a member of the BDO Group
- c. Enter into a transaction with us
- d. Submit your application forms
- e. File complaints, inquiries, or requests

Types of personal data that we may collect:

- a. Your name and other particulars such as, but not limited to, contact details, address, birthdate, and educational background
- b. Details and photocopies of your government or other IDs, and other digital photos and biometrics captured or submitted in the course of your transactions with us
- c. Financial information such as income, expenses, deposits, investments, and credit cards
- d. Employment details
- e. Images captured via CCTV and other similar recording devices when visiting our offices, and/or using our facilities
- f. Voice recordings of our conversations with you
- g. Information about your transactions with third parties, including merchants and utility companies
- h. Non-personal information provided by the electronic device you are using such as the IP address, operating system, browser type and version, and other machine-related identifiers
- i. Specimen signatures

How your personal data may be used, stored and shared

Your personal data may be used, stored, processed, shared and disclosed by the BDO Group to its members, as well as third parties (as may be necessary and allowed by law):

- a. Legal. For legitimate purposes
- b. Transactions. To provide services to you or implement transactions which you request, allow, or authorize
- c. Policies and obligations. To comply with the BDO Group's internal policies and its reporting obligations to governmental authorities under applicable laws
- d. Research. When we conduct studies and researches such as automatic and manual profile analysis, behavioral modeling, for the purpose of reviewing, developing and improving our products and services
- e. Promotion. When we reach out to you regarding services information, including offers, promotions, discounts, rewards; and for personalizing your experience with our various touchpoints such as branches, call center, telemarketing, email, messaging and other channels
- f. As necessitated by third parties or members of the BDO Group:
  - f.1. To support us in delivering our services and products to you
  - f.2. To comply with existing laws, rules, and legal processes
  - f.3. To implement our policies and terms of use including, among others, our rights as lender to client availing of our loan and other credit products, or such other applicable policies with respect to the products and services that we provide
  - f.4. To address fraud, security or technical issues
  - f.5. To protect our rights, interests, property or security, and that of our clients and third parties

Emails will not be used to collect personal data

Emails are not entirely safe. We will not use this platform to obtain confidential information from you such as your account numbers, passwords, and credit card numbers.

An authorized representative will get in touch with you should we require confidential or other types of information. We will never ask you to confirm any such information by clicking on a link in an email.

Phishing emails

- a. Do not attempt to click on a suggested link to any of the BDO Group's website – you may access the relevant website directly by typing the URL [[www.bdo.com.ph](https://www.bdo.com.ph)] in your browser
- b. Do not provide confidential information via emails
- c. Do not provide confidential information to access the link to any BDO Group member's website

How long your data is stored with BDO Group

We have put in place appropriate physical, organizational, and technical controls to maintain the confidentiality, integrity, and availability of your personal data.

Your personal data will be stored in a database for no longer than ten (10) years either from your last transaction with any member of the BDO Group or until the expiration of the retention limits set by applicable law, whichever comes later. After this duration, both physical records and digital files will be disposed.

#### Your rights under applicable laws

Subject to the requirements, conditions and exemptions under the applicable law and Data Privacy Laws, and payment of reasonable fees, you are entitled to the following rights:

- a. To access your personal data, including:
  1. The sources from which they were obtained
  2. The manner by which such data were processed
  3. The reasons for the disclosure of your personal data to recipients, including the names and addresses of recipients thereof
  4. The information on automated processes where the data will or likely to be made as the sole basis for any decision significantly affecting or will affect you
  5. The date when your personal data was last accessed and modified
- b. To dispute any inaccuracy or error in your personal data and require the BDO Group to correct or update the same.
- c. To obtain a copy of your personal data in an electronic or structured format for your further use.
- d. To suspend, withdraw, or order the blocking, removal, or destruction of your personal data from BDO Group's system, provided such action is not critical nor required by applicable laws and regulation to maintain the products and services that you availed with us
- e. To file a complaint with the National Privacy Commission

For a complete reference of your rights under the Data Privacy Act, you may access the National Privacy Commission website at [www.privacy.gov.ph](http://www.privacy.gov.ph).

#### **Changes to our Data Privacy Statement**

We may modify this Data Privacy Statement from time to time to align with relevant laws and regulations and the BDO Group's policies and procedures as applicable. All updates will be posted in our website.

#### **Contact the Data Protection Officer**

Inquiries, clarifications, or requests in relation to this Data Privacy Statement may be addressed to the relevant member of the BDO Group's Data Protection Officer at [<https://www.bdo.com.ph/privacy-statement>].

This Data Privacy Statement has been updated as of [March 2022].

#### **II. CLIENT'S CONFIRMATION AND AGREEMENT**

By affixing my/our signature/s, I/We hereby confirm and acknowledge the forgoing **BDO GROUP DATA PRIVACY STATEMENT**.

Company Name

Signature Over Printed Name and Designation

Signature Over Printed Name and Designation

Date Signed  
(mm/dd/yyyy)

	/		/			
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Date Signed  
(mm/dd/yyyy)

	/		/			
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